

## How to maintain your process journal

A significant portion of your assessment will be based on process, that is, how you go about planning and managing your project. So, it is essential that you maintain a detailed journal. You must update it regularly, recording the date of each entry. This can be in an A4 visual diary, a blog, OneNote, other approved format, or a combination of these. The medium should be appropriate to your project, for example, if you are designing a fashion piece you may want to have a physical journal to record your designs. Your journal must also be able to be accessed each lesson and presented as required by your staff facilitator.

### You can use your journal to:

- Explain why and how you chose your particular concept and questions
- Formulate your ideas and intentions
- Outline your thought processes and changes in your thinking
- Indicate your choice of research methodologies and strategies
- Discuss your creative processes
- Focus on new ideas or experimental approaches
- Document alternative views and differing interpretations
- Record your progress at various stages
- Assess any problems that arrive
- Consider any mistakes you may have made
- Work through possible changes of direction in your investigation
- Evaluate technical details
- Analyse conceptual challenges
- Express your own values and beliefs about the topic
- Annotate your growing understanding, insight and personal judgement
- Explain why you chose your particular presentation format
- Record your concept and question development
- Include copies of assessment tasks
- Record key ideas and research findings
- Record your use of creative and critical thinking tools
- Provide evidence of class activities
- Reflect on assessment tasks
- present an annotated bibliography
- etc.



### Guide on how to reflect on your weekly progress

#### **Act:**

- What have I achieved this lesson?

#### **Reflect:**

- Am I on track for developing my concept/question/proposal?
- What have I learnt this lesson that is beneficial to the development of my project?
- What critical/creative thinking strategies have I used in the development of my concept/question/understanding?
- Am I on track for completing my information and ideas gathering?
- Am I on track for the completion of my project product and presentation?

#### **Plan:**

- What do I need to do between now and next lesson? What material and resources do I need to bring for next lesson?