



# Project journal Level 1

Personal and Social Effectiveness  
qualifications



Name:

## 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**:

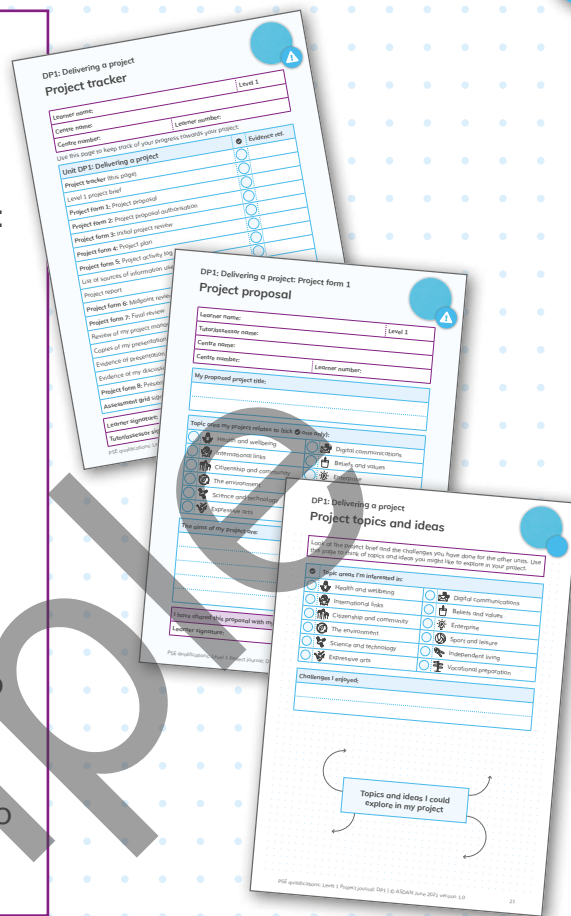
- Project tracker
- Project brief
- Project forms 1–8

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

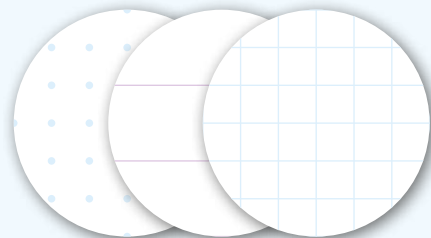
You can copy these pages as needed to build up your project journal.

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.



## DP1: Delivering a project

# Project tracker



<b>Learner name:</b>	<b>Level 1</b>
<b>Centre name:</b>	

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

<b>Unit DP1: Delivering a project</b>	<input checked="" type="checkbox"/>	<b>Evidence ref.</b>
Project tracker (this page)	<input type="checkbox"/>	
Level 1 project brief	<input type="checkbox"/>	
<b>Project form 1:</b> Project proposal	<input type="checkbox"/>	
<b>Project form 2:</b> Project proposal authorisation	<input type="checkbox"/>	
<b>Project form 3:</b> Initial project review	<input type="checkbox"/>	
<b>Project form 4:</b> Project plan	<input type="checkbox"/>	
<b>Project form 5:</b> Project activity log	<input type="checkbox"/>	
List of sources of information used for research	<input type="checkbox"/>	
Project report	<input type="checkbox"/>	
<b>Project form 6:</b> Midpoint review	<input type="checkbox"/>	
<b>Project form 7:</b> Final review	<input type="checkbox"/>	
Review of my project management skills	<input type="checkbox"/>	
Copies of my presentation and supporting resources	<input type="checkbox"/>	
Evidence of presentation and discussion of my project	<input type="checkbox"/>	
Evidence of my discussion of someone else's project	<input type="checkbox"/>	
<b>Project form 8:</b> Presentation and discussion record	<input type="checkbox"/>	
<b>Assessment grid</b> signed by assessor	<input type="checkbox"/>	

<b>Learner signature:</b>	<b>Date:</b>
<b>Tutor/assessor signature:</b>	<b>Date:</b>

# DP1: Delivering a project

## Level 1 project brief



Project brief	DP1
<p>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.</p> <p>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.</p>	

### 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 one or more 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 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 short plan of activities that you will need to do for your project. Keep the plan in your portfolio. (AC1.1)
- Identify at least **two** 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)



DP1: Delivering a project

# Project forms 1–8

# Project proposal



Learner name:	Level 1
Tutor/assessor name:	
Centre name:	
Centre number:	Learner number:













**My proposed project title:**

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

<input type="checkbox"/>  Health and wellbeing	<input type="checkbox"/>  Digital communications
<input type="checkbox"/>  International links	<input type="checkbox"/>  Beliefs and values
<input type="checkbox"/>  Citizenship and community	<input type="checkbox"/>  Enterprise
<input type="checkbox"/>  The environment	<input type="checkbox"/>  Sport and leisure
<input type="checkbox"/>  Science and technology	<input type="checkbox"/>  Independent living
<input type="checkbox"/>  Expressive arts	<input type="checkbox"/>  Vocational preparation

**The aims of my project are:**

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

Learner signature:	Date:
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# Final review



<b>Learner name:</b>	<b>Level 1</b>
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Learner review – comments on my progress towards the end of my project	
<p><b>Successes:</b> what has gone well and any changes I have made since the start</p>	
<p><b>Difficulties:</b> problems or issues I have dealt with and any help or support I need</p>	
<p><b>Next steps:</b> what I need to do to complete my project and what I will do next</p>	
<p><b>Feedback:</b> changes I have made as a result of feedback from my tutor/assessor.</p>	

Sample

<b>Prompts</b>	
The most successful aspect of my project was...	I am pleased that...
The aspect of the project I found most difficult was....	I struggled with...
In future, I will...      Now that I better understand myself as a learner, I can...	
Because my tutor suggested..., I...	They also told me..., so I...



# Presentation and discussion record



<b>Learner name:</b>	<b>Level 1</b>
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The **tutor/assessor** should comment on the delivery of the presentation, including any feedback from the non-specialist audience:

<b>Date of learner's own project presentation:</b>	
<b>Summary of audience:</b> (eg number of people, their relationship to the learner)	
<b>Presentation criteria:</b>	<b>Tutor/assessor comments:</b>
<b>The learner's presentation about their project</b> (eg format, delivery, level of understanding)	
<b>The learner's use of prepared resources</b> (eg format, effectiveness)	
<b>The learner's responses to questions about their project</b> (eg language, quality of response, level of understanding)	

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

<b>Any other comments:</b>
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<b>I confirm that the project presentation has taken place.</b>	
<b>Tutor/assessor signature:</b>	<b>Date:</b>

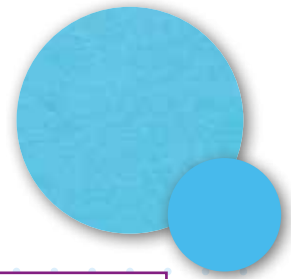
















DP1: Delivering a project

# 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:	
<input type="radio"/>  Health and wellbeing	<input type="radio"/>  Digital communications
<input type="radio"/>  International links	<input type="radio"/>  Beliefs and values
<input type="radio"/>  Citizenship and community	<input type="radio"/>  Enterprise
<input type="radio"/>  The environment	<input type="radio"/>  Sport and leisure
<input type="radio"/>  Science and technology	<input type="radio"/>  Independent living
<input type="radio"/>  Expressive arts	<input type="radio"/>  Vocational preparation

**Challenges I enjoyed:**

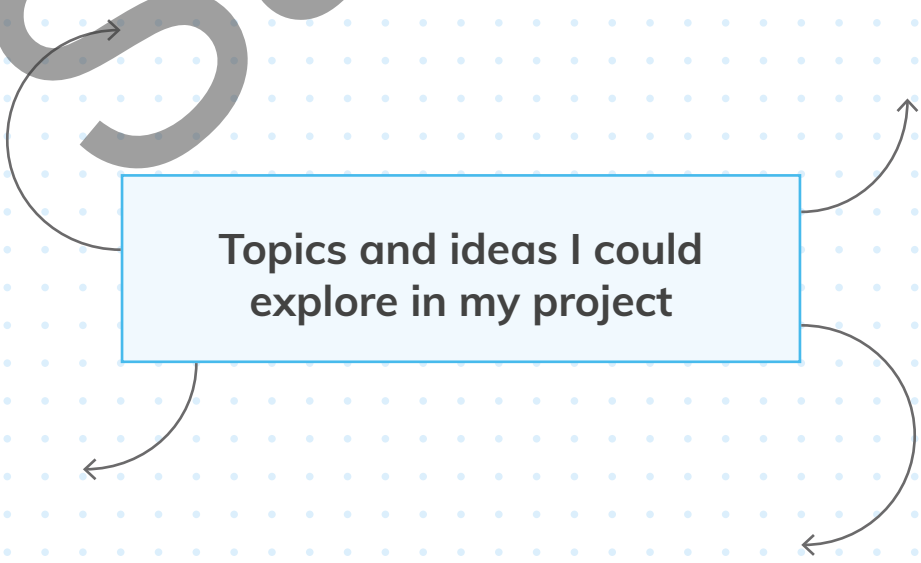
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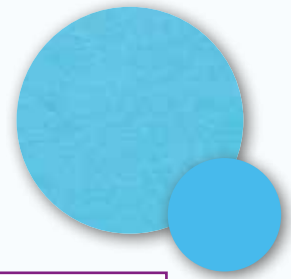
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Sample

**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 propose a question to answer, or a hypothesis (statement) to explore.

**Keywords related to my project topic:**



**Prompts**

You could think of your project as answering a question, for example:

- What is the impact of... on...?
- What is the best way to...?
- How does... affect...?

Find out more about the different **types of project titles** on page 23.

See page 24 for some **example project titles**.



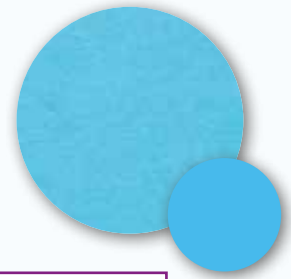
project title  
word cloud  
ideas

**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.

<input checked="" type="checkbox"/>	Techniques I used:	Which techniques worked best for me and why:
<input type="checkbox"/>	To-do lists	
<input type="checkbox"/>	Gantt charts	
<input type="checkbox"/>	Apps or software	
<input type="checkbox"/>	Regular reviews	
<input type="checkbox"/>	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:**