This checklist serves three main purposes:

- Identify which components are present or absent from the prepared materials.
- Identify which components do and do not need adaptation.
- Track which components are created or adapted.

Component	Present	No Adaptation Required	Adaptation Required	Changes Made
1. Lesson Topic				
2. Allotted Time				
3. Level of Instruction				
4. Authority				
5. Terminal Learning Objective (Condition, Task, Standard)				
6. Enabling Learning Objective(s)				
7. Materials Needed				
8. References				
9. Preparation				
10. Presentation (Course content)				
11. Application (A/V training aids, questions, activities, etc.)				
12. Summary				
13. Evaluation				
14. Ancillary Components (Assignment sheet, information sheet, study sheet, worksheets, activities, etc.)				