Process Report

VIA ENGINEERING

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            Semester and Bachelor Projects
                 Project documentation
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Formalities

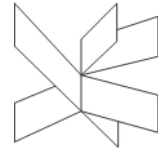| *Guideline 1*	*Guideline 2*	*Guideline 3*
Project Description	**Process Report**	**Project Report**
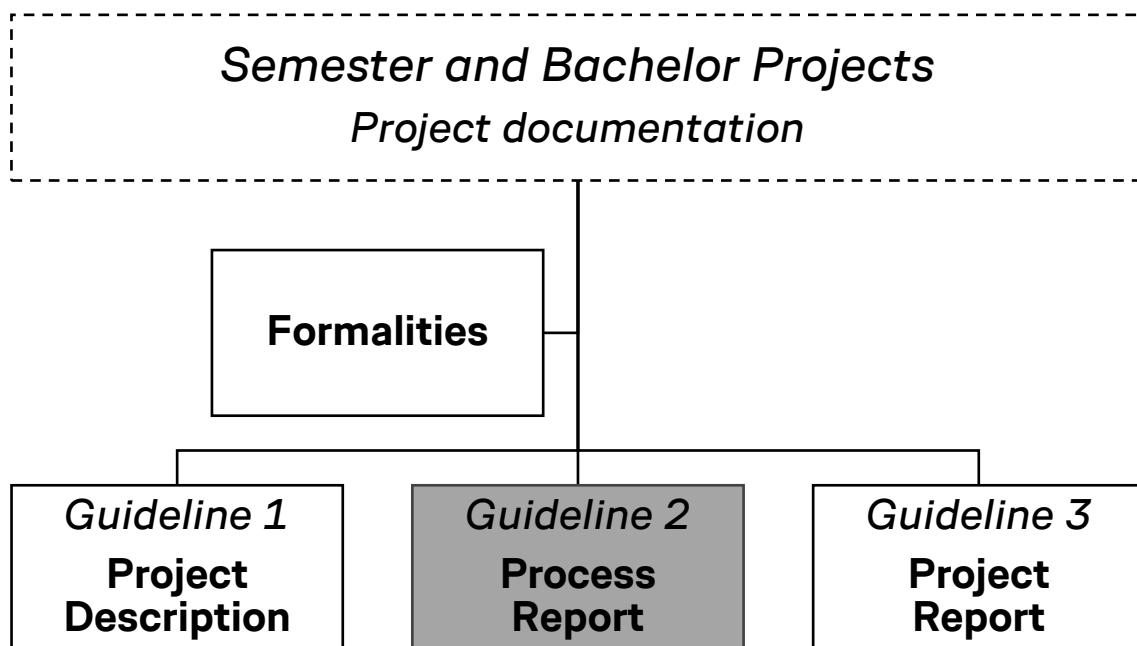
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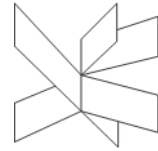
Content

About this document

This document is a part of a set of guidelines for project work in VIA Engineering. You can find more information about the guidelines in the document "**Problem-based Learning, VIA Engineering**". Applying these guidelines is mandatory in documentation of project work at VIA Engineering.

In these guidelines you will find information about how to write a Process Report.

A Microsoft Word template is available for use.
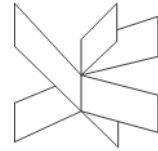
Process Report: Content and purpose

The purpose of the Process Report is to encourage students to reflect on their learning outcomes and the project process, particularly their contributions and interactions, to enhance future project work efficiency.

The purpose of the Process Report is to document:
- The process of your project work and your reflections.
- Your learning process.
- Evaluation of methods and used tools.
- Cooperation issues, planning, and execution.

It may also include your reflections on the project work from the initiation phase to completion.

In contrast to the Project Report, which is supposed to show your project results objectively, you are expected to write in a more conversational manner in the Process Report using first-person pronouns and subjective writing.

It may be difficult to reflect in writing. Your reflections should be a personal response to situations, methods, or decisions in the project, serving as an opportunity to highlight your learning outcomes.

The Process Report may include constructive criticism, but you should avoid personal and unsubstantiated criticism. Be aware that the content is accessible to the entire group, the supervisor, and the examiner.

Refer to the relevant course description when deciding what to include in the Process Report. Ensure that you include the relevant learning aims of your current project.
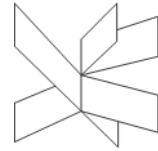
1. Introduction

Introduce the project and your motivation for the technical theme and PBL learning environment. Provide an overall factual description of the process and progress based on data from sources such as logbooks and meeting minutes.

2. Group Work

Describe how you each have contributed to the group work. Include personal profiles and cultural backgrounds and provide examples from your cooperation to illustrate group members' profile.

Also, include reflections on team dynamics, conflict resolution, team types, team roles, and social loafing if relevant. Check the course description for clarification on relevant learning aims.

Consider how you can document the ability to independently take part in professional and interdisciplinary collaboration with a professional approach.

3. Project Initiation

Comment and reflect on the elements that are part of the first stage of your project. This may include reflections on but not limited to problem domain choice, problem statement or time schedule.

Consider, among other things, relevant ethical perspectives related to the chosen problem area.

4. Project Execution

Describe and reflect on the project's progress and execution, including your reflections on methods and project results.

Consider how you can document your ability to understand and reflect on theories, method and practice.
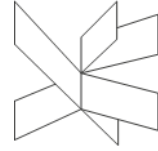
5. Personal Reflections

In this chapter, each group member must individually reflect on their learning outcomes from the project work, collaboration, and in a problem-based learning context.

Remember to focus on your own contribution, interpret and explain with reference to valid and reliable sources, and "reflect forward", i.e. define future action.

Consider how you can document your ability to identify own learning needs and to organize own learning in different learning environments.

6. Reflect on Supervision

In this chapter, you must reflect on how to establish and contribute to a successful relationship with the supervisor from a student's perspective. Discuss how supervision affected or changed your project, and what you will do more or less of in future projects to benefit from supervision.

Consider how you can document your constructive engagement in the supervision process.

7. Conclusion

Provide a group summary on what to do and not to do in group work, including a list of recommendations.

Consider how you can document your ability to manage complex and development-oriented situations in study or work contexts.

8. References

Supply references to all sources used in the report. Use the APA standard.