

Staff Review Draft: 80%

Rural Planning and Economic Development | PLAC 5500-001 / LPPP 5559-001 | Fall 2026

A nearly complete package for finite staff feedback

DUE: November 11, 2026, by 12:00 p.m. to Canvas

COURSE WEIGHT: 10%

Purpose

Submit a coherent, nearly complete staff-review package that can be judged as a whole. Ask for finite feedback, not a new project definition.

Required package

- ☐ Substantially complete text in the intended structure.
- ☐ Placed maps, graphics, tables, diagrams, and code or policy language as relevant.
- ☐ Recommendations with responsibility, partners, sequence, likely resources, constraints, and next actions.
- ☐ Staff-review cover memo listing the exact decisions or feedback requested.
- ☐ Source/data, assumptions, review-comment, and individual contribution records.
- ☐ A finite revision log and authorized editable/supporting files.

Build the submission

Staff review request: List the exact decisions, confirmations, or comments needed from staff.

Completeness check: Name any missing section, figure, source, decision, or permission. Explain why it remains open.

Implementation path: For each recommendation, identify lead, partners, sequence, resources, constraints, first action, and early measure.

Staff review request: List the exact decisions, confirmations, or comments needed from staff.

Consistency check: Record conflicts among text, maps, numbers, graphics, recommendations, and implementation details.

Finite revision list: List only the remaining changes, owner, source of comment, decision, and target completion date.

Before submission

- ☐ A reviewer can understand the product without reconstructing the team's file system.
- ☐ Claims, dates, numbers, maps, and recommendations agree across the package.
- ☐ Major claims and visuals received a second-person check.
- ☐ Accessibility, citations, alt text, contrast, reading order, and file names are checked.
- ☐ Only authorized material is included in the staff-review package.

Submission: One member of the team submits the package to Canvas by the listed deadline. Every student remains responsible for the work, sources, disclosed material AI assistance, and any required contribution record.