

Project-based Activity Documentation

1. Project Title

[Enter the title of the project]

2. Date and Duration

Date:

[DD/MM/YYYY]

Duration:

[Total hours/days/weeks]

3. Team Members / Participants

- [Name 1, Role]
- [Name 2, Role]
- [Name 3, Role]

4. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

5. Project Description

[Brief summary of what the project is about, key activities, and context.]

6. Process / Implementation Steps

1. [Step 1]
2. [Step 2]
3. [Step 3]

7. Materials and Resources Used

- [Material/Resource 1]
- [Material/Resource 2]

8. Outcomes / Results

[Describe the results/outcomes, including products, findings, or deliverables.]

9. Challenges and Solutions

- **Challenge:** [Describe]
Solution: [Describe]
- **Challenge:** [Describe]
Solution: [Describe]

10. Reflections / Lessons Learned

[Share insights, reflections, and lessons from the activity.]

11. Attachments / Evidence

[List or describe attached documents, links, photos, etc.]

12. Acknowledgements

[Mention people or organizations who contributed/helped.]

Important Notes:

- Keep descriptions clear, concise, and focused on evidence of learning or outcomes.
- Ensure all team members contribute and are acknowledged appropriately.
- Attach relevant evidence (photos, data, reports) to substantiate the documentation.
- Reflect honestly on both successes and challenges for a more valuable learning record.
- Customize sections as needed to fit the specifics of your project.