

My Project Activity Log

“Is the activity log clear and detailed with records of changes to the plan and problems encountered showing how these problems were overcome?”

“Does the activity log demonstrate you have followed the proposed plan as given in the PPF?”

Level 2, AO1: Manage⁹

Mark band 1	Mark band 2
<p><i>Project Proposal Form</i></p> <p>As a whole, the information given is brief.</p> <p>Objectives may lack focus.</p> <p>General reasons are given for why they have chosen the project.</p> <p>Most of the key activities that need to be carried out are given, although they may not be given in a wholly appropriate order.</p> <p>The learner shows some identification of the resources required.</p> <p><i>Activity log</i></p> <p>Limited information is included about the activities undertaken during the course of the project. There is some attempt to follow the agreed plan, and any changes to the plan are noted.</p>	<p><i>Project Proposal Form</i></p> <p>As a whole, the information given is detailed and clear.</p> <p>In the objectives section, a question is clearly stated.</p> <p>Clear, specific and thoughtful reasons are given which justify the choice of project.</p> <p>Key activities that need to be carried out are given in an appropriate order.</p> <p>The learner describes clearly the resources required and what they will be used for.</p> <p><i>Activity log</i></p> <p>Detailed and clear information is given about the activities undertaken during the course of the project. There is a clear attempt to follow the agreed plan, and changes to the plan are explained. Problems encountered are described and explanations given for how they were overcome.</p>
0–3 marks available for the work produced	4–6 marks available for the work produced
<p>+ 0 marks if limited support given by tutor-assessor</p> <p>+ 1 mark if learner works mainly independently</p>	
Total marks out of 7	

Things to Do

Tasks I need to complete in order to submit my project fully

(organise or number these in the order you need to complete them in)

Firstly I need to come up with a precise, accurate question that is a debate that I can easily explore both sides of the argument.
Then I need to do background research and definitions on my chosen question.
After this I need to start researching both sides of the argument, to get points for each case.
I also need to watch some documentaries on my topic to create variety in my research.
I need to begin my introduction and how to set out my report with a table of contents, page numbers e.t.c.
write my discussion using statistics and evidence I found while researching.
Finally I need to write my conclusion drawing information from my Activity log to complete it and referring to each side of the argument.

My Week by Week Plan

Holidays

Deadlines

Presentation Window Open

MM - Milestone Meeting this week

amendments to my plan in my PPF - bold

Week	Date	Key Aim(s) for the week (to be completed at the start of the course)	What I accomplished this week (including reading, thinking, researching, organising, speaking to	Challenges I faced this week	How I overcame these challenges

			teachers, drafting, editing, writing, doing paperwork etc)		
1	05/09	Begin researching different ideas for my project	I began to think about what interests me to try to come up with a general topic idea for my project. I have begun to read newspapers especially focusing on the environment section of these newspapers to try to find a topic that interests me about the environment.	I have researched many areas of the environment but have struggled to find one that has a lot of academic articles that will be very useful for my project as these are very reliable.	I have begun to consider doing my project on greenwashing in fashion as there is a lot of different information on this topic
2	12/09	Finalise my topic and begin to come up with question ideas	I have finalised my topic of greenwashing in the fashion industry and began to construct some question ideas	I struggled with coming up with a good precise question because greenwashing and fashion is very broad topic and there is too much information to create a HPQ on it	So I am going to continue researching within this topic to try to come up with a different angle to the question. I am also going to attend the milestone meeting with the guest speaker on constructing a question to try to come up with a concise question.
3	19/09	research finalise my question	I have come up with the question of 'Does greenwashing affect consumerism in the fashion industry?' And like suggested in my plan I have read my first source and added it to my recording sources and MyBib I have also evaluated	I have been using google scholar however I have struggled to understand the entirety of the academic articles because of the difficult words in the article and how advanced the information is.	I am using google and research to try to better understand the articles. While also using their references to better understand the context of the article

			the usefulness of my source.		
4	26/09	research	I have changed my question to 'how does greenwashing affect consumerism in the fast fashion industry'. And i have begun and finished my project proposal form	I felt the topic of my question was too broad for my project and I thought it was necessary to narrow down the research area into one aspect of fashion	So I changed my question to 'how does greenwashing affect consumerism in the fast fashion industry' by narrowing down into the fast fashion area of textiles.
5	03/10	Milestone meeting with external expert speaker, meeting with supervisor	I met with my project supervisor on Wednesday at lunch time. I discussed with her how far I had come along in my project and that I had started researching my project and completed my project proposal form and we discussed that we are going to meet every Friday omega week after school. I also asked her to take a look at my project proposal form and give me some feedback on the presentation and content so I can work on how to improve it.	On the day we were supposed to meet with the external speaker in the KTC I did not where this room was and got lost making me miss the meeting and miss out on valuable information on how to improve the structure of my question	I spoke to some other HPQ students that attended the meeting and they gave me some top tips for my question: for example you shouldn't make it too wordy, your question can't be too broad and your question needs to allow you to debate. I am also planning on going to see my project supervisor (my HPQ supervisor) on what I missed in the meeting and I will ask her if I need to improve my question. I spoke to My project supervisor and she says at the moment my question is fine, however when I do more research I might decide to narrow it down slightly but it depends in which direction my research takes me. My project supervisor also said as she was not at the meeting

					that I should go to see My HPQ coordinator and ask her if she has the powerpoint the guest speaker used. I went to see my coordinator and they said they do not have the powerpoint the guest speaker used.
6	10/10	research	I looked at two different sources and have created in detail notes on the source in my recording sources document	In one of my sources they conduct a experiment and I am not sure whether I should include all the information about the experiment they conducted which there data was based on or should I just talk about the data and not reference the experiment apart from referencing it in the works cited at the bottom	I spoke to my HPQ supervisor and she said that I should reference the experiment but I don't need to talk about it in detail.
7	17/10	research milestone meeting Meeting with supervisor	I am trying to focus on getting specific definitions for my project for context and to include in my essay. And i have also read the HPQ specification in an attempt to get the best marks I can	I asked my project supervisor to check over my project proposal from to check if it is okay 2 weeks ago however my form has not been checked so I will talk to her on Friday when i have a meeting with her, however I have read the specification and it states that you have to be able to	I spoke to my supervisor and we checked my project proposal form in our meeting. She edited some of my spelling and grammar and she helped me with small things for how to improve my project proposal form by saying I should add more detail to my activity and timescales section.

				independently complete the project so I will also have to talk to her about whether checking my project proposal form will impair the end mark I receive.	
8	24/10	research	I have especially focused on research for my HPQ project and finding sources to read	This week I read a source and I wasn't sure if because its a peer reviewed open access journal if that makes it reliable or not	I spoke to my hpq supervisor about whether it was reliable or not and she says it is reliable so I filled in that section of my recording sources section.
9	31/10	research	Read one source this week	I struggled with my time management because I found it hard to find enough time to revise for my upcoming assessments and to prepare for my HPQ.	In a fortnight when my assessments are over I am going to do a lot of research and focus on that in my project.
10	07/11	research Meeting with supervisor	As outlined in my PPF this week I was supposed to finish research and start writing. I feel as though I need to continue researching to develop my research. However, I am also going to begin writing because I do not want to fall behind and will balance my writing and reading sources by specifically reading sources that are on things I	I'm not really sure what type of style of writing I should use for my project, and what I should include in my project.	I spoke to my HPQ supervisor, she said for my introduction I should also explain why I am interested in this topic and what I want to figure out.

			<p>have not written about yet. I started my project introduction and I found some more sources that I should read. I also had a meeting with my HPQ supervisor this week and she sent off my project proposal form.</p>		
11	14/11	research	<p>As outlined in my PPF by this week I was supposed to have finished my introduction and started my discussion, however I discovered it is a lot harder than I thought to start writing and trying to develop good academic writing is hard to get used to so I will continue to write my introduction.</p> <p>I organised my recording sources by colour coordinating the information in sources into different sections for example: Greenwashing affects consumerism, Greenwashing doesn't affect consumerism, why greenwashing is a blurry subject, fast fashion and greenwashing facts.</p>	<p>I was struggling to find relevant information on sources efficiently while writing my essay because I have so many sources</p>	<p>So I colour coordinated all the information in my source so when I need to find specific information I can just read relevant information.</p>

