



LEVEL II CHECKLIST  
MID-TERM STATEMENT OF WORK  
SEMESTER II TEAM

SPRING 2006

[PLEASE COMPLETE ELECTRONICALLY]

<b>INST</b>	<b>Rice University</b>	<b>TEAM NAME</b>	<b>HPN</b>
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This Level II Checklist is completed by Semester-II teams and submitted with the Mid-Term SOW.

<b>LEVEL II REQUIREMENT CHECKLIST FOR MIDTERM STATEMENT OF WORK - SEMESTER II TEAMS DEADLINE MARCH 24<sup>TH</sup></b>	
<b>The Midterm Statement of Work submitted . . .</b>	<b>Completed / Date / Notes</b>
<ul style="list-style-type: none"> <li>▪ Follows <i>Statement of Work Guidelines</i></li> <li>- <input checked="" type="checkbox"/> Typed, double spaced, max 30 pages</li> <li>- <input checked="" type="checkbox"/> Avoided writing in first-person</li> <li>- <input checked="" type="checkbox"/> Spell-Checked</li> <li>- <input checked="" type="checkbox"/> Grammar / punctuation checked</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
<ul style="list-style-type: none"> <li>▪ Includes the following sections:</li> <li>- <input checked="" type="checkbox"/> Cover Page</li> <li>- <input checked="" type="checkbox"/> Table of Contents</li> <li>- <input checked="" type="checkbox"/> List of Figures</li> <li>- <input checked="" type="checkbox"/> Abstract or Introduction</li> <li>- <input checked="" type="checkbox"/> Sponsor / Research Group ID / Mentor Contact</li> <li>- <input checked="" type="checkbox"/> Collaborative Efforts</li> <li>- <input checked="" type="checkbox"/> Team Identification / Members Profile</li> <li>- <input checked="" type="checkbox"/> Background of Semester I Work               <ul style="list-style-type: none"> <li>- <input checked="" type="checkbox"/> Technical Details / Results</li> <li>- <input checked="" type="checkbox"/> Semester I Excursions Undertaken</li> <li>- <input checked="" type="checkbox"/> Semester I Budget Overview</li> </ul> </li> <li>- <input checked="" type="checkbox"/> Objective for Continuation of Project</li> <li>- <input checked="" type="checkbox"/> Design Plan /Methodology</li> <li>- <input checked="" type="checkbox"/> Project Timeline / Budget Plan for Semester II</li> <li>- <input checked="" type="checkbox"/> Conclusion</li> <li>- <input checked="" type="checkbox"/> Reference / Bibliography</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
<ul style="list-style-type: none"> <li>▪ Appendices attached include:</li> <li>- <input type="checkbox"/> Option Area Reports <input type="checkbox"/>I <input type="checkbox"/>II <input type="checkbox"/>III <input type="checkbox"/>IV</li> <li>- <input type="checkbox"/> Team Trip Report for this period [if applicable]</li> <li>- <input checked="" type="checkbox"/> Budget Report for this period.</li> <li>- <input type="checkbox"/> Other _____</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
<ul style="list-style-type: none"> <li>▪ Submitted a power-point presentation. [Optional]</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Considers reviewer feedback where feasible</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
<ul style="list-style-type: none"> <li>▪ Provides update on project status at this point.</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
<ul style="list-style-type: none"> <li>▪ Discusses modifications made, changes in project direction, problems encountered</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
<ul style="list-style-type: none"> <li>▪ Includes testing procedures / preliminary results.</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
<ul style="list-style-type: none"> <li>▪ Makes use of field experience to supplement learning.</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
<ul style="list-style-type: none"> <li>▪ Copy to: <input checked="" type="checkbox"/>TSGC    <input checked="" type="checkbox"/> Advisor    <input checked="" type="checkbox"/>Mentor</li> </ul>	<input checked="" type="checkbox"/> March 23, 2006
Notes:	