**ACTE Regional & State Technology Fair**

**2018 Technology Project Notebook Guidelines**

**“Yikes!!! I need a project notebook?”**

**Why**: To help tell your project’s story to the judge! The technology fair is a *competition* and your judge wants to see your finished work, and learn how and why you created your project. Your notebook may be *hardbound or digital*!

Follow these page guidelines:

1. ***Create a Title Page***

*What is the name of your project?*

*Who created it? You and/or Group Members*

*What category are you competing in?*

*What is your grade and competition level?*

*What software program(s) did you use to create your project?*

2. **Introduce Your Project**

*Why did you create your project?*

*What is the purpose of your project and why is it important?*

*What did you learn from making your project?*

*What will others learn from your project?*

*Explain any business uses your project may have?*

*Did you create the project for a school assignment?*

*If so, what was the assignment? Explain.*

*Did you have help with your project? If so, explain.*

3.  **How Did You Make Your Project?**

Describe how you created your project – what are the details? What type of technology did you use? Show examples of your work. If needed, draw a picture to explain. What lessons did you learn?

4. **Where Did You Get Your Information?**

List your sources for sounds, graphics, photographs, written information, etc. Cite any copyright permission obtained for any image or sound, etc.

5. **Special requirements for each category:**

**Animation**: Show your project storyboard and planning process.

**Audio**: What are the lyrics? Show your project storyboard and planning process.

**Computer Project Programming**:  What software and compiler language did you use? Show copies of the source code, algorithms and any printed or screen generated output from the program. Write a narrative description of the program with purpose, organization chart, 5-step plan, flow chart, etc.

**Digital Art**: Show before and after photos of photography. State the camera specifics used when your photos were taken. Show your project planning process.

**Hardware Modification**: Explain the design specifics of your project. If using parts from a kit, who is the manufacturer? Show your project planning process.

**Internet Applications:** What is project Web address? Describe the application used. Provide copies of the project pages. Show your project planning process.

**Multidimensional Design/3D Modeling**: Show your project planning process and, at a minimum, a rough design of your project. Show how your original idea transformed into your final outcome.

**Multimedia Presentations:** Show your project storyboard (i.e. design and layout process on note cards, drawings, etc.) and planning process. Include copy of slides.

**Productivity Design:** Provide a copy of the final product or output and/or copy of the output with hidden codes and formulas revealed (as applicable).

**Robotics:** Provide a copy of the source code of computer interaction and schematics of hardware design. If using parts from a kit, list the manufacturer.

**Video Production:** Provide a copy of scripts, descriptions of all participants (videographer, script writer, editor, director, etc.) and show storyboard and project planning process. Explain the type of video, i.e. is it self-contained or part of a larger broadcast?

**Web Site Design:**  Include copies of your webpage source coding, site/page plans; and web pages with graphics down through three levels of sub links, whether these links are from local (hard disk) sources or hyperlinks from outside source.