

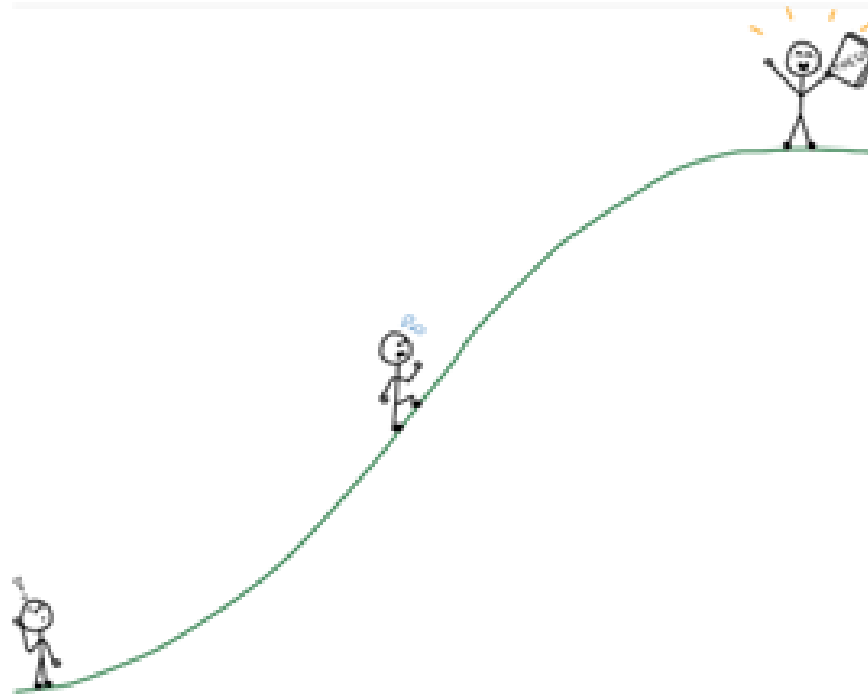
Introducing the Project Journal (for F21RP and F21MP)

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What is a Project Journal?

- ✓ a record of how my project progressed from initial ideas in January 2024 through to completion in August 2024 (possibly December 2024 for part-time students)
- ✓ a diary that is not personal, having fixed entries
- ✓ a log of what you have done in a given time frame

Why have a Project Journal?



<https://crossleylab.wordpress.com/2017/07/28/honours-expectation-vs-reality/>

Why have a Project Journal?

- ✓ There has always been a requirement for the supervisor to ***establish authorship*** of your work
- ✓ In the past we have used and we will continue to use ***TurnitIn*** and inspect the similarity score of your submissions

Why have a Project Journal?

- ✓ This is becoming increasingly difficult, can you guess why?
- ✓ With detailed updates of work completed you document the ***incremental development*** of your project
- ✓ It demonstrates you have met several of the learning outcomes associated with F21RP and F21MP, as well as your programme overall

Why have a Project Journal?

- ✓ It will help you plan and organize your work in the run-up to submitting the F21RP report, the first part of your dissertation project
- ✓ You will need to submit similar Journals for the final dissertation for F21MP
- ✓ Students who have used this approach in the past found it very helpful: it encourages good time management, avoiding the last-minute scramble to meet the final submission deadline

Why have a Project Journal?

- ✓ It will help you prepare for a job in the real world where working in iterations and reflecting on smaller completed chunks of work is often needed
- ✓ Look up ***Iterative Development***

Agile (short digression)

- ✓ You may be familiar with the Agile methodology, widely used in industry
- ✓ Our Library also has good references, just type the search terms 'Agile' and 'Project management' to locate a book/journal

Agile (short digression)

- ✓ There are also many references online such as
<https://www.nimblework.com/project-management/agile-project-management/>
- ✓ It is mainly for teamwork, so not applicable to your project, but the reflecting/writing/planning skills you develop in putting together your journal will be useful skill to acquire

What is my Project Journal?

- ✓ 3 (as a minimum!) separate submissions to document your ongoing work in the January Semester and another 3 (as a minimum!) separate submissions for the F21MP Semester starting end May
- ✓ Submissions take place at regular 2-3 weeks intervals e.g. Week 3, Week 6, Week 9 or Week 5, Week 7, Week 9 -- talk to your supervisor for a schedule best suited for you

What is my Project Journal?

- ✓ Entries do not have to be detailed, but should be specific, to the point and verifiable (e.g. papers read, software packages explored, datasets analysed)
- ✓ Completed texts such as a draft introduction or one section of the literature review should be uploaded separately, Canvas does allow for multiple submissions using the same Canvas link

Note for part-time students

- If you are planning to extend your F21MP submission from August 2024 to December 2024 then discuss with your supervisor the optimal number of journal, you may need more as there will be gaps in when you conducted work, so regular updates on your plan may be needed (monthly from June – November)

My Project Journal Template

Journal Submission 1

Student name:

Student email address:

Date of submission:

Title of dissertation and brief description	The title may change in subsequent journals and the description should be no more than 3 sentences. Reasons for the change should be briefly described.
Communicating with supervisor	List dates of emails or meetings, provide bullet point summary of discussion of your topic and project
References consulted	List what reading you have done, stating how you got these (Internet, HW Discovery, HW Library books, ChatGPT or other AI tools).For each resource, include a bullet point about it
Tools explored/used	List what tools you have identified (e.g. Gitlab, Pandas, Jupyter Notebook, MongoDB, Neo4J, ...), provide the links, state whether you have downloaded and experimented with the tool, or used it to complete work towards your project in Semester 2. Make sure you note successful as well as failed attempt.
Other work carried out	List what writing you have completed e.g. the structure of the F21RP report in the January Semester (or the F21MP Dissertation in the following Semester) e.g. sections of the literature review, or analysis of a dataset – there are many more possible entries. So as not to overload the filled-in template, completed draft sections of the report or dissertation should be uploaded at the same link. Canvas allows multiple uploads at the same link. Make sure you name the Journals in the right sequence: Journal1, Journal2, Journal3 and the accompanying material Journal1Supplement1, Journal2Supplement1, Journal2Supplement2, etc...
Plan the next 2 to 3 weeks	Provide in bullet point format short explanatory phrases about what your next steps will be, these will become entries for “Tools Explored/used” and “Other work carried out” in the next journal submission.
Overall Reflection	Comment on the entries above, the overall direction of the work, also mention challenges you can think of, or have faced and how you have overcome these challenges. Compare your actual achievements with the previous plan and comment on why this happened.
Additional section	You may want to add a section relevant to your specific project

Very Important Notes

- ✓ During the semester, your journal will not be marked, and as such will not be treated as a coursework submission
- ✓ Your journal and its entries are mainly for your own benefit, they need not be polished work and should not take a lot of time to prepare, spending a good one or two hours is plenty, as you go along, you will need less time: you are just pulling together scattered work into one place

Very Important Notes

- ✓ Students who did not do any work in a given time frame should be honest about it and not invent entries, it is fine to have one journal with few entries, but there has to be a good entry for the plan on how to recover from that setback

Very Important Notes

- ✓ Your journal submissions *grouped together* may then contribute to your overall F21RP report at the end of the January Semester 1 (see rubric – can be up to 15%)
- ✓ Your total 6 (as a minimum!) journal submissions from the 2 semesters *grouped together* may then contribute to your overall F21MP dissertation grade

Abstract, Introduction, Motivation Does the Abstract succinctly describe the project? Does the introduction identify the research gap and motivate properly the project? Does it give a very brief overview (potentially with an example) of what is going to be proposed? Aims and objectives of the project are clear?	10%
Literature Review Is there a Background section that sets the foundations of what is going to be explored and/or a Related Work section describing similar efforts on the topic? Are references and citations appropriate? Is there a critical analysis of previous works and are these connected properly with the proposed work?	40%
Requirements and/or Proposed Methodology (incl. Evaluation) Are project requirements clearly specified, prioritised and categorised? Is there a section on the proposed methodology for the particular research? Are there any associated diagrams/figures? How is the proposed work going to be evaluated? Are there any metrics applicable? Is there going to be a human evaluation experiment?	30%
Project Plan (incl. Professional, Legal, Ethical, and Social Issues) Have the project requirements been broken down into realistic tasks on a timeline? Is there an appropriate risk analysis in place? Are the main PLES issues of the project highlighted?	20%

Very Important Notes

- ✓ The journal will represent an audit trail of how a student went about planning and executing work towards the dissertation
- ✓ Any final dissertation that cannot be linked in a meaningful way to the journals will be flagged and sent to the discipline committee for further investigation
- ✓ Once a journal submission is uploaded, you should not and cannot overwrite it

Very Important Notes

- ✓ You may want to refer to your journal in your meeting with your supervisor to help have a focussed discussion
- ✓ Feel free to discuss with your supervisor what is not working for you when putting together the journal and with your supervisor's approval, feel free to adjust to suit your needs

Very Important Notes

- ✓ Having a Journal will be evidence of the student meeting a number of learning outcomes that are included at both course level and also programme level
- ✓ Students who have used this approach in the past found it very helpful: it encourages good time management and students avoid the last-minute scramble to meet the very strict submission deadline



ANY QUESTIONS?