

# PERSONAL PROJECT STUDENT ACTION PLAN

NAME \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

Approaches to Learning Skill: Self-Management: managing time and tasks effectively

Due Date	Task/What needs to be done?	Completed?	What did I do? Be specific about what you have done
Oct. 7, 2021	Develop my Project goal:	Yes/No	
Oct. 7, 2021	Develop my Learning goal:	Yes/No	
Oct. 7, 2021	How will I measure success?	Yes/No	
Oct. 7, 2021	How will I keep track of my work? Am I recording my research? Did I take pictures? Did I record interviews? Am I keeping a bibliography (REQUIRED)	Yes/No	
Nov. 4, 2021	Review my Project and Learning Goals	Yes/No	
Nov. 4, 2021	When do I want my project completed? How am I measuring success?	Yes/No	
Nov. 4, 2021	What Approaches to Learning skills (ATL) am I working on? (communication, collaboration, social, research, self-management)	Yes/No	
Nov. 4, 2021	How am I keeping track of my work? Am I recording my research? Did I take pictures? Did I record interviews? Am I keeping a bibliography (REQUIRED)	Yes/No	

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Nov. 4, 2021	What will my final report look like? A written report or a combination oral/written report?	Yes/No	
Jan. 20, 2022	Review my Project and Learning Goals, review my measure of success and final project completion	Yes/No	
Jan. 20, 2022	What ATL skills am I working on? (communication, collaboration, social, research, self-management)	Yes/No	
Jan. 20, 2022	Have I kept a record of all my work? (pictures, web searches, bibliography, interviews, log of time spent on the project?)	Yes/No	
Jan. 20, 2022	What will my final report look like? A written report or a combination oral/written report?	Yes/No	
Jan. 20, 2022	Does my report have a Planning Section, an Applying Skills Section and a Reflecting Section (all required)?	Yes/No	
Jan. 20, 2022	Do I have a separate Bibliography document (not part of the report)? Have I kept a record of all my work? (pictures, web searches, bibliography, interviews, log of time spent on the project?)	Yes/No	
Jan. 20, 2022	Have I and my supervisor completed the Academic Honesty form?	Yes/No	