

Outlook Lesson **3** **Challenge Yourself Project 10**
Lights, Camera, Action



Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Scheduled a budget appointment with the producer			
Scheduled a salary negotiation appointment with the lead actor			
Scheduled an appointment with the costume designer			
Scheduled a conference call with the special effects team			
Made sure all appointments were within a one-week period			
Added all appointments to the director's Outlook Calendar			
With teacher's permission, printed a copy of the director's Outlook Calendar in Month view			
Created a new Word document			
Described how to change an appointment into a meeting			