|  |
| --- |
| Milton Keynes College |
| Project Logbook |
| HNC Computing – Unit 6: Managing a Successful Computing Project |

|  |
| --- |
| [Student Name Here] |

Contents

[Key Information 2](#_Toc33885045)

[w/c [Enter Date Here] 2](#_Toc33885046)

[w/c [Enter Date Here] 3](#_Toc33885047)

[w/c [Enter Date Here] 4](#_Toc33885048)

[w/c [Enter Date Here] 5](#_Toc33885049)

[w/c [Enter Date Here] 6](#_Toc33885050)

[w/c [Enter Date Here] 7](#_Toc33885051)

[w/c [Enter Date Here] 8](#_Toc33885052)

[w/c [Enter Date Here] 9](#_Toc33885053)

[w/c [Enter Date Here] 10](#_Toc33885054)

[w/c [Enter Date Here] 11](#_Toc33885055)

[w/c [Enter Date Here] 12](#_Toc33885056)

[w/c [Enter Date Here] 13](#_Toc33885057)

# Key Information

|  |  |
| --- | --- |
| Project Title: |  |
| Project Start Date: |  |
| Project End Date: |  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |

# w/c [Enter Date Here]

|  |
| --- |
| **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** |
|  |
| **What have I learnt about myself this week?**  **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 enough time for completion? |
|  |
| **Project plan status to date (on, ahead, behind)** |
|  |
| **Supervisor comments to address** |
|  |