Project Logbook Template



**Name:**

**Project title:**

**Date:**

**Update on weekly research/tasks achieved**

**Points to consider:**

What have you completed?

Did you fulfil task requirements?

Are you on track and within deadlines set?

Did you need to make any changes to your project management plan?

**Any risks and/or issues identified?**

**Points to consider:**

Did you identify risks/issues with a lack of skills required for undertaking research/tasks?

Did you identify any additional risks/issues that have an impact on the project management plan?

**Problems encountered**

**Points to consider:**

What barriers did you face?

How did you overcome them?

**New ideas and change of project direction**

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| **Points to consider:**  How did I feel when I had to deal with tasks/problems?  Did I find it useful to complete the tasks?  How well have I performed? What did I contribute?  What can I improve on next week?  How might this learning apply in the future? |
| **Tasks planned for next week**  **Points to consider:**  Which tasks are priority?  Have you set aside sufficient time for completion? |
| **Project plan status to date (on, ahead, behind)** |