Process report is structured thusly:

* Introduction
* Group description:
* Project initiation: management style theory,
* Project description: water flow method
* Project execution: social interdependence theory
* Personal Reflections: use whatever you see fitting
* Supervision
* Conclusion

Note: must review reflective writing document from process report session:

https://via.itslearning.com/LearningToolElement/ViewLearningToolElement.aspx?LearningToolElementId=2339690

1. The personal reflection must be at least one page per member.
2. The report’s target audience is the group members, and the supervisors.
3. Informal language is in general accepted in the Process Report. For the Process Report  
   use of first person (I, me, we, us). Casual, conversational, emotive language and  
   slang is accepted if it contributes to the passing of information.
4. The layout of the process report document must follow the instructions in process report guidelines to make it as formal as possible: so there should be a page counter in the bottom, a cover with relevant information and so on.
5. There must be 10 to 20 pages of content excluding the appendix and the front page and the index.
6. Each page should have 2400 characters, font size 11 is sufficient for this.
7. The personal reflection part is covered in the end of the guideline for process report:

https://studienet.via.dk/projects/Engineering\_\_project\_methodology/General/Framework%20and%20Guidelines/3-2018%20Process%20Report%20(Appendix%202)%20-%20VIA%20Engineering%20Guidelines.pdf

reflection process:

1. Briefly describe what you want to reflect on
2. Analyse or interpret what happened with reference to theory
3. Describe the outcome; what you will keep doing or change in future

The following document provide useful templates for reflective writing:

<https://filecache.itslearning.com/prod.eu-central-1.filerepo/81a5/f127-2d1e-44b6-babb-d8fc0fe19370?response-cache-control=max-age%3D899&response-content-type=application%2Fpdf&response-content-disposition=inline%3B%20filename%3D%22Reflective%2520Writing_A%2520Basic%2520Introduction.pdf%22%3Bfilename%2A%3Dutf-8%27%27Reflective%2520Writing_A%2520Basic%2520Introduction.pdf%3B&version=1&isDownloadRequest=0&expires=2022-05-14T16%3A09%3A46Z&sign=VxMUwTEiDx8ZUgVHzcOPHNqAultGVPc5bNfFZaaAoHI%3D>

theories to use:

1. Friedrich Glasl’s Conflict Escalation Theory for group related reflections
2. Self-Determination Theory for self related reflections
3. PBL(project based learning) approach.