**PERSONAL PROJECT REPORT FORMAT OUTLINE**

**Written Draft**

As you work through the first draft of your Report, use this outline to help you ensure that all the necessary parts are completed.

Put a check mark next to each component as you progress through your drafts of the report.

**Personal Project Report Outline**

|  |  |
| --- | --- |
| **Section** | **Content** |
|  | ***Complete the MYP Personal Project Coversheet see Appendix. Using the criteria headings is a good way to make sure that you have fulfilled the demands for the project.***  ***The following information is a suggested guide for the format of the report. It is in a rough order but this is only a guide***. |
| **Title page** | * Title of the Project * Name of student * Name of Supervisor * Word count of the Report * School name and your Grade level |
| **Table of**  **Contents** | * Titles of sections and sub-sections of your Report together   with the page numbers where they can be found.   * Make sure the Bibliography and any appendices are included |
| The body of the report should be structured around the objectives and the assessment criteria and it **MUST** include the criteria headings. | |
| **1. Investigating** | * Identify the topic you have chosen for your Project and   explain in detail why this topic is of personal interest to you   * Define a clear goal and global context for the project, based on personal interests * Describe the focus Global Context, you have chosen and explain in detail how this global context connects to your topic * Identify prior learning and subject-specific knowledge relevant to the project * Explain specifically what you want to achieve in the Project in relation for your chosen Global Context * Demonstrate research skills * Explain in detail how you decided which sources of information (e.g. websites, magazines, interviews) you used to achieve your goal * Explain the techniques / strategies you used when evaluating each of these sources of information and deciding whether they would be useful in helping you to achieve your goal. |
| **2. Planning** | * Develop criteria for the product/outcome * Describe the specifications that you have created to evaluate your Project’s product. * Plan and record the development process of the project * Demonstrate self-management |

|  |  |
| --- | --- |
| **3. Taking Action** | * Create a product/outcome in response to the goal, global context and criteria * Demonstrate thinking skills * Demonstrate communication and social skills * Describe the specific decisions you needed to make when creating your product * Using in‐text referencing, give quotes from sources of information you used in the research process to explain how these sources helped you with making decisions * Describe the problems you faced when creating your product * Using in‐text referencing, give quotes from sources of information you used in the research process to explain how these sources helped you create solutions to the problems * Describe what you learned about your goal as the Project developed * Using in-text referencing, give quotes from sources to explain how these sources helped you to achieve your goal. * One by one, evaluate the extent to which your final product meets each specification you and your Supervisor created to evaluate the product * Explain in detail the ways that your product meets each specification * Reflect on the quality of your final product in terms of the goal you set out to achieve. |
| **4. Reflecting** | * Evaluate the quality of the product/outcome against your criteria * Explain in detail how the completing the Project has changed your knowledge and understandings of the topic * Reflect on how completing the project has extended your knowledge and understanding of the topic and the Global Context * Explain in detail how completing the Project has changed your knowledge and understandings of the focus Global Context * Reflect on what specifically what you wanted to achieve in the Project in relation to your chosen Global context * Reflect on what specifically what you wanted to achieve in the Project in relation to the Approaches to Learning: explain how you developed/improved in these areas * Reflect on your development as an IB learner through completing the Personal Project. |
| **Bibliography** | * Use MLA format. See your Librarian for assistance |
| **Appendices** | * These are important to include as they provide evidence of your work. Only include information that you have labeled or referred to in your Personal Project Report. |

REMEMBER THAT YOUR REPORT MUST NOT EXCEED **3,500 WORDS** OR **15 MINUTES** ORAL PRESENTATION OR AUDIO-VISUAL RECORDING