**CIS 106 Assignment 1 Completion Checklist**

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| --- | --- | --- |
| Name: | [Replace this text with your name] | |
| Section | [Replace this text with your CIS106 section number] |  |
| **Place an X in this column to indicate completion** | **Assignment Task Completed** | **Time on Task**  **(in hours and/or minutes)** |
| **X** | **Part 1 – Project Proposal Title/Name/Section/Term Heading** | **2 Days** |
| **X** | **Part 1 – Project Summary Section** | **15 Minutes** |
| **X** | **Part 1 – Project Background Section** | **20 Minutes** |
| **X** | **Part 1 – IPOS (Input/Processing/Output/Storage) Requirements Section** | **45 Minutes** |
| **X** | **Part 1 – Conclusion Section** | **15 Minutes** |
| **X** | **Part 1 – Glossary Section** | **3 Minutes** |
| **X** | **Part 1 – References Section (using APA Style)** | **15 Minutes** |
| **X** | **Part 1 – Checked that the proposal has the appropriate fonts, point sizes, headings and alignment.** | **10 Minutes** |
| **X** | **Part 1 – Saved the proposal in a file named**  Assignment1Proposal.docx | **2 Minutes** |
| **X** | **Part 2 – Complete a Java splash page including:** | **1 Minute** |
| **x** | **Project Title** | **1 Minute** |
| **X** | **Your Name** | **30 Seconds** |
| **X** | **CIS106-# (section number) and Fall 2016** | **30 Seconds** |
| **X** | **A line of separation before the summary** | **30 Seconds** |
| **X** | **A summary description of the project** | **2 Minutes** |
| **X** | **Part 2 – Named the Java class Assignment1** | **30 Seconds** |
| **X** | **Part 2 – Placed the required heading comment in Java source code file.** | **30 Seconds** |
| **X** | **Part 2 – Placed in-line comments in the Java source code file.** | **10 Seconds** |
| **X** | **Part 2 – Saved the Java file using the name Assignment1.java** | **30 Seconds** |
| **X** | **Part 3 – Created a folder named Assignment1LastnameFirstname where Lastname and Firstname are your actual last and first names.** | **10 Seconds** |
| **X** | **Part 3 – Copied the Assignment1Proposal.docx files into the folder created above.** | **10 Seconds** |
| **X** | **Part 3 – Copied the Assignment1.java into the folder created above.** | **10 Seconds** |
| **X** | **Part 3 – Saved this file into the folder created above.** | **10 Seconds** |
| **The following steps are down after completion of this checklist but you should retain a final version of this file with these final steps to provide it to the instructor upon request.** | | |
| **X** | **Part 3 – Create a compressed (zipped) folder of the folder created above.** | **5 Seconds** |
| **X** | **Part 3 – Submit the compressed (zipped) folder.** | **5 Seconds** |
| **TOTAL TIME ON TASK:** | | **2 Days 132 Min 50 sec** |