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| **Process Journal Checklist**In your report you may only include 10 process journal extracts no longer than 1 page each. These are included in the appendices as  single extracts from your process journal. The extracts must be taken from throughout process and not written at the end of the project. Use your previous process journal entries to  complete an extract that focuses your development of each area below that is no longer than 1 page (each extract):  |
| Extract Details | Completed | Referred to in Report |
| **1) Investigating (A.iii) demonstrates the development of your research skills during the project****This extract should include:**o evidence of a wide variety of sources.o evidence of evaluation of many sources |  |  |
| **2) Planning(B. ii) plan and record the developmental process of the project****This extract should include:**o a detailed and accurate action plano timeline with a regularly updated “to do list”o examples of research methods and notes, goal setting and evaluation, ongoing reflections, supervisor |  |  |
| **3)Planning(B. iii)- demonstrate the development of your self-management skills****This extract should include:**o examples of using of organizational skills* appropriate systems to organize information,
* appropriate goals and reflecting on those goals,
* meeting deadlines,
* making informed choices about time management,
* initiating supervisor meetings and responding to feedback from supervisors

o examples of using affective skills* mindfulness
* perseverance
* emotional management
* self-motivation and resilience

o examples of using Reflection skills the implications of decisionsunderstanding strengths and weaknesses throughout the projectmodifying personal learning strategies |  |  |
| **4)Taking Action(C. ii)- demonstrates the development of your thinking skills****This extract should include:**o examples of using critical thinking skills * identifying problems, making inferences and drawing conclusions
* breaking down large concepts into component parts and combining parts logically
* designing improvements
* using multiple processes
* troubleshooting systems and applications throughout the process.

o examples of using  creative thinking skills * creating novel solutions to a problem.
* evaluate solutions to problems
* apply strategies of guesswork
* transfer and apply existing knowledge to generate new ideas, products or processes
* utilize old ideas in new ways and combine parts in new ways
* create original works and ideas and visualize alternatives
* practice imitation of works with a focus on the creative process
* challenge one’s own and others’ assumptions
* playing with ideas and experimenting
* recognizing when an original idea has value and pursuing it
 |  |  |
| **5) Taking Action(C. iii)-demonstrate the development of your communication and social skills.****This extract should include:**o Regular, self-initiated meetings with the supervisor and thoughtful and purposeful action in response to supervisor feedback, demonstrating perseverancethroughout the process.o Show evidence of excellent communication skills by providing clear and detailed examples of using a variety of media, interacting with a variety of people, and showing respect ininteractions.o Show evidence of excellent collaboration skills by providing clear and thoughtful examples of respecting differences, consideration of different points of view, empathy, and resolving conflicts.You may use additional extracts  relating to the above areas. |  |  |
| **Additional Extracts (5 pages )****You must select extracts that demonstrates development in all 4 criteria.** |
| **Criteria A - Investigating**Demonstrate how you investigated your idea? Where did it start? What did you do? What process did you follow to further understand |  |  |
| **Criteria B - Planning**Why did you choose your topic and what prior learning did you use? What do you hope to learn from this process? |  |  |
| **Criteria C - Taking Action** Show evidence of the development of the learner profile attributes through this process |  |  |
| **Criteria D - reflecting**Did your goal, global context, specifications, timeline, and product change? If so, explain whyShow evidence of the challenges you experienced. What ATL skills did you demonstrate to succeed. If you experienced a challenge that you did not overcome. Explain why, what would you do next What have you gained from the Personal Project process?Reflection on your growth as an IB Learner |  |  |