**Checklist for the eportfolio**

| PUBLICATIONS | |
|---|---|
| <ul><li>Sample database reports (3)</li><li>Membership card</li><li>Leaflet</li><li>Pack folder</li><li>Presentation</li></ul> | |
| **EVIDENCE - DATABASE** | |
| <ul><li>Structure and validation rules (screenshot)</li><li>Rejected records, if any (screenshot)</li><li>Data entry form (screenshot)</li><li>Three new database records</li><li>Search criteria for reports</li></ul> N.B. Do NOT include the database itself | |
| **EVIDENCE - SPREADSHEET** | |
| <ul><li>Spreadsheet data view</li><li>Spreadsheet formula view</li></ul> | |
| **PROJECT MANAGEMENT** | |
| <ul><li>Initial project plan</li><li>Ongoing plan</li><li>Sources table</li><li>Project review</li></ul> | |