## Criterion B: Record of tasks

Include at least 40 detailed items of the work you do. You can include work on the sections of this document, client/advisor time, etc. Be detailed, list time in hours, **and if you have any items longer than 1 hour, break them up into smaller work items.**

You have 30 hours of in class time that you should account for, but you should also be spending at least another 10-20 hours outside of class and account for that as well.

**If your total hours are 40 or less, or if you have more than 1-2 items longer than an hour, you'll likely lose a point in Criteria B (out of 6 total). You should expect to spend an additional 10-20 hours outside of class (30 hours are in class) over the 6 week project.**

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| Task number | Planned action | | Planned outcome | | | | Time estimated | | Target completion date | | | Criterion |
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