Project journal
Level 2

Personal and Social Effectiveness qualifications

ASDAN

Name:

Personal and Social Effectiveness qualifications

How to use this journal

This project journal contains templates that you can use to record your progress towards the **Delivering a project** unit in the Personal and Social Effectiveness qualifications.

These templates include **mandatory documents**:
- Project tracker
- Project brief
- Project forms 1–8

As well as optional recording templates:
- Trackers and logs (eg research sources log, time management tracker)
- Planning and reviewing templates
- Keyword glossaries
- Space for thoughts and ideas

You can copy these pages as needed to build up your project journal.

Your tutor can provide you with digital copies of this journal in Word format if you would prefer to complete it using a computer.
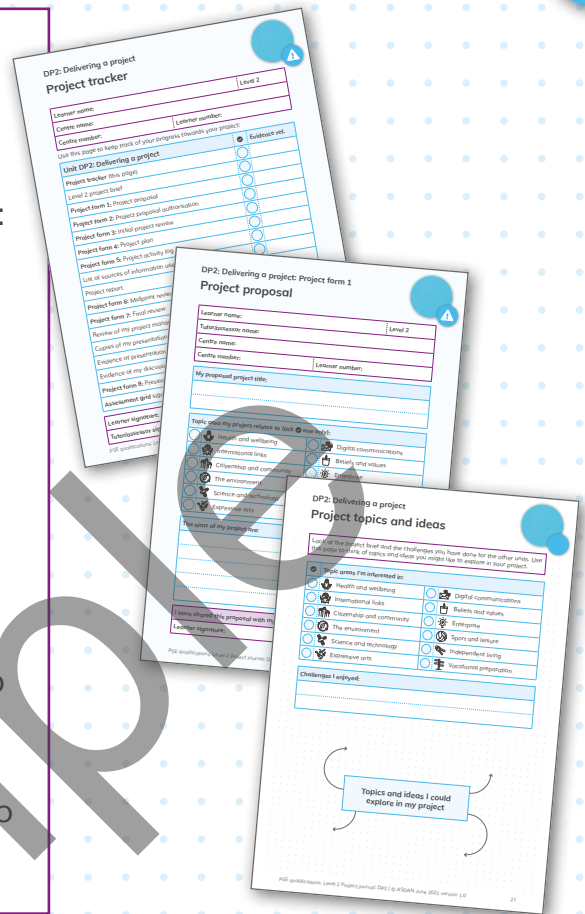
You can complete the pages in this journal in a way that suits you and how you like to learn.
- Dotted paper is great for mind maps and sketches.
- Lined paper is perfect for writing notes and lists.
- Squared paper is ideal for diagrams and graphs.
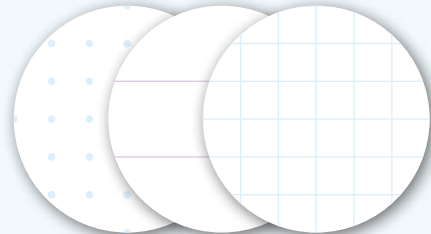
Blue sections of the forms are to be completed by you, **the learner**.

Purple sections of the forms are to be completed by your **tutor/assessor**.

Pages with this icon are **mandatory pages** that you must complete and include with your evidence.

Where you see this icon, you will find **helpful tips** to support you.

Pages with this icon will help you to develop your **vocabulary**.

You can keep the pages of your learning journal in your portfolio binder or folder and add in your evidence.

DP2: Delivering a project
Project tracker

Learner name:	Level 2
Centre name:	

Use this page to keep track of your progress towards your project:

Unit DP2: Delivering a project	✓	Evidence ref.
Project tracker (this page)	⬭	
Level 2 project brief	⬭	
Project form 1: Project proposal	⬭	
Project form 2: Project proposal authorisation	⬭	
Project form 3: Initial project review	⬭	
Project form 4: Project plan	⬭	
Project form 5: Project activity log	⬭	
List of sources of information used for research	⬭	
Project report	⬭	
Project form 6: Midpoint review	⬭	
Project form 7: Final review	⬭	
Review of my project management skills	⬭	
Copies of my presentation and supporting resources	⬭	
Evidence of presentation and discussion of my project	⬭	
Evidence of my discussion of someone else's project	⬭	
Project form 8: Presentation and discussion record	⬭	
Assessment grid signed by assessor	⬭	

Learner signature:	Date:
Tutor/assessor signature:	Date:

DP2: Delivering a project

Level 2 project brief

Project brief	DP2

You are going to do a research project on a topic of your choice. When you have finished the project you are going to give a presentation about it to an audience who are not experts on your topic. You will discuss your project with the audience. You will also find out about someone else's project, and discuss it.

Work through each of the six stages below in the order they appear, although you can do stage six before stages four and five if you prefer.

Learning outcomes:

1 Be able to plan to research a chosen project topic
2 Be able to research a chosen project topic
3 Be able to review your project management skills
4 Be able to give a presentation about your project
5 Be able to discuss your project
6 Be able to discuss someone else's project

1	AC1.1, AC1.2	2	AC2.1, AC2.2, AC2.3	3	AC3.1
4	AC4.1, AC4.2	5	AC5.1	6	AC6.1, AC6.2

Stage 1: Planning to research your project topic

Plan how you are going to research the topic you have chosen.

- Consider a range of (at least **three**) possible options for ideas for a project topic that you are interested in. Write a draft title for your project and the aims of your project ideas. Discuss your ideas with your tutor/assessor and decide which idea to use. The topic must fit with one or more of these areas:

	Health and wellbeing		Digital communications
	International links		Beliefs and values
	Citizenship and community		Enterprise
	The environment		Sport and leisure
	Science and technology		Independent living
	Expressive arts		Vocational preparation

- Write a detailed plan of activities that you will need to do for your project. Keep the plan in your portfolio. (AC1.1)
- Identify a range of (at least **three**) sources of information that will be useful for your research and list them. If the resources include websites, include the date of when you accessed them. Keep the list in your portfolio. (AC1.2)

DP2: Delivering a project

Project forms 1–8

DP2: Delivering a project: Project form 1
Project proposal

Learner name:	Level 2
Tutor/assessor name:	
Centre name:	
Centre number:	Learner number:

My proposed project title:

Topic area my project relates to (tick ✔ one only):

◯ Health and wellbeing	◯ Digital communications	
◯ International links	◯ Beliefs and values	
◯ Citizenship and community	◯ Enterprise	
◯ The environment	◯ Sport and leisure	
◯ Science and technology	◯ Independent living	
◯ Expressive arts	◯ Vocational preparation	

The aims of my project are:

I have shared this proposal with my tutor/assessor for authorisation.

Learner signature:	Date:

Final review

Learner name:	Level 2

Learner review – comments on my progress towards the end of my project	
Successes: what has gone well and any changes I have made since the start	
Difficulties: problems or issues I have dealt with and any help or support I need	
Next steps: what I need to do to complete my project and what I will do next	
Feedback: changes I have made as a result of feedback from my tutor/assessor.	

Presentation and discussion record

Learner name:	Level 2

The **tutor/assessor** should comment on the delivery of the presentation, including any feedback from the non-specialist audience:

Date of learner's own project presentation:	
Summary of audience: (eg number of people, their relationship to the learner)	

Presentation criteria:	Tutor/assessor comments:
The learner's presentation about their project (eg format, delivery, level of understanding)	
The learner's use of prepared resources (eg format, effectiveness)	
The learner's responses to questions about their project (eg language, quality of response, level of understanding)	

Date of someone else's project presentation:	

| Discussion criteria:	Tutor/assessor comments:
The learner's comments to contribute to a discussion about someone else's project (eg relevance, language, quality of comments)	
The learner's questions about someone else's project (eg relevance, language, quality of questions)	

Any other comments:

I confirm that the project presentation has taken place.	
Tutor/assessor signature:	Date:

DP2: Delivering a project

Recording templates

Project topics and ideas
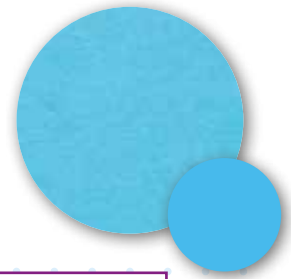
Look at the project brief and the challenges you have done for the other units. Use this page to think of topics and ideas you might like to explore in your project.
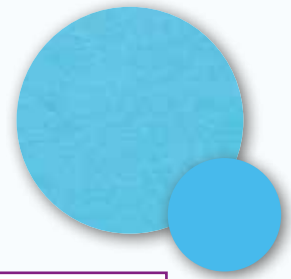
✓ **Topic areas I'm interested in:**		
◯ Health and wellbeing	◯ Digital communications
◯ International links	◯ Beliefs and values
◯ Citizenship and community	◯ Enterprise
◯ The environment	◯ Sport and leisure
◯ Science and technology	◯ Independent living
◯ Expressive arts	◯ Vocational preparation

Challenges I enjoyed:

Topics and ideas I could explore in my project
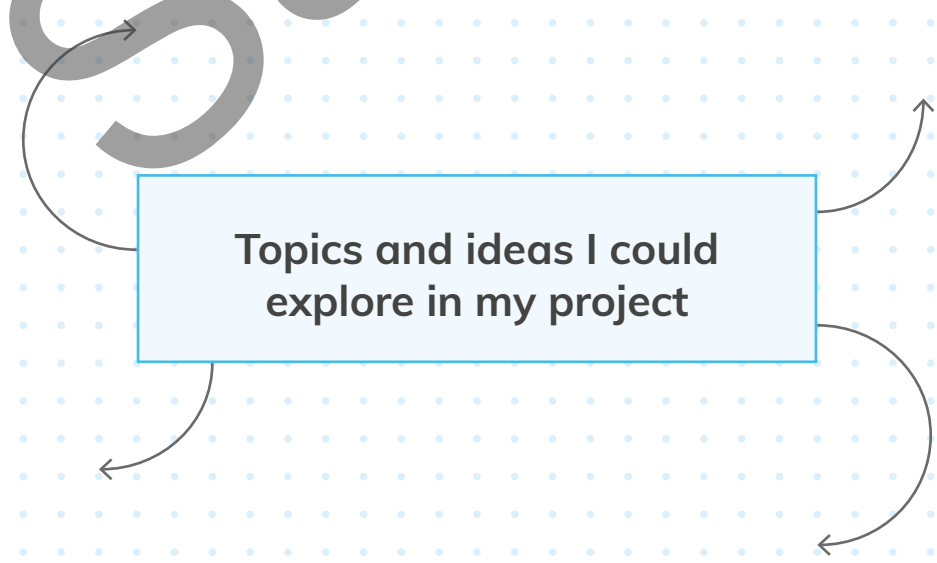
Writing a project title

When you have decided what your project will be about, use this page to come up with ideas for your project title. Most project titles will be a question to answer, or a hypothesis (statement) to explore.

Key words related to my project topic:
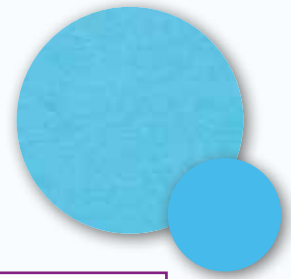
project title word ideas cloud

Possible titles for my project:

-
-
-

My proposed project title:

Project management review

Use this page to reflect on your project management skills throughout your project.

☑ Techniques I used:	Which techniques worked best for me and why:
◯ To-do lists	
◯ Gantt charts	
◯ Apps or software	
◯ Regular reviews	
◯ Other:	

What went well?	What did not go so well?

Problems and challenges I faced:

Changes I made to my plan:

Things I would do differently next time: