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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:** |