

Final Product: 100%

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

Final handoff checklist

DUE: December 9, 2026, by 12:00 p.m. to Canvas

COURSE WEIGHT: 15%

Purpose

Deliver the complete, internally quality-checked community planning product and the supporting materials needed for authorized client use.

Required package

- ☐ Final document or product and an executive summary or equivalent orientation.
- ☐ Accurate citations, methods, source/data notes, and accessible graphics.
- ☐ Complete recommendations and implementation path.
- ☐ Limitations, unresolved items, verification needs, and next steps.
- ☐ Authorized editable/source files, data dictionary, map notes, or code documentation as relevant.
- ☐ Final revision/assumptions record and individual contribution record.

Build the submission

Client use: What can the client do with the product immediately? What still requires staff, legal, engineering, market, or field verification?

Final source check: Record the checker and status of every major claim, figure, map, date, and recommendation.

Implementation check: Confirm responsibility, sequence, partners, resources, constraints, first action, and early measure.

Client use: What can the client do with the product immediately? What still requires staff, legal, engineering, market, or field verification?

Handoff package: List final PDFs, editable files, data, fonts, images, links, documentation, and version/date identifiers.

Release status: Identify what the client may publish, what remains internal, and who authorized the decision.

Before submission

- ☐ Authorized feedback is resolved and material changes are recorded.
- ☐ No claim or graphic exceeds the evidence or hides missing data.
- ☐ The final PDF and editable files match and open correctly.
- ☐ All files use clear names, dates, and version identifiers.
- ☐ Every student can explain purpose, inputs, method, choices, limits, verification, implications, and contribution.

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.