The outline below is provided to assist you in developing a final report upon the completion of your project.

# Teaching and Learning Technology Innovation Grant Project Completion Report

1. Date of Report:
2. Your Name:
3. Technology Innovation Project Manager:
4. Executive Summary (2-3 pages, or 4-5 with visuals), including:
	1. Your expected outcomes or objectives
	2. The degree to which you were able to meet your outcomes/objectives
	3. What went well?
	4. What went poorly?
	5. What lessons will you carry forward into similar projects in the future?
	6. Summarize elements of your evaluation data not discussed in other points
	7. Charts/graphs/images (optional)
	8. Any future plans for the project
	9. Attach evaluation data

## Submit your report

Final reports will be submitted within one month of the conclusion of the grant project as identified in the project timeline.

Submit reports to:

Dr. Carlos Solís
Associate Vice President
Technology Innovation Office