Personal Project Report Guidelines

Report length: 1500 – 3500 words, not including appendices & bibliography

Investigating (Criterion A)
- The goal
- The topic and why it interests me
- The personal connections I have with the topic (background)
- Global context (see appendix A in the guide) and why I chose it
- What I knew about the topic before I started the project
- My research, why I chose it, how I got my information, and what I learned (in-text citation)
- Refer to entries in your process journal

Planning (Criterion B)
- My step-by-step plan (timeline)
- The specifications (criteria) for my project
- The way I recorded my progress
- The self-management skills I used to stay on track and meet deadlines
- How I organised my project
- Refer to entries in your process journal

Taking action (Criterion C)
- How my product turned out (the outcome)
- How my product relates to my goal, the global context and my interests
- How I demonstrated my thinking skills
- How I developed my communication and social skills
- How I communicated with my supervisor
- How I worked with others to achieve my goal (School, parents, community resources, friends...)
- Refer to entries in your process journal

Reflecting (Criterion D)
- Meeting my own specifications (criteria) for the product
- Evaluating the quality of the product against my specifications
- The problems or challenges I encountered and how I solved them
- How I could have improved my product
- How the project extended my knowledge of the topic and the global context
- My development as an IB learner
- How completing the project has changed me
- Refer to entries in your process journal

Bibliography in MLA format + in-text citations in the body of your paper

Appendices
Additional useful information in support of my project
Maximum of 10 journal entries no longer than 1 page each