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**BCATS Project Work Diary**

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| **Student name:** |  |
| **Project name:** |  |
| **Unit standard number:** |  |
| **Unit standard name:** |  |

***Note: If you are completing this electronically, please insert additional stages and rows if you need to.***

***If you are completing this by hand and need more space, please attach the paper(s) you wrote on.***

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| **Project overview** Briefly describe what you are making, who you are making it for, and any special features (for eg, appearance, materials, structural).  |

| **Project plan** Break your project into stages and briefly describe what you need to do in each stage. | **Resources**What resources do you need at each stage? (Resources are things like materials, tools, equipment, machinery, and people.)  |
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| **1.****2.****3.****4.****5.****6.****7.****8.** | **1.****2.****3.****4.****5.****6.****7.****8.** |

| **Record of work**List the tasks you did to complete each stage of your project. | **Work operations*** Describe what you did to work safely.
* Describe what you did to keep your work area and tools, equipment, machinery and materials clean and tidy.
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| **Supporting documentation and images**(For example: * a copy of your drawings and/or the plans you will be working from
* calculations for quantities of materials
* completed order list
* photos of each stage of your project and your completed project)

You can insert them here or attach them. |
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| **Teacher comments:****Date:**  |