

TOOL 9 - SELF-DIRECTED LEARNING

HAND-OUTS



PROJECT COMPONENTS	YOUR PROJECT
<p>IDENTIFY INDIVIDUAL DELIVERABLES Listing out your individual project components will help you get a better sense of the scope of your project.</p>	
<p>DEFINE THE SEQUENCE OF ACTIVITIES This sequential organization will help you define the flow of the project and give you an idea of when you need to loop in certain members of your team.</p>	
<p>DETERMINE THE RESOURCES REQUIRED What resources do you need and how long will it take to get them? Identify the amount of time each task may take. Who else might you need to complete the project?</p>	
<p>IDENTIFY EXTERNAL FACTORS THAT COULD INFLUENCE YOUR PROJECT What could affect the flow of your project? Potential lead times working with outsourcing, other projects you or your team might be working.</p>	
<p>ESTABLISH KEY MILESTONES AND FINAL DEADLINES Using the sequence of activities, resources and timeline, identify key milestones for you project.</p>	
<p>CREATE YOUR PROJECT SCHEDULE Once you have mapped this all out you can begin to think about the project schedule, you may do this week by week in the 'project schedule template'. You should also consider creating a Gantt chart so you can see the project lifetime and milestones mapped in its entirety.</p>	
<p>MONITOR AND REFORECAST It is important to revisit and readjust as you undertake the project, things will change.</p>	

Name:

Course:

Tutor:

PROJECT AIMS AND OBJECTIVES ¹		
ACTIVITY ²	RESOURCES ³	TARGET DATE FOR COMPLETION ⁴
LEARNING GOALS ⁵	EVIDENCE AND VERIFICATION ⁶	FEEDBACK AND EVALUATION ⁷

I have reviewed and find acceptable the above learning contract.

Date:

Student:

Tutor:

- 1: List what you intend to achieve from the project and potential outcomes.
- 2: List of activities required to meet the project aims and objectives.
- 3: List of resources (equipment, materials etc.) required to complete each activity.
- 4: When do you plan to complete each task?
- 5: List the learning goals for the project.
- 6: What will be the outcome that demonstrates learning and how will it be evaluated (e.g. self-evaluation, peer evaluation, tutor evaluation)?
- 7: How well was the task completed?

This learning journal is a personal resource that you will build up during your study. You will use it to record your thoughts for specific activities in the course, and you can add to the journal at any time with further notes and observations. Once you have completed the course, we hope that this journal will be an invaluable source of information

This journal is designed to be filled in online, but you may print it and write in it instead if you prefer. If you use it online, you will need to open the journal to complete some of the tasks. Don't forget to save it every time you use it.

You may want to consider the below/add your own topics for reflection.

- My role in the project(s)
- Benefits to studio practice
- Experience of collaborative process
- Group experience of the collaborative process
- Experience of independent process
- Experience of Workshops/ Inductions
- Valuing and managing emotions
- Dealing with conflict
- Managing my creativity
- Research
- Observation
- Analysis
- Synthesis
- Looking ahead

DATE	DESCRIPTION OF PROJECT, TASK, EXPERIENCE, MANAGEMENT ETC.	NOTES
	e.g. Materials researcher in smart materials collaborative unit	I have been tasked with researching current and relevant research happening in this field, I will then source what is available to us on the market to get samples for team meeting next week
	Benefits to studio practice	
	Experience of collaborative process	

Name:

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Name:

Course:

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Give a brief description of the project, the activities undertaken and the aims and objectives.

List some of the things you learned while working on this project. What skills did you develop?

What went well with the project?

What problems or challenges did you experience during the project?

Were you satisfied with the final project outcome? What would you change or do differently?

What did you learn about yourself? Such as your strengths, weaknesses, interests or needs.

WEEKLY PROJECT SCHEDULE

[9]

	Monday	Tuesday	Wednesday	Thursday	Friday	Comments/notes
AM						
PM						

