

## MYP personal project report checklist

The personal project report should be presented in identifiable sections, following the MYP projects objectives. The report must include evidence for all strands of each criterion.

Section 1—Criterion A: Investigating	
This is your introduction. You started the project by investigating, but you may have followed the inquiry cycle (inquiry, action, reflection) more than once in order to strengthen, extend or refine your inquiry.	
Define a clear goal and context for the project, based on personal interests	<p>In my report:</p> <ul style="list-style-type: none"> <li>I give the precise meaning of the goal of my project; I explain “what I wanted to achieve; when, where, how and why I wanted to achieve it”.</li> <li>I define the global context that applies best to my project and explain its connection.</li> <li>I describe what makes my project <b>personal</b>: the experiences, interests and ideas that make it important to me.</li> <li>If I made changes to my goal during the project, I explain the changes and why I made them.</li> </ul>
Identify prior learning and subject-specific knowledge relevant to the project	<ul style="list-style-type: none"> <li>I identify what I already knew about this topic/project and the sources of my knowledge.</li> <li>I identify what I learned in MYP subject groups before the project started, and how this was helpful.</li> </ul>
Demonstrate research skills	<ul style="list-style-type: none"> <li>I outline the research skills I had when I started the project.</li> <li>I discuss the research skills I developed through the project.</li> <li>I explain how I may have shared my research skills to help peers who needed more practice.</li> </ul>
Section 2—Criterion B: Planning	
This includes all the work you did to plan and organize your project towards a product/outcome.	
Develop criteria for the product/outcome	<p>In my report:</p> <ul style="list-style-type: none"> <li>I refer to the criteria I designed to evaluate the project product/outcome.</li> <li>If I made changes to my criteria during the project, I explain the changes and why I made them.</li> </ul>
Plan and record the development process of the project	<ul style="list-style-type: none"> <li>I provide evidence of my planning through timelines, milestones or other tools/strategies.</li> <li>I present a record of how the project progressed from start to finish.</li> </ul>
Demonstrate self-management skills	<ul style="list-style-type: none"> <li>I outline the self-management skills I had when I started the project.</li> <li>I discuss the self-management skills I developed through the project.</li> <li>I explain how I may have shared my self-management skills to help peers who needed more practice.</li> </ul>

**Section 3—Criterion C: Taking action**

This is the main “doing” part of your project—the action part of the inquiry cycle—where the product/outcome is developed and completed.

Create a product/outcome in response to the goal, context and criteria

In my report:

- I discuss the product/outcome as the result of the process undertaken during the project.
- I check that I have included evidence of my product to be submitted with my report.

Demonstrate thinking skills

- I outline the thinking skills I had when I started the project.
- I discuss the thinking skills I developed through the project.
- I explain how I may have shared my thinking skills to help peers who needed more practice.

Demonstrate communication and social skills

- I outline the communication and social skills I had when I started the project.
- I discuss the communication and social skills I developed through the project.
- I explain how I may have shared my communication and social skills to help peers who needed more practice.

**Section 4—Criterion D: Reflecting**

This is the point when you look back over the project and evaluate your development. You may have reflected during the process of the project and you can refer to this here too.

Evaluate the quality of the product/outcome against their criteria

In my report:

- I evaluate the product/outcome against the criteria I designed.
- I identify the strengths, weaknesses and possible improvements of the product/outcome.

Reflect on how completing the project has extended their knowledge and understanding of the topic and the global context

- I identify challenges and the solutions I developed to meet them.
- I demonstrate a deeper knowledge and understanding of my topic and my identified global context.
- I base my reflection on evidence, including my process journal.

Reflect on their development as IB learners through the project

- I identify how I have developed as a learner (using the IB learner profile as appropriate).
- I discuss my strengths and weaknesses in completing the project.
- I summarize the impact the project could have on my future learning.