# APPENDIX 2

# Process Report

## VIA ENGINEERING GUIDELINES
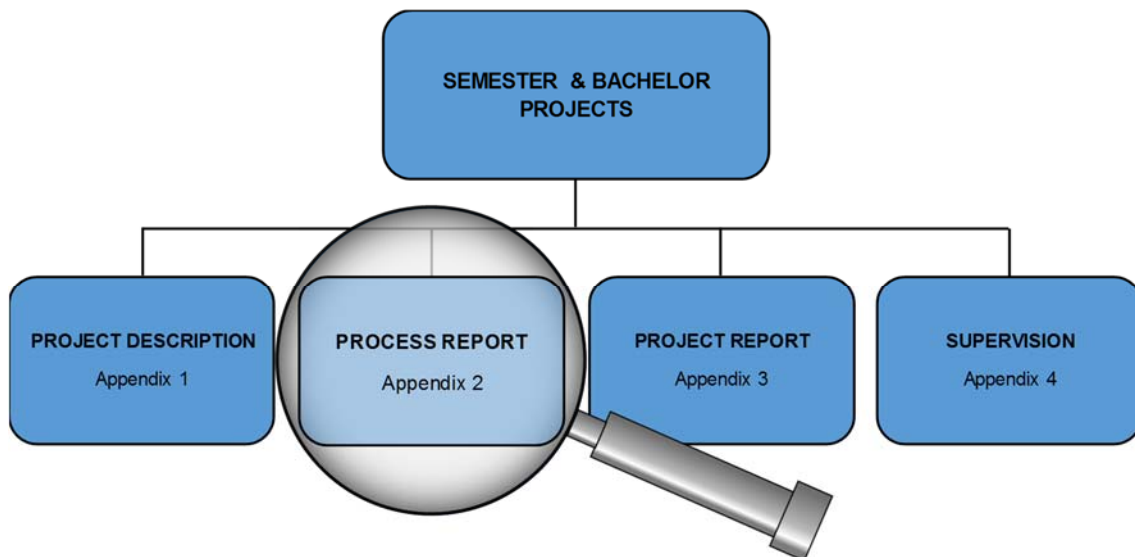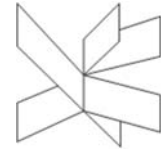


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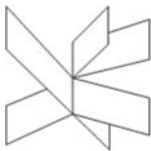
# Content

Appendix A: Suggested issues for Personal Reflections

# 1 Introduction

The Process Report is an independent report with the purpose to make the student reflect on the group process – especially on own contribution and interaction – in order to become more efficient in future group work.

Where the Project Report shows what you have achieved and your project results, the Process Report involves the process of your project work and your reflections, i.e. your learning process, evaluation of used tools and methods, cooperation issues, planning and execution. It can also involve reflections on the project work from the project initiation phase to the completion of the project.

Critisism is acceptable as long as it is constructive. In order to ensure the useability of the Process Report, personal and unargued blaming must under all circumstances be avoided. Remember that the content of the Process Report is open to the whole group and the supervisor.

The guidelines presented here are valid across all of VIA Engineering and describe requirements and recommendations for Process Reports. It should be noted that following this guidelines is necessary, but not sufficient, for a project group to receive a high grade for their work.

The Process Report guidelines belongs to a set of guidelines for project work in VIA Engineering. More information about this set of guidelines is found in the current version of the master document "Semester & Bachelor Projects – VIA Engineering Guidelines".
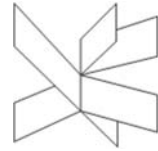
## 2    Text

The Process Report should be written taken into consideration universual rules and recommendations such as correct grammar, correct spelling, and identifying the target audience. However, the Process Report is reflective writing and can accordingly, in contrast to technical writing, use a more conversional language.

### 2.1    Universual language elements

One universal element is highlighted:

- **Target audience:** The target audience is the project group and the supervisor. Thus, the Process Report should be written with the purpose for the group members to have a tool for improving future group work and for the supervisor to optimize his/her supervision.

### 2.2    Language conventions

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.
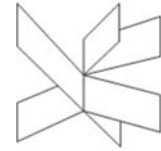
# 3    Process Report Structure

It is suggested that the Process Report has a structure as follows:

1. **Front matter:** Meta-data ranging from the report cover to the table of content.
2. **Main matter:** The report from the introduction to personal reflections and group summary.
3. **Back matter:** Appendices, e.g. log book and minutes of meetings.

## 3.1   Front matter

The front matter of a process report may include the following elements:

- **Header and Footer:** The page header of the main matter of the report must include the title of the report, while the page footer of the main matter of the report must include page numbers. Additional information in the header and footer may be included if desired.
- **Cover:** A report cover is optional and may be formatted as desired.
- **Title page:** The design of the title page may be determined by the project group. However, the title page must include the following elements:
  - name and logo of the educational institution
  - the title of the report
  - the name of the study programme and semester
  - the name(s) of the student(s)
  - number of characters
  - the name of the supervisor
  - date
- **Preface**: A preface may be included if additional comments on context of the report are needed. The relevance of including a preface depends on the type of project. The project group and the supervisor should discuss the need to include a preface.
- **Table of contents:** The process report must include a table of contents which outlines the structure of the report and how the information is organized.
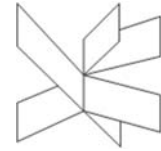
## 3.2  Main matter

The main matter includes everything from describing the group members in the introduction to reflecting on the project work.

The main matter must be divided into chapters and sections. If needed, a third level (sub-sections) may be used. Additional levels, however, are not recommended. The levels must be numbered using Arabic numbers. The structure of the main matter of a process report should give the reader (and the writer!) a good overview of the process and make it easy to find specific information. Report structure is therefore extremely important.

The number of pages in a process report depends on the number of students. Unless otherwise stated by the supervisor, process reports must be 10-20 self-produced pages (for a group of five, excluding appendices). One page of text is about 2400 characters.

A Microsoft Word template for VIA Engineering Process Reports is available electronically for use by the project group, but use of this template is not required.

Typical chapters in the main matter are given below. The project group may vary from this recommendation, but should be able to explain the reason for any changes:

- **Introduction.** Overall factual description of process and progress based upon factual data from e.g: Log book, minutes of meetings with the group, the supervisors and companies.
- **Group description.** Introduction of the group members, cultural background and project expirience prior to the project start.
- **Project Initiation.** The groups reflections on the project initiation phase.
- **Project Description.** The groups reflections on the project description phase.
- **Project Execution.** The groups reflections on the project execution phase, including reflections over methods as well as project results.
- **Personal Reflections.** Personal reflections for each member of the group regarding his or her experience with the project group work and with project organized studies and problem-based learning. As a guideline, the personal reflections must be approximately 1-3 pages for each student.
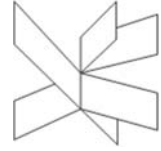
- **Supervision.** The groups reflections on the supervision.

  **Conclusions.** The Group Summary on what to do and not to do in group work, including a list of recommendations.

Appendix A may be used as a guidance for the reflections in the main matter.

## 3.3  Back matter

Back matter of a process report are appendices. Appendices contain various types of information that support the content of the main matter and are available for the reader but are not central to understanding the report. Appendices of a process report may include the log book, minutes of meetings with the project group and the supervisor, etc.
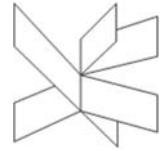
# 4    Portfolio

For students doing a portfolio, the personal reflections section should be copied to the Portfolio and used as a basis for setting personal approach and learning objectives for the coming projects.
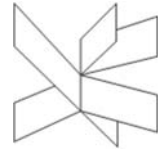
# Appendix A: Suggested issues for Personal Reflections

## VIA Engineering Guidelines

The following may be used as inspiration for the personal reflections, but should only be included in the report when relevant.

### Project Initiation

- Why did you select the topic?
- How was the group formed?
- How successful was your planning?
- What kind of project planning tools did you use?

### Project Description

- How did you define your problem?
- Did you set up a realistic goal?
- What did you want to achieve?

### Project Execution

Methods:

- How did you follow up on your plan for the project?
- Which methods did you use and were they succesful?
- Would you use have used other methods, if starting the project today?

Project results:

- In what way are you satisfied with the project results?
- What kind of project risks did you identify and how did you monitor and handle the risks?
- What was less successful? Explain why?

### Personal Reflections

Group work: