



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-30

Standard:	NFPA 1021 – 2020 edition – 5.4.2
Task:	Develop a project or divisional budget.
Performance Outcome:	Capital, operating, and personnel costs are determined and justified.
Conditions:	Given schedules and guidelines concerning budget preparation.
Candidate Directive:	“Prepare a project or divisional budget.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Budget was prepared	Is accurate and is in a clearly organized format	Is accurate and is in a mostly organized format	Is mostly accurate, and in a mostly organized format	Is most inaccurate or disorganized	
2	Capital, operating and personnel costs were determined	All capital, operating and personnel costs were accurately determined	Most capital, operating and personnel costs were determined	Some capital, operating and personnel costs were determined	Capital, operating and personnel costs were not determined	
3	Capital, operating and personnel costs were justified	Benefits of capital, operating and personnel costs were clearly and concisely explained	Benefits of capital, operating and personnel costs were mostly explained	Benefits of capital, operating and personnel costs were not clear and concise	Benefits of capital, operating and personnel costs were not explained	



FIRE OFFICER – NFPA 1021

PRACTICAL CHECK SHEET

Evaluator/Candidate
Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date