

## BCATS Project Work Diary

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.*

### Project overview

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



<b>Project plan</b> Break your project into stages and briefly describe what you need to do in each stage.	<b>Resources</b> What resources do you need at each stage? (Resources are things like materials, tools, equipment, machinery, and people.)
5.	5.
6.	6.
7.	7.
8.	8.

<b>Record of work</b> List the tasks you did to complete each stage of your project.	<b>Work operations</b> <ul style="list-style-type: none"> <li>• Describe what you did to work safely.</li> <li>• Describe what you did to keep your work area and tools, equipment, machinery and materials clean and tidy.</li> </ul>

<b>Record of work</b> List the tasks you did to complete each stage of your project.	<b>Work operations</b> <ul style="list-style-type: none"><li>• Describe what you did to work safely.</li><li>• Describe what you did to keep your work area and tools, equipment, machinery and materials clean and tidy.</li></ul>

**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.

**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.

**Teacher comments:**

**Date:**