

Project Activity Log

Learner Name _____

Learner number _____

Centre Name _____

Centre Number _____

Unit Name **Project** _____

Unit number _____

Teacher Assessor _____

Proposed project title _____

This form should be used to record the process of your project and be submitted as evidence with the final piece of work.

You may want to discuss:

- what you have done (eg, from one week to the next)
- if you are working in a group, what discussions you have had
- any changes that you have or will need to make to your plans
- what resources you have found or hope to find
- what problems you are encountering and how you are solving them
- what you are going to do next

Date	Comments
26 TH MARCH 09	<p>PROJECT PLAN</p> <p>My project plan is effectively the steps I will go through in my project and what I will do and learn. It contains what I expect to learn from my question, my objectives, what skills I will learn, what skills I would like develop, how I will research, my resources, when I will start research, what contingencies I have allowed for, my formal plan and my purpose. I haven't made no changes to my plan as I haven't needed to since I have stuck with my initial idea. I didn't really have any major difficulties whilst doing my project plan as I knew what I wanted my project to be based on.</p>
27 TH MARCH 09	<p>INTRODUCTION</p> <p>My introduction is basically the opening to my project and what I will do. It contains the purpose of my report what I will learn in my report and the resources I will use I also never really had any significant problems whilst doing my introduction as I used my project plan to help write it. I don't feel I will need to change anything in my introduction as using the project plan helped me cover everything.</p>
30 TH MARCH 09	<p>RESEARCH/GRAPHS</p> <p>My research is how I will investigate and explore information for my question. It will contain the methods I have used to research and the findings I have gathered during research. The findings I gathered were:</p> <ul style="list-style-type: none"> • Questionnaires • Internet information • IT technicians perspectives • Different individuals how they find using both the operating systems <p>Gathering some of this information was sometimes difficult for example when I wanted to get the perspectives of the IT technicians I couldn't at times as they were very busy dealing with other issues. After I collected the information I then compiled graphs for the questionnaires using Microsoft excel which I found easy since I had learnt how to use it well through the course I am currently studying, I then wrote up an analysis on an experiment an IT specialist was doing which compared the two operational systems. I found this difficult at times</p>

5 TH APRIL 09	QUESTIONNAIRE <p>My questionnaire is a list of questions I gave out for replies on my project</p> <p>I gave my questionnaire out to 50 individuals and found it difficult when collecting them all back as I had to find some of the people that didn't return them so I could have them back, in addition someone people couldn't answer my questions as they hadn't used one of the operational systems so I ended up with only 40 out of a possible 50 replies from questionnaire.</p>
6 TH APRIL 09	QUESTIONNAIRE RESULTS ANALYSIS <p>This was an analysis on the results of my questionnaire</p> <p>From my questionnaire results I found that XP was the operational system generally preferred as the graph I compiled went in XPs favour as a result of this analyzing my questionnaire was easier as there was a clear gap between vista an XP on the graph I made from the questionnaire results</p>
16 TH APRIL 09	MAIN BODY <p>My main body is the analysis of my research which basically findings. When creating my main body I firstly wasn't sure of what to put in it but after going over the research again I found it easier as my research helped me greatly when writing my main body.</p>
26 TH APRIL 09	REVEIW <p>My review summarised my whole project and answered my project question. When writing my review I also used all the research I did and weighed it up to write the final answers to my project. Using my research was key to writing my review as without the research you can't write a review.</p>
3 ND MAY 09	EDITING MAIN BODY AND ACTIVITY LOG <p>I read over my main body to ensure there wasn't any mistakes that could bring my mark down I did the same with the activity log and also filled in any missing gaps. I didn't really find any difficulties whilst doing this as I was just reading over what I had written, but it did take some time.</p>
10 TH MAY 09	EDITING CONCLUSION <p>When editing my conclusion I found a few mistakes like spelling but after correcting them it was fine.</p>
14 TH MAY 09	EDITING ACTIVITY LOG <p>Here I was just reading my work over but I didn't find any changes that need to be made as I had look over activity log before.</p>
18 TH MAY 09	EDITING CONCLUSION <p>I read over my conclusion one more time and there were no changes to be made.</p>