**How to write a good log entry**

DON’T FORGET YOUR LOG **MUST** START WITH THE OFFICIAL FRONT SECTION, whatever format you then use.

The following selection of log entries illustrates what kind of things you should include in your weekly ‘diary’.

There are clues about what the exam board expect listed on the Project Activity Log

*“You may want to discuss:*

* *what you have done (e.g., from one week to the next)*
* *if you are working in a group, what discussions you have had*
* *any changes that you have or will need to make to your plans*
* *what resources you have found or hope to find*
* *what problems you are encountering and how you are solving them*
* *what you are going to do next”*

With this in mind try to do the following each week

* Set a target of what you expect to do that week (IMPORTANT: include any timeline targets from your PPF)
* If you are developing your title, discuss what you are changing and why you need to do so
* Record what you did. What did you find? Did things go as planned?
* Discuss your progress so far – are you up to date with your plan? Say whether any information you have found is sufficient or whether you need more.
* Did you encounter any problems, if so what were they and what did you do/are you going to do about them (this is important)?
* If you are having to alter your target dates (don’t forget to redraft a plan if needed as a result) say why.
* Say whether you accomplished what you thought you would that week
* IMPORTANT: if you had a timing deadline explicitly say whether you met the deadline or not.
* You can also say what you think you might need/want to do the following week

*GOOD EXAMPLES OF QUITE DETAILED ENTRIES FROM PAST STUDENTS (Even these could be improved…..)*:







