

Technology 250 Project

Journal Entry Procedure

Each time you work on your course project, I would like you to enter information about your learning session in a Project Journal. You don't have to do this immediately upon completing the session, but it would be helpful to your memory if you did so by the end of the day. Don't let this journal entries pile up to the end of the project! The object is to record them as you go along so that you have a snapshot of the learning process as it unfolds.

Your journal entries should contain the following:

- *Date, time, and duration* of learning session
- *What* you did
- *Progress* toward goals: How helpful the session was in getting you to your end desired state?
- *Quality* of session experience: Did you enjoy the time you spent on your project? Why or why not?
- Assessment of *progress against project plan*: Are you where you think you should be in terms of reaching your goals in the amount of time you have left? Is it taking you more or less time to reach your goals than you had anticipated?
- Any *additional comments*, such as what you might need to change to improve your technology acquisition process.