**iMind**

**Process Journal for the Personal Project**

Your Process Journal is a way for you to write about and reflect on the learning journey you make throughout your Personal Project.

It forms an important part of your Personal Project and should be submitted for assessment at the same time as your Final Product.

Your Process journal is….

• Begun at the very start of your Project and used throughout

• A place for planning and setting out your goals for the Project

• A place for storing useful information

• A place for reflecting on your learning journey

• A place for reflecting on the things you are learning about how you learn

• A place for writing about problems you encounter and how you overcome them

• A place for you to evaluate your sources of information

You might include in your Process Journal:

• Mind maps

• Lists

• Pictures

• Diagrams

• Handouts from lessons

• Comments on your sources of information

• Reflections on how you feel about the process

It should be shown to your mentor throughout the Project and given to them at the end of the Project.

**1. Record of Initial Ideas**

*You will need to talk to your teacher/librarian before you complete this page.*

My ideas for a topic:

My ideas for research and development of my project:

My summary of the comments and advice from my teacher/librarian:

Modifications I have made as a result of my discussion with my teacher/librarian:

My reflection on the process so far:

My thoughts on what is still to come:

**2. Proposal**

*You will need to meet with your mentor before you complete this page.*

Working research question of my Personal Project:

I narrowed down my topic to this research question by…

I chose this research question because…

My initial resources will be…

My intended product is…

**3. Planning Review**

This outlines your plan for the Personal Project once your proposal has been approved.

*You will need to meet with your mentor before you complete this page.*

By the Christmas holiday I will have…

By the February half-term holiday I will have…

By the Easter holiday I will have…

My summary of the comments and advice from my mentor:

Modifications I have made as a result of my discussion with my mentor:

My reflection on the process so far:

My thoughts on what is still to come:

**4. Mid-Project Review**

This page records your outline plan when you have completed your research.

Did you meet your Christmas holiday deadline? What really happened?

Did you change your topic or research question? Why?

Where did you look for information?

Were your sources **C**urrent, **R**elevant, **A**ccurate and **P**urposeful?

Did you find enough information? Or too much information?

*You will need to meet with your mentor before you complete this page.*

My summary of the comments and advice from my mentor:

Modifications I have made as a result of my discussion with my mentor:

Final research question for my Personal Project:

My final product will be a:

By the February half-term holiday I will have…

By the Easter holiday I will have…

My reflection on the process so far:

My thoughts on what is still to come:

**5. Project Product Review**

This page records the near completion of your final product.

*You will need to meet with your mentor before you complete this page.*

Did you meet your deadlines? What really happened?

Do I need to do anything else to complete my project? What? By when?

My summary of the comments and advice from my mentor:

Modifications I have made as a result of my discussion with my mentor:

My reflection on the process so far:

My thoughts on what is still to come:

**6. Summary and Reflection**

This page records your evaluation when you have completed your project, just before you submit it to be marked.

**TOPIC**

Are you happy with your topic? Was it narrow enough or broad enough?

**RESEARCH QUESTION**

Was your research question suitably challenging?

**PLANNING**

Did you allow yourself enough time?

Did you set yourself deadlines and did you meet them?

**RESEARCH**

Did your research information help you answer your question?

**FINAL PRODUCT**

Did your final product answer your research question?

What format did you use for your final product? Why?

Were you pleased with the quality of your final product? Why?

**OBSTACLES**

Did you have any problems during your project?

What did you do to overcome them?

Did you seek help?

**REFLECTION**

What are the strengths and weaknesses of my project?

What have I learnt from completing this project?

What skills have I acquired from the iMind course? How can I use them in future?

What will I do differently when I have a similar project to complete?