Suggested AQIP Project Final Report Outline

HCC Final Report Questions

1. What was the purpose/goal of this project?

2. Describe how you involved people from throughout the college in the work of the project.

3. What were the major accomplishments of the project team?

4. What have you learned as a result of this project?
   a. Describe any “effective practices” that resulted from your work on this project.
   b. Describe any challenges the team faced and how they were addressed.

5. What are the team’s recommendations:
   a. For practices to be proposed as standard operating procedure, and/or
   b. For future action projects