

PERSONAL PROJECT TIMELINE

December 2020-February 2021

DECEMBER 2020

- **Meet** with the **PP supervisor** twice before the end of term (online obviously)
- At the meeting update the supervisor on the work done - Process journal entries are required ; **IT IS NOT ENOUGH JUST TO TALK TO THE SUPERVISOR ABOUT THE PP PROGRESS - YOU HAVE TO SHOW EVIDENCE OF THE WORK DONE**
- **Finish the criteria / specifications for the product/outcome**
- **Show evidence** of the development of the product (photos, sketches, interviews, graphs, etc.)
- Keep record /notes of the meetings with supervisor
- Work on the report

JANUARY 2021

- **Complete product/outcome**
- Submit **first draft** of the **report** to the supervisor by **January 25th,2021**
- Continue meetings with the supervisor (1 meeting at least when the 2nd term begins)
- Submit the process journal notes/entries

FEBRUARY 2021

1st week of February : First draft with feedback returned to student

By the end of February submit to the supervisor :

- **Final** version of the **report**- a hard copy and a digital one
- **Product/outcome** or evidence of it
- **Process journal extracts**(max.10) and any supporting visual aids used during the presentation, if applicable (1 hard copy as well as digital copy)
- Personal project **coversheet**
- **Turnitin** similarity report
- Completed and signed **academic honesty form**
- **Bibliography/sources**