**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**

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