End of Cycle Checklist

For each project in Weave, the following items must be completed at the end of the academic cycle:

☐ Enter findings
  ➢ This should be a short sentence or two summarizing the results relative to the stated target
☐ Enter analysis
  ➢ This field should explain what the findings mean as far as achievement of the objective
  ➢ This field can also be used to expand on calculations, derivations, or methods used in gathering the finding
☐ Set target status
  ➢ Make sure the status makes sense given the target and stated findings
☐ Enter new action plans
  ➢ All targets with a status of 'Not Met' and 'Partially Met' must have actions plans
  ➢ Action plans can also be created for other target statuses, if the unit seeks to improve the achievement of the objective in the future
☐ Update previous action plans
  ➢ Change action plan statuses, timelines, and action items as plans are worked on or completed
☐ Answer analysis questions
  ➢ These should tie everything in the assessment plan together citing evidence from the plan as much as possible
☐ Set project to 'Complete'
  ➢ This is the overall status of the project located at the top of the editing screen