

Project diary

Project Documentation

Weekly project diary

“Click here and enter project title”

Start date	
Finish date	

“Click here and enter your name”

“Click here and enter class details”

Insert your Gantt chart as an object on this page – link to file so that any changes you make to the chart will be shown. See the help file **insertion demo** for help on how to do this.

Week 1 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 2 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 3 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 4 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 5 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 6 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 7 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 8 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 9 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”

Week 10 – “Click here and insert the date”

Compare the work you have done this week with your project plan. The first line of each section tells you what should be included.

Work done this week...	“What work have you done this week? Use headings from your planning to help.”
Next week I will...	“Use your project planning to describe the work you need to do over the next week.”
Am I on target?	“Is your project running to time? If not, what do you need to do?”
Comments	“Say what is going well, what you may need to do differently, etc.”