12	21/11	Research Attend Milestone meeting	In the milestone meeting they were telling us how we should structure our HPQ document for full marks so I made some changes to my report by adding footnotes, headers, page numbers e.t.c I also changed my introduction and decided to rewrite it.	My introduction was not academically written like how they suggested we should write it in the milestone meeting, I also needed to include definitions in my introduction. I need to include at least two different types of sources in my HPQ however I am unaware if online books count as a different source	I decided to rewrite my introduction using definitions of greenwashing and fast fashion to create a basis for my discussion. I also started to reference some sources in my introduction using footnotes. I asked my project supervisor and she says that using online books is fine.
13	28/11	Research	I have finished my introduction and have began my discussion	In my discussion I am unaware whether while referencing figures I should include a picture of the figure in my report	My project supervisor said that I can reference figures and use pictures however I should not include to many
14	05/12		I have created a table of contents to improve the structure of my report. I have also changed the structure of my report by including subheadings to make my discussion easier to read.	I have realised that to achieve full marks I need to include different types of sources. When using footnotes I am unaware whether I should include the punctuation before or after the little numbers I have found that my question is too broad and i want to focus on consumer perceptions of companies after it is found out that a	This week I added two new source which was a documentary I checked an academic article that I have previously researched and they include punctuation before the numbers so I will do the same. So I changed my question from Does Green Washing in the fast fashion industry affect consumerism? to... Do accusations of greenwashing

				company greenwashes instead of exploring whether greenwashing is an effective strategy	in the fast fashion industry affect consumerism?
15	12/12		As outlined in my PPF I was supposed to have my discussion finished this week however because the introduction took longer than anticipated I have not yet finished my discussion so I will have to do extra work this week to get my project finished in time. I read the Mark sheet that the project supervisors would use to mark our work and I made sure I covered each aspect of the marksheet	In the marksheet it said that to get full marks there needs to be no evidence of plagiarism.	I used the website plagiarism check to see if I has unintentionally plagiarised some of my work I used this and my work was 0% plagiarised
First Draft Deadline - Wed 14th December					
16	09/01		I looked over my report feedback and attended a meeting with a assessor	Some of the feedback I received I was also told that I have to include more subparts while takiling my main question, however I did not understand this. I also do not know what a bibliography is.	I went to a meeting with my assessor and was told in my context I should change the layout of my main question and split it up into more parts. I have looked at some of my sources and found out what a bibliography is. I will now try to implement this into my report.

17	16/01	MM	I have created a bibliography for my report based on my feedback. I have made sure the format of my source is obvious to see, and easily accessible. In my feedback I was told I should include more different types of resources so I have included a book.	I have had no problems or issues this week.	I have had no problems or issues this week.
18	23/01		Using my feedback I have made sure that my primary sources are obvious in the format of the source section of my recording sources, and have read more primary sources. I wrote in my recording sources to make it clear how each source I used helped me to answer the question. At the beginning I included a thought process of why I chose my question. I have also written about more counter arguments for example how H&M reacted to their greenwashing.	This week I haven't been able to do as much work as I would have hoped because I have been doing the production and revising for my exams.	I have made sure to do extra work on the weekend in order to catch up
19	30/01		I have this week specifically been focusing on my conclusion making sure i analyse each side of the argument and making sure I	This week I haven't been able to do as much work as I would have hoped because I have been doing the production and revising for	I have made sure to do extra work on the weekend in order to catch up

			include how I came to my conclusion from my research	my exams.	
20	06/02	MM	This week I have just been rereading my report and other documents double checking grammar and punctuation.	I have struggled with finishing my report because of the production and exams. While rereading my work a couple of days after the hand in date I noticed some mistakes in my work.	So I have unhandled my report and recording sources to fix these errors. I spoke to another HPQ student who said she spoke to our main HPQ coordinator who said it's better to fix your mistakes than leave them. So I unhandled my documents and changed the errors (such as I forgot to analyse one source, and I had a paragraph that did not make sense in my report) and then handed it in. Unfortunately this was after my submission date.
Final Draft Deadline - Wed 8th February					
21	13/02				
22	20/02				
23	27/02				

