

# 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: Manage<sup>9</sup>

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

### Title research:

- I will need to do source resources to make sure I am able to form a question that is properly structured and connected to the environment
- I would go online and to my local libraries and visit the school business library for textbooks of some sort

### Research:

- I will do reading around my topic and write up key notes I need to help find the answer to my question
- I would also have to make a bibliography of all my sources so it is easier to find when I need to link one

### Debates:

- I will need to set out a time to properly look over my notes of the different views on my topic so I can create an argument , for and against

### Extra:

- Writing my introduction and conclusion

### Editing :

- I would have to go over my project and make cuts or add things in where it is needed

### Slideshow:

- I will perfect this, plan and rehearse for my oral presentation

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## Key Dates: Milestone Meetings and Deadlines

Date	Event	Information	My targets before the next meeting:
Wed 7th September	<b>HPQ Meeting 1 -</b> What have I achieved so far? How do I organise and record my project journey? How do I research effectively? How do I create an effective project proposal?	HPR - 1.10pm - KTC	<ul style="list-style-type: none"> <li>- Finish my PPF</li> <li>- Devise the structure of my questions</li> <li>- Create my question and properly build up on it to make it better</li> </ul>
Thurs 6th October	<b>Expert Session -</b> How do I devise an effective question for my HPQ?	External Speaker- Dr Nash - University of Southampton 1.10pm - KTC	
Wed 19th October	<b>HPQ Meeting 2 -</b> How do I evaluate the quality of my research? How do I organise and structure my written report?	HPR - 1.10pm - KTC	
Wed 23rd November	<b>HPQ Meeting 3 -</b> How do I present my project for submission and how can I improve my academic literacy?	HPR - 1.10pm - KTC	

Wed 14th December - First Draft Deadline			
Wed 11th January - First Draft Returned			
Wed 18th January	<b>HPQ Meeting 4 -</b> How can I act on feedback and improve my project?	HPR - 1.10pm - KTC	
Wed 8th February - Final Draft Deadline			
Wed 8th February	<b>HPQ Meeting 5 -</b> How can I evaluate the success of my project and prepare an effective presentation?	HPR - 1.10pm - KTC	
w/b 20th and 27th Feb	Presentation Assessments	Dates/Times tbc Supervisors	

# My Week by Week Plan

Holidays

Deadlines

Presentation Window Open

MM - Milestone Meeting this week

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 teachers, drafting, editing, writing, doing paperwork etc)	Challenges I faced this week	How I overcame these challenges
1	05/09	<p>M</p> <ul style="list-style-type: none"> <li>- Build my question vaguely</li> <li>- Start my PPF</li> </ul>	I started to create my PPF and my question	<ul style="list-style-type: none"> <li>- I struggled to fully understand my question and the start of a solution for it</li> <li>- I also found it hard to fully understand what areas of re-search I would cover</li> </ul>	<ul style="list-style-type: none"> <li>- I decided to change my question to a topic I enjoyed more</li> <li>- I read through some example PPF which helped my understand what I should write for that section</li> </ul>
2	12/09	Finish my PPF	I finished my ppf and submitted it as I wait for my teachers to go over and give me feedback	<ul style="list-style-type: none"> <li>- I found it hard to decide how much time I would need to each activity</li> </ul>	I thought about it for a while before thinking of appropriate times needed

3	19/09	Do deeper research to consolidate my question further which could also help me answer it	<p>I have started to conduct research to help my question  <a href="https://sustainabilitymag.com/top10/companies-helping-tackle-climate-change">https://sustainabilitymag.com/top10/companies-helping-tackle-climate-change</a>            Which companies are a part of  <a href="https://apparelcoalition.org/">https://apparelcoalition.org/</a>  <a href="https://www.unicef.org.uk/sanda-ojiambo-business-and-enterprise/">https://www.unicef.org.uk/sanda-ojiambo-business-and-enterprise/</a></p>	I struggled to find websites to help me that weren't greatly based on opinions and more on facts for the first part of my question	I overcame these challenges by checking how credible the website is by doing more research into it slightly. I also checked whether or not it provided a neutral view
4	26/09	Meeting with supervisor	I decided to look more into different industries so it wouldn't be as vague as 'companies'	Struggled to find a less vague option	I talked to my supervisor on narrowing it down
5	03/10	MM Change in question	<p>I have zoomed into my question more and done some research, deciding to look into the food industry  <a href="https://www.nrdc.org/experts/lena-brook/organic-agriculture-helps-solve-climate-change">https://www.nrdc.org/experts/lena-brook/organic-agriculture-helps-solve-climate-change</a></p>	I struggled to find an area of the agriculture industry	I did some research on some of the main sectors which would be open for debate such as the organic [ecological] sector
6	10/10	Perfecting my question	<p>Going over my question and editing it over the time of a few days            Understanding the main topics of my question  <a href="https://www.lawinsider.com/dictionary/food-producer">https://www.lawinsider.com/dictionary/food-producer</a></p>	<ul style="list-style-type: none"> <li>- Forming my question in a way I could fully research and debate</li> <li>- Fully understanding what organ</li> </ul>	Spending a few days thinking about how to form my question deciding on 'Can the ecological farming sector of business be our future'

					- Doing some research to fully understand it
7	17/10	MM Reviewing my PPF to change any information along with my change of information	I fully accomplished my PPF, changing the wording of my question slightly and submitted it	I struggled to fully understand the term [ecological]	I edited my questions so it was organic
8	24/10	Collect research	I found the key terms and needed and the meaning of them and a few statistics	I struggled to find out information that didn't fully stray away from my point	I used google searching techniques to help narrow the search
9	31/10	Collect reseach	I continued to find statistics from associations and organisations that ahev been certified	I found a report that would help me alot in my research however you had to pay to see the full version	I did more research into it and found a website that is linked to the report which summaries it to the points I need
10	07/11	Collect research	I created a google form which I can use to support my points	I struggled to create a form with questions that related to my point I struggled to	I used online research to help me create on and look through my research to help form questions

				find physical books that helped with my reserch	I used online copies of books which I searched up
11	14/11	Write a simple plan for my first draft	I started writing a very simple plan in my own records to help me structure my HPQ	I struggled to incorporate my sources so they linked with my plan	I spent a few days thinking and connect the necessary sources
12	21/11	<del>MM</del> Start the introduction for my first draft	I have written the introduction for my HPQ incorporating important sources	I was slightly unsure how to write up my introduction	I found old HPQ essays online to help me fully understand
13	28/11	Finish the introduction and start the discussion	I have finished writing my introduction and started the first part of my discussion	I found it hard to use my sources without copying it	I fully read all my sources and understood the reason it was written so I could use that in my own HPQ
14	05/12	Finish the discussion and start conclusion	I have finished my discussion but have not yet started my conclusion	I found it difficult on how to structure my conclusion accurately to mirror my question	I looked over my HPQ to find the main valid points and the criteria I first set out in the introduction
15	12/12	Finish conclusion and source	I finished my first draft [including my	Grammar and	I used an online



		records	conclusion] and submitted it as I have checked it for good grammar.	spelling isn't always strong point so I struggled to check over my work	checker and also asked older students to peer-check it for me
First Draft Deadline - Wed 14th December					
16	09/01	Go over HPQ RAG marksheet given to me	I looked over the rag sheet given to me and consolidated what I need to go over and re-do. I met with my supervisor to ask her more personalised questions		
17	16/01	MM	I attended the meeting on how to make changes and properly check over my work	I didn't know how to make a contents page on a Google doc	I used the Internet to find videos on how to create one
18	23/01	Start the re-write	I started to go over my report, noting down any changes I needed to make according to the RAG sheet	I had my spelling/grammar marked red on my rag so I looked over my work at first	I used a grammar/spelling checker to re-check my work for any errors
19	30/01	Finish the re-write	I finished rewriting my report adding in any extra comments I needed to add		
20	06/02	MM Complete/alter other necessary forms	I went over all the other forms I needed including the sources, PPF and candidate form. I also submitted all my forms this week		

Final Draft Deadline - Wed 8th February					
21	13/02				
22	20/02				
23	27/02				