

Appendix 3: DNP Project Checklist

DNP Project Checklist

The purpose of this checklist is to ensure that students, faculty, and other stakeholders are aware of the requirements for each phase of the DNP Project process. Details of each item can be found within the body of the full paper.

These items are minimum expectations.

Phase	Requirement Summary	Completed On
Phase 1: Core Courses, Phenomenon of Interests & Networking	<input type="checkbox"/> Complete Curriculum as Outlined by TRACK <input type="checkbox"/> Read: DNP Essentials, AACN White Paper (2015), and RSN Requirements <input type="checkbox"/> Develop Phenomenon of Interest <input type="checkbox"/> Develop Professional Network <input type="checkbox"/> Develop Doctoral Skills & Knowledge <input type="checkbox"/> Complete CITI Training	
Phase 2: Planning & Development	<input type="checkbox"/> Enroll in DNP Project Planning Course <input type="checkbox"/> Complete DNP Question Development Tool <input type="checkbox"/> Assemble DNP Project Team, Secure Signatures <input type="checkbox"/> Determine Type of DNP Project <input type="checkbox"/> Complete Group Planning Form (if applicable) <input type="checkbox"/> Complete Systematic Review Consultation Form (if applicable) <input type="checkbox"/> Secure Letter of Cooperation <input type="checkbox"/> Write a DNP Project Proposal <input type="checkbox"/> Translate the Proposal to meet IRB Requirements*** <input type="checkbox"/> Formal Project Presentation to DNP Team <input type="checkbox"/> With permission, submit the Proposal to IRB	

	<input type="checkbox"/> Ensure that all required documents are uploaded to the electronic drop boxes. <input type="checkbox"/> Complete DNP Mapping Activity <input type="checkbox"/> Develop Plan for DNP Experience Hours	
Phase 3: Implementation & Evaluation	<input type="checkbox"/> Secure IRB Approval *** <input type="checkbox"/> Begin Project Implementation <input type="checkbox"/> Analyze and Synthesize Data & Findings <input type="checkbox"/> Change the Project Proposal Paper to past-tense and complete the Final Project Paper <input type="checkbox"/> Document DNP Experience Hours (500 required)	
Phase 4: Dissemination & Final Steps	<input type="checkbox"/> Complete application for graduation <input type="checkbox"/> Complete application for FINAL DNP Project Presentation <input type="checkbox"/> Final DNP Project Paper (submit 2 weeks prior to Final Presentation) <input type="checkbox"/> Final DNP Project Poster <input type="checkbox"/> Final DNP Project Presentation <input type="checkbox"/> Complete all FINAL Steps: <input type="checkbox"/> Make changes to final paper if needed <input type="checkbox"/> Close out IRB, complete form <input type="checkbox"/> Upload all required documents electronically <input type="checkbox"/> Bind the DNP Project according to instructions (5 copies required)	

*** Student must meet IRB Requirements for BOTH Rutgers University and hosting organization.