

# Project Log

As you begin working on your project, keep track of your time and progress. See how accurate—or inaccurate—you were with your task analysis. Remember that the idea is to learn from the process. Set goals and deadlines. Begin work. Revise goals and deadlines. Continue work. Revise again. Learn each time. Grow each time.

The Project Log is important for several reasons. First, it keeps you on task and focused by requiring you to write down what you have accomplished so far and what you need to do next. Second, it helps keep a record of the time spent on the project. Finally, the Senior Project Log allows your teacher and the Senior Board judges to realize the effort, thought, and learning stretch you have expended. It will give them a clearer idea of the scope of your project. This log will be a part of your Portfolio, which the judges will review before Senior Boards; therefore, you will want it to be clearly written and interesting.

## Your Project Log Must Include the Following:

1. Write in your log exactly what you accomplished and how much time was spent doing it. Record time spent on the various project phases: writing, designing, constructing, planning, taking classes or lessons, interviewing, or contacting sources, volunteering, reading, purchasing materials.
2. A plan for what you need to do next, and an approximate date you plan to do it.
3. Feelings and thoughts you have as you progress through the various stages of the project. Let the Project Log be a thinking tool for you as you process successes and setbacks, and reflect on what you are learning. These remarks will be especially helpful to you when you prepare for the Senior Boards speech.

How you maintain your log is as individual as your project. Sometimes logs are best kept daily. Sometimes, if projects are worked on a little bit each day, then logs are best kept weekly. Do, however, log your total time for each entry.

Some students have used blank computer-generated calendars for their logs. Some have written in notebooks. Use whatever method is most convenient for you, and keep it safe.

**Your final Project Log must be typed.** It should show SPECIFICS, as listed above. You will have time during the Senior Seminar class to type it, or edit as needed if it is already typed. See the sample on the next page.

**MUST INCLUDE:**

- Day & Date, minutes or hours completed
- Tasks accomplished, as well as next steps
- Your reflections on that day's experiences

Note—headings are **Bold** type, and centered; use paragraph alignment to center text

**First Last's Project Log**

**Tuesday – June 2, 2015 3 Hours**

I watched a 20/20 video and also learned how to wash my hands properly. Afterward, I looked over the chapters that I will be studying in the next couple weeks, and I started reading Chapter 1: Introduction.

**Wednesday – June 3, 2015 2 Hours**

I had a quiz on Chapter 1. After that, I went over Chapter 2: Safe & Clean Environment. I watched a video on choking, seizure, and ARC disease transmission. I learned how to do some skills such as making an unoccupied bed, transfer belt placement, waist restraint application, and how to clear an obstructed airway. This was a good day, yet frustrating because I had difficulty using the waist restraint.

**Thursday – June 4, 2015 3 Hours**

I took a quiz on Chapter 2 and went over Chapter 3: Communication. After, I watched a video on strokes, and I worked on skills involving gown, glove and bag linen, bed bath, backrub, and providing perineal care for the incontinent client. I thought I might be uncomfortable at this stage, but actually I feel like I will be able to really help the clients and will feel like I have really helped another human being.

**Monday – June 8, 2015 2 Hours**

There was a quiz on Chapter 3 before moving onto Chapter 4: Basic Needs. I watched a movie called *Peege*, about a family that visits their grandmother in a nursing home on Christmas day and struggles to communicate with her. I spent some time working on previous skills.

Note—include total hours on the last page

**Total: 13 hours**

Note—paragraphs are justified; use paragraph alignment to justify text