

## HM503: Unit 2 Assignment Checklist

<b>Criteria: Ask yourself the following questions.</b>	<b>Not Yet</b>	<b>Yes</b>
<b>Content</b>		
Did you <b>complete</b> the IS-235c online certificate course?		
Did you <b>submit</b> your certificate to the unit Dropbox?		
Did you <b>identify</b> and <b>explain</b> 10 principles of the planning process?		
Did you <b>relate</b> how all four of the planning concepts (phasing, branches, planning horizons, and forward and reverse planning) as well as strategic, operations, and tactical planning helps sequence operations within the planning process?		
Did you <b>compare</b> and <b>contrast</b> how all four of the planning concepts, as well as strategic, operations, and tactical planning would be implemented in specific emergency situations during the planning process?		
<b>Research</b>		
Is your research <b>current</b> ?		
Did you discuss all the required areas in a <b>substantive</b> manner?		
Did you use appropriate <b>reference</b> material to support major statements?		
<b>Quality</b>		
Is your content <b>complete</b> enough to address the topic and questions?		
Is there a logical flow to your ideas?		
Did you present the material in a <b>clear and concise</b> manner to provide easy readability?		
<b>Format</b>		
Did you prepare your paper as a <b>Microsoft® Word®</b> document?		
Did you <b>label your file</b> correctly?		
Did you use <b>APA</b> format to cite your sources?		
Did you check your document for <b>grammar and spelling</b> ?		
Does your assignment fulfill the <b>length</b> requirements?		