Organisation is key in any multimedia role, whether it be editor, sound mixer or animator. So I shall keep track of my personal progress on this project. This will be done with a personal journal, which will be based on written notes that I take each day I work on the project. These notes will be used to model a typed-up journal on Microsoft Word, which will be written in a professional manner. The journal will also contain a to-do list, which lists all the tasks I need to undertake after finishing a day. This professional journal shall be evidence of my contribution to the project.

An asset list may be necessary for me to show as evidence of my contribution to the project. The list will contain all my digital files, i.e. audio and video files and any other digital files used in the final product.

A reflective report will be written near the end of the project, which will consider my contribution and how I believe the project will have made an impact to me. This report will also provide evidence of my input to the team effort and how my participation made the project successful and effective. It will also reflect on different aspects of the project’s progression, such as any necessary changes to the scope.