



# Personal Project Starter Pack

