**Checklist for Writing Part II Personal Project Report**

**HAVE YOU:**

**Part II A: Deciding what to create and what it should look like**

* Thoroughly described what your product will look like and why you chose this way to show what you learned about your topic
* What type of product (i.e. 3d figure; powerpoint; blog ….)
* What information will it include?
* Explained, with details, how this product idea connects to the global context you selected
* Created a detailed and appropriate list of elements that a highly successful product (one you would give an “A”) will have? If your product was entered in a contest what will the judges be asked to look for? **BE SPECIFIC WITH THIS CRITERIA!!!!**

**Part II B: How to actually create it**

* Explained what materials you needed to create your product and why you selected them
* Explained your plan of action – this is the thinking process you went through to plan how to start your product.
* How long did you expect creating the product would take?
* Were there things you needed to build or create first? What made sense to start with and why?
* Were there skills you needed to develop to create your product (i.e. did you have to watch a YOUTUBE video to teach you how to do something and then actually do it; learn how to use some new computer technology or power tools…)
* What size did you decide your product should be (3d – height; powerpoint – how many slides ….) and why did you make this choice?
* What did you actually do to get started? (i.e. Did you sketch out what your product would look like? Make a timeline or calendar for working on your product? Or use some other brainstorming/planning document? Did you start making your product and then realize you needed to plan a little more?)
* Explained how you decided to manage your time so you could complete your product in a way that makes you proud. This is where you think about all the steps you have to take to create the product and talk about how and when you do your best work
* Described how you communicated with others about your project and how they helped you in your thinking and creating (i.e. teachers, supervisor, friends, family)
* **Written in complete sentences and well-developed paragraphs with LOTS OF DETAIL???? Is your word count between 500-700 words?????**

**Checklist for Writing Part III Personal Project Report**

**HAVE YOU:**

* Explained, with details, how well your product meets the criteria you set for a product that would earn an “A”?
* Explained what you like best about your product or are most proud of and why?
* Described what you found effective in the process you used to create the product?
* Did your plan end up being logical?
* Did you allow enough time to create the product the way you wanted?
* Did you make changes from what you planned as you actually created the product? Why?
* Described what was most challenging in creating the product?
* Have you explained what you found frustrating about the planning or creating process?
* Explained what strategies worked best for you and why?

* Described changes you would make if you did this again and why? (this can be in the process and the actual choice of product).
* Looked at the IB Learner Profile traits and carefully read the descriptors for each trait
* Selected at least TWO traits where you feel you grew as a learner AND thoroughly described how and why you think you made progress in these areas
* Described what your most important “takeaways” are after completing ALL THREE parts of the Personal Project (journals; report; and product)
* Shared advice you would give to 9th graders who will be completing the Personal Project next year
* **Written in complete sentences and well-developed paragraphs with LOTS OF DETAIL???? Is your word count between 500-600 words?????**