**THE PROCESS JOURNAL**

This is a must!

The process journal (also called a log book in some schools) should be used to record progress honestly, with your thoughts, ideas, decisions, feelings and reflections as you do your project. You should update it often, as this is what your mentor will use to determine your progress. The information you record in your process journal will help in the organization of your written report. In the journal, you must record your process and progress, and total time spent on the project. Start at the beginning with your first ideas including those that you have rejected. Keep all of your rough notes and sketches. Your Process Journal should answer the following questions:

1. What do I need to do?
2. Where could I go?
3. How do I get the information?
4. Which resources shall I use?
5. How shall I use these resources?
6. What should I make a record of?
7. Have I got the information I need?
8. How should I present it?
9. What have I achieved?

There is a Process Journal outline attached to this packet. You are free to use this outline or to create your own process journal format. The specific format should match your own learning style. The important thing is that you must keep a process journal – and without one you will not be able to write your report or make an oral presentation.
SAMPLE PROCESS JOURNAL
FOR THE PERSONAL PROJECT

STUDENT NAME: ______________________________________________

TITLE OF PROJECT: ___________________________________________

MENTOR NAME: ______________________________________________
PROCESS JOURNAL FOR THE PERSONAL PROJECT

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INTRODUCTION

The process journal (also called a log book in some schools) should be used to record progress honestly, with your thoughts, ideas, decisions, feelings and reflections as you do your project. You should update it often, as this is what your mentor will use to determine your progress. The information you record in your process journal will help in the organization of your written report. In fact, you won’t be able to write your paper without it! In the journal, you must record your process and progress, and total time spent on the project. Start at the beginning with your first ideas including those that you have rejected. You should also keep all of your rough notes and sketches, any photos, drawings or plans in your process journals.

This guide has been put together as a template for a process journal to help you understand what you should be recording. You do not have to use this specific format, but if you make sure to record your responses to each of the questions included here, you will have everything you need to write your paper. You can print this document and then keep it in a notebook or binder and respond to the sections by writing in it. Or you can keep the document on your computer as a Word document and make most of your entries to it online. Or you can just use it as a guide to the kind of things you should be entering in a process journal of your own design.

WHAT IS IMPORTANT TO UNDERSTAND IS THAT YOU MUST HAVE A PROCESS JOURNAL
A. PLANNING AND DEVELOPMENT

1. The goal of my personal project is to

2. To achieve my goal I am going to make/organize/ present/ design/ create/ produce/ perform

3. I have chosen _______________________ as my Area of Interaction because
4. My plan for creating my product is

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Step 1</td>
<td></td>
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<tr>
<td>Step 2</td>
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<tr>
<td>Step 3</td>
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<td>Step 4</td>
<td></td>
</tr>
<tr>
<td>Step 5</td>
<td></td>
</tr>
</tbody>
</table>
B: COLLECTION OF INFORMATION AND RESEARCH

Be sure to document your sources fully so you will be able to cite them properly in your paper.

5. I will need to find out the following things to achieve my plan:
**C. Description of the process**

*(What really happened - this is not the same as what you planned to do.*) You may have more or less than 5 steps....you can add more if you need to.

**Choice and Application of Techniques**

<table>
<thead>
<tr>
<th>This is what I did to make /organize/ design/ create my product</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step1</strong></td>
<td></td>
</tr>
<tr>
<td>What I did:</td>
<td></td>
</tr>
<tr>
<td>My reason for doing this was</td>
<td></td>
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<tr>
<td><strong>Step 2</strong></td>
<td></td>
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<tr>
<td>What I did:</td>
<td></td>
</tr>
<tr>
<td>My reason for doing this was</td>
<td></td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td></td>
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<tr>
<td>What I did:</td>
<td></td>
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<tr>
<td>Step</td>
<td>Action</td>
</tr>
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<td>--------</td>
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<tr>
<td>4</td>
<td>What I did:</td>
</tr>
<tr>
<td>5</td>
<td>What I did:</td>
</tr>
</tbody>
</table>

1. This was the best way to create my product because
2. Other ways that I could have used to make my product are

D. ANALYSIS OF INFORMATION

1. Research about my product
   • I learned these things about creating my product:

   • This information came from these books/ internet sites/ interviews/ magazines/ surveys
     (list your source and the author’s name here.)

2. Research about my area of interaction
   • I learned these things about my area of interaction:

   • This information came from these books/ internet sites/ interviews/ magazines/ surveys
     (list your source and the author’s name here.)

3. Research for new ideas
   • I learned these things that I did not know about before this project:
• This information came from these books/internet sites/interviews/magazines/surveys
(list your source and the author’s name here.)
F. ANALYSIS OF PROCESS AND THE OUTCOME

1. Achieving my goal
   • Did I achieve my goal?
   • How did my project help me to achieve my goal?

2. Focusing on an area of interaction
   • How did I focus my project through an AOI?

3. Inspiration
   • I got the idea for my personal project from

4. Planning
   • The planning stage was successful/unsuccessful because
   • I solved my planning problems by

5. Research
   • The research stage was successful/unsuccessful because
   • The problems I had doing my research were
   • I solved the research problems by

6. Creation
   • The creation of my product was successful/ unsuccessful because
   • The problems I had making the product were
• I solved the problems I had making my product by
7. Self evaluation of my product.

• My product was excellent/ average/ disappointing because

• If I could do this project again, I would change the following things:

• Because?
CONCLUSION

1. By doing this project I learned these things about my Area of Interaction:

2. These are the things that I would like to find out more about because my project has made me interested in them:

3. This was the best work that I could do for the personal project because

4. The best part of my personal project was