# Mater Christi College: Checklist for Personal Project

## Criterion A Investigation

### Strand | Evidence in Process Journal
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#### i. define a clear goal and global context for the project, based on personal interests
- I have documented my brainstorm/ideas for my project
- I have written up my goal in full and have answered the following questions
  - What I want to achieve through my personal project
  - What I want others to understand through my work?
  - What impact I want my project to have?
  - What global context aligns with my goal?
- My goal contains words/phrases from my chosen Global Context
- I have described why my Global Context is relevant to my project and why it is important.
- I have used facts or stats to show the importance of my project
- I have made sure my goal is SMART (Specific Measurable Attainable Relevant Timely)

#### ii. identify prior learning and subject-specific knowledge relevant to the project
- I have documented my previous knowledge of the topic/goal I have chosen
- I have described how skills or content covered in at least two subjects, will help me with my project

#### iii. demonstrate research skills.
- I have a list of questions I want to answer
- I have written up information learnt from my research, and have included a variety of sources
- I have used either the CRAAP test or another evaluation tool to assess how credible my sources are
- I have selected three+ skill indicators from the Research tab of the LibGuide and have written how I have used these skills. *(Make sure you have reflected on both media and information literacy skills)*
- I have recorded all my sources and dates of access on a Word/Pages document ready for preparing a bibliography when writing the report.

## Criterion B Planning

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| i. develop criteria for the product/outcome | - I have my completed my success criteria  
- I have shown how my research helped me create my success criteria |
| ii. plan and record the development process of the project | - I have documented the process throughout - this may include interview notes, brainstorm, photographs, storyboards, sketches, graphs, questions, write ups, tests, prototypes...  
- I have written up any changes made to the project |
| iii. demonstrate self-management skills. | - I have either a ‘to-do’ list a bullet journal, an updated calendar or a GANTT chart to help me manage my time |
## Criterion C Taking Action

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| I. create a product/outcome in response to the goal, global context and criteria | - I have photographs / screenshots of my finished product  
- My product clearly links to my goal and global context |
| ii. demonstrate thinking skills | - I have selected three+ skill indicators from the ATL Skills Thinking tab of the LibGuide and have written how I have used these skills. *(Make sure you have reflected on critical, creative and transfer skills)* |
| iii. demonstrate communication and social skills. | - I have selected three+ skill indicators from the ATL Skills Communication tab of the LibGuide and have written how I have used these skills. *(Provide evidence, for example, emails or interview notes)*  
- I have selected three+ skill indicators from the ATL Skills Social skills tab of the LibGuide and have written how I have used these skills. *(Provide evidence, for example, emails or interview notes)* |
# Criterion D Reflection

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| I. evaluate the quality of the product / outcome against their criteria | ☐ I have assessed my product / outcome against my success criteria - point by point  
☐ I have justified any changes made  
☐ I have described improvements I could make to the product  
☐ I use feedback from my target audience to help me evaluate my product |
| ii. reflect on how completing the project has extended their knowledge and understanding of the topic and the global context | ☐ I have described the key pieces of information and the key skills I have developed during this process  
☐ I have shown facts / statistics I have learnt during the process  
☐ I have reflected on the importance of the Global Context |
| iii. reflect on their development as IB learners through the project. | ☐ I have described how the Personal Project has helped me strengthen my IB Learner Profile attributes |

*Material adapted from Lenny Dutton [www.excitdeducator.com](http://www.excitdeducator.com)*