## COMP 693 Industry Project Weekly Journal

*This template is provided for your use. You may adjust the formatting to suit your style, but ensure all content remains intact. Please remove any instructional text in italics.*

*Each weekly journal entry should be dated and ideally is around half a page in length. However, you are welcome to write more, especially in the reflection section, for your own benefit.*

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| --- | --- |
| Project Details | |
| Student Name |  |
| Student ID |  |
| Project Title |  |
| Project Type | *e.g. Host or Independent Learning Project* |

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| --- | --- | --- | --- |
| Week 3: *{enter date range}* | | | |
| Tasks Completed and Time Spent on each Task |  | | |
| Project Hours this week |  | **Sum of Total Project Hours (incl. prior week’s hours)** |  |
| Plans/Goals for Next Week |  | | |
| Reflections | What has gone well?  What has not gone as expected?  Any changes I need to make for next week?  Any good practices I should make sure I continue?  Anything that is (or might) cause me not to make the progress I expect next week? | | |
| Project Health | *Enter Green, Orange or Red (Green means all good, Orange means there are some issues, Red means there are stumbling blocks to progress needing urgent attention.)* | | |
| Issues Arising | *Detail any major issues that have arisen.* | | |
| Strategy to Resolve Project Health and Issues Arising | *If your project health has been rated as orange or red for two weeks or more, or if any major issues have arisen, outline Your strategy for resolution. This may include discussions with the Host or COMP staff. For serious concerns, you must escalate the issue to the attention of the Examiner.* | | |

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| --- | --- | --- | --- |
| Week 4: *{enter date range}* | | | |
| Tasks Completed and Time Spent on each Task |  | | |
| Project Hours this week |  | **Sum of Total Project Hours (incl. prior week’s hours)** |  |
| Plans/Goals for Next Week |  | | |
| Reflections | What has gone well?  What has not gone as expected?  Any changes I need to make for next week?  Any good practices I should make sure I continue?  Anything that is (or might) cause me not to make the progress I expect next week? | | |
| Project Health | *Enter Green, Orange or Red (Green means all good, Orange means there are some issues, Red means there are stumbling blocks to progress needing urgent attention.)* | | |
| Issues Arising | *Detail any major issues that have arisen.* | | |
| Strategy to Resolve Project Health and Issues Arising | *If your project health has been rated as orange or red for two weeks or more, or if any major issues have arisen, outline Your strategy for resolution. This may include discussions with the Host or COMP staff. For serious concerns, you must escalate the issue to the attention of the Examiner.* | | |

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| --- | --- | --- | --- |
| Week 5: *{enter date range}* | | | |
| Tasks Completed and Time Spent on each Task |  | | |
| Project Hours this week |  | **Sum of Total Project Hours (incl. prior week’s hours)** |  |
| Plans/Goals for Next Week |  | | |
| Reflections | What has gone well?  What has not gone as expected?  Any changes I need to make for next week?  Any good practices I should make sure I continue?  Anything that is (or might) cause me not to make the progress I expect next week? | | |
| Project Health | *Enter Green, Orange or Red (Green means all good, Orange means there are some issues, Red means there are stumbling blocks to progress needing urgent attention.)* | | |
| Issues Arising | *Detail any major issues that have arisen.* | | |
| Strategy to Resolve Project Health and Issues Arising | *If your project health has been rated as orange or red for two weeks or more, or if any major issues have arisen, outline Your strategy for resolution. This may include discussions with the Host or COMP staff. For serious concerns, you must escalate the issue to the attention of the Examiner.* | | |

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| --- | --- | --- | --- |
| Week 6: *{enter date range}* | | | |
| Tasks Completed and Time Spent on each Task |  | | |
| Project Hours this week |  | **Sum of Total Project Hours (incl. prior week’s hours)** |  |
| Plans/Goals for Next Week |  | | |
| Reflections | What has gone well?  What has not gone as expected?  Any changes I need to make for next week?  Any good practices I should make sure I continue?  Anything that is (or might) cause me not to make the progress I expect next week? | | |
| Project Health | *Enter Green, Orange or Red (Green means all good, Orange means there are some issues, Red means there are stumbling blocks to progress needing urgent attention.)* | | |
| Issues Arising | *Detail any major issues that have arisen.* | | |
| Strategy to Resolve Project Health and Issues Arising | *If your project health has been rated as orange or red for two weeks or more, or if any major issues have arisen, outline Your strategy for resolution. This may include discussions with the Host or COMP staff. For serious concerns, you must escalate the issue to the attention of the Examiner.* | | |

*Continue adding each weeks Journal using the same Journal table template..*

*Add week 5 etc..*