

## **PROJECT REVIEW SUPPORT NOTES**

**Don't waste time telling the moderator every step you took along the way. Concentrate on the points below.**

### **1 The project as a whole.**

Think about:

- what you set out to achieve
- to what extent you have met the objectives
- how well your plan worked
- how well you managed your time
- whether you chose the right people as your test users and reviewers
- what, if anything, went wrong
- what others had to say
- what improvements you would make if you had time
- what you would do differently if you did the project again

Use feedback from others to support what you have to say.

### **2 The publications**

For each publication, including your eportfolio, think about whether:

- it targets the right audience
- it meets all the requirements
- the file format and resolution are suitable

Include comments on what could be improved, making use of feedback from others.

### **3 Your own performance**

Questions you should ask include:

How well did you work during the project?

Did you keep to deadlines and targets?

How do you think your work on this project affected your performance in other work?

How have you benefited from working on the project?

What would you do differently if you did the project again.