

# Keeping a Project Diary



This is a guide to help students create a project diary to cover their work from the initial decision to enter the competition through to their final report production and experiments/data analysis, a project diary can help with the final report book and preparation for the judges, it does not have to be very detailed but will help keep a record of what you have done from the start of your project. Below are just some ideas but every project is different so include what suits your project best.

- 1. Introduction:** Start your project diary by introducing yourself and providing a brief overview of your project. Explain your motivation for participating in the competition and outline the goals you hope to achieve.
- 2. Research and Planning:** Document your initial research and brainstorming process. Note down any potential project ideas, research articles or resources you come across, and discussions with mentors or team members. Describe how you narrowed down your focus and decided on a specific project topic.
- 3. Project Proposal:** Detail the process of developing your project proposal. Include drafts, feedback received, and revisions made. Describe how you refined your research question, defined your objectives, and finalised your methodology. This will be part of your entry form.
- 4. Experimental Design and Data Collection:** Record the steps taken to design your experiments or data collection methods. Include sketches, diagrams, or flowcharts to illustrate your setup. Document any challenges faced, modifications made, or pilot experiments conducted.
- 5. Data Analysis and Results:** Document your data analysis process. Describe the software or statistical methods used, the parameters examined, and any significant findings or trends observed. Include graphs or tables summarising your results.
- 6. Iterative Development and Troubleshooting:** Note any iterations or improvements made to your project. Document any issues encountered, troubleshooting steps taken, and how you overcame them. Include any modifications to your experimental setup or methodology.
- 7. Reflections and Learnings:** Reflect on the progress of your project. Write about the lessons learned, new skills acquired, and any unexpected discoveries made. Discuss any changes in your approach or perspectives based on the outcomes of your project.
- 8. Final Report Production:** Record the process of compiling your final report. Document the organisation of your report, writing drafts, incorporating feedback, and making revisions. Describe how you structured your report, including sections such as introduction, methodology, results, discussion, and conclusion.
- 9. Conclusion and Future Directions:** Summarise your project diary by reflecting on your overall experience. Discuss the significance of your findings, the impact of your project, and any future directions or extensions you envision. Express gratitude to those who supported you throughout the process.
- 10. Appendices and Supporting Materials:** Include any relevant supporting materials, such as research papers, data sheets, or photographs, as appendices to your project diary.

Remember to regularly update your project diary, preferably on a daily or weekly basis, to ensure you capture the details and progress of your project accurately. This diary will serve as a valuable record of your journey from start to finish and provide insights for your final report and presentation.

