# First Steps - How to get started

**VERY IMPORTANT**  
\*Please ensure that you keep back-up copies of everything you do – you cannot afford to lose your hard work.\*

As college students you all have access to OneDrive in Office365. This is an ideal location to back up your work and ensure you can access it both at home and in college.

* You should have listened to the ‘Introduction to EPQ – An Overview’ PowerPoint in the ‘Narrated PowerPoints’ section
* Then create a folder for your EPQ work
* Download the ‘**Introduction to EPQ’** booklet from the ‘Introductory Booklet’ section and name it as instructed below

Yourname\_EPQ\_booklet

* Then download the following files from the ‘Paperwork’ section:

**Project Log, Initial Project Proposal Form**, **Project Proposal Form and Research Table**

naming them as instructed below:  
  
You should then have the following files saved in your EPQ folder

1. Introduction to EPQ booklet, saved as Yourname\_EPQ\_booklet

2. Project Log, saved as Yourname\_PAL  
  
 3. Initial Project Proposal Form, saved as Yourname\_IPPF

4. Full Project Proposal Form, saved as Yourname\_PPF

5. Research Record Table, saved as Yourname\_Research\_Table

* Once you have all the relevant documents you will need to do the following:

1. Begin your ‘Project Activity Log’

There is a Narrated PowerPoint to go with this in the ‘Narrated PowerPoints’ section called ‘The Project Log’

1. Complete the ‘Introduction to EPQ’ booklet

There is a Narrated PowerPoint to go with this in the ‘Narrated PowerPoints’ section called ‘The Introduction to EPQ Booklet’

1. Decide on a route and title

There is an explanatory PowerPoint to go with this in the ‘Narrated PowerPoints’ section called ‘Choosing a Title’

A mind map about interests and overlaps with college subjects/what you want to do next can help.

Then fill in the IPPF

1. Begin your first draft of the Project Proposal Form

There is an explanatory PowerPoint to go with this in the ‘Narrated PowerPoints’ section called ‘The Project Proposal Form’

There are other helpful documents that are under the ‘How to …..files’ and ‘Other Helpful Information’ sections.

There are also the ‘Specification’ and ‘University Presentations and Resources’ sections with information for you in them.