

Personal Project Schedule

International School of Bydgoszcz

Phase	Month	What?	Why?	How?	Documents/ ManageBac
1. Beginnings Investigation & Planning	September	Project Overview	To introduce the personal project and give an overview.	Understanding core tenets of the Personal Project, unpacking the assessment criteria strands PP and reports examples.	Project brainstorming documentation
	By 29 September September	Brainstorm and generate ideas	To help think about initial ideas for project and initial planning and research.	Starting the process journal and engage in independent brainstorming. Reflect on ideas individually and contemplate the appropriate Global Context that aligns with the personal project's theme. Seek to refine concepts and achieve clarity through personal deliberation.	Begin journal entries on ManageBac (ideally 1x/week or more)
		Notification Form	Notification form is a standard procedure designed to ensure the safety, well-being, and informed participation of G10 MYP students in school activities	By completing the received form with information about their self-initiated personal project	Fill in form and give to the PP Coordinator
2. Taking action	October	Project work and meetings with the supervisor (several meetings)	To discuss the chosen topic, focus on Global Context and ATLS, and to understand assessment criteria; to provide information about the different modes of communicating the project.	Supervisor and student arrange meeting (Personal Project coordinator provides information about time slots and locations). The student works on the project according to established guidelines, principles and deadlines.	Manage PP workspace fill in Learning goal, product goal, inquiry question; Global Context included in a journal entry; Described on MB 1 st meetings with supervisor.
		Designing Success Criteria	To discuss success criteria	By creating carefully considered success criteria, which must be measurable and quantifiable.	Regular entries into the journal on ManageBac. Success criteria posted on ManageBac
	November to December	Project work, making Action Plan	Crafting an Action Plan enables students to outline the step-by-step process of their Personal Project. This structured roadmap ensures organization and focus throughout the project.	The student creates a plan by listing the steps needed to finish their project. This plan helps them stay organized and on track, ensuring they complete the project step by step.	Completed Action Plan published on ManageBac and a copy submitted to the supervisor in November.
		Identifying further planning steps	To ensure that student is clear on the way forward.		
Holidays		Work on the project is entirely voluntary but its strongly recommended.	To complete any work which would be difficult once school begins.	Student does research and uses process journal to record information.	Process journal entries

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3. Production and Reflection	January & February	Meet supervisor & make brief presentations	To ensure that student is clearly on the way forward	Student provides information from process journal, reports on the project to date. Student works on project, follows plan and takes action to complete the project; use process journal, report with MLA references.	Process journal entries
		Meet supervisor	To discuss progress to date and challenges; to identify steps to take. To discuss reporting the project.	Supervisor and student discuss the structure of the report and how the student will report the project on MiniPitch	Document 2 nd meeting with supervisor on MB
		1-2 February 2024 PP Mini-Pitch	To practise presentation skills before PP fair exhibition, to give and get constructive feedback	Students prepare a 5 min presentation that answers questions to help understand their project better	Google questionnaire
		Continue work on the project	To achieve the PP goals	Student works on project, follows plan and takes action to complete the project; use process journal	Process journal entries
	early March	Complete the project - product or outcome is complete by the end of this phase.	To ensure ample time for preparing and writing the report.	Student works on project, follows plan and takes action to complete the project;	Process journal entries
	end of March	Draft report in whatever format, hand in to supervisor	To evaluate using assessment criteria.	Provide formative feedback to the student on the report.	Process journal entries
	4. Completion Presentation	27 March, 2024	Deadline for submission to the mentors: hand in final version of personal project report	To complete the project successfully and deliver everything on time	Student works to the final deadline and plans their work accordingly.
05 April 2024		This is the final deadline	To complete the project	By sending all documents to the MYP Coordinator	All documents uploaded to the MYP Coordinator
08-09 April 2024		Setting-up Personal Project fair	To showcase and share the outcomes of their Personal Projects	Through individually presenting their Personal Project, students share it with others and respond to questions from visitors during the fair.	
Marking and standardization	8-17 April 2024	Personal project will be assessed and standardized by all supervisors and the MYP Coordinator	To ensure that assessment of projects is standardized.	Supervisors meet at allotted time with materials.	All documents completed