

## PRCO304: Diary

We recommend that you keep a diary of your day-to-day activities, including information about how many hours you have worked (on the project) each day.

This should contain detailed notes of what you did *and why you did it*. The products that you produce will be visible at the end of your project, but the process (which is also something you can gain credit for) won't be unless it is described in your report, and over a 3-month period it is easy (for you) to forget the specifics of what you did and why.

Remember also that you need to be working 30 hours per week on your project. It is all too easy to convince yourself that you've "done some work on the project this week", when in fact the number of hours is significantly short. If this persists over the course of the semester, then obviously the quality of your project will suffer significantly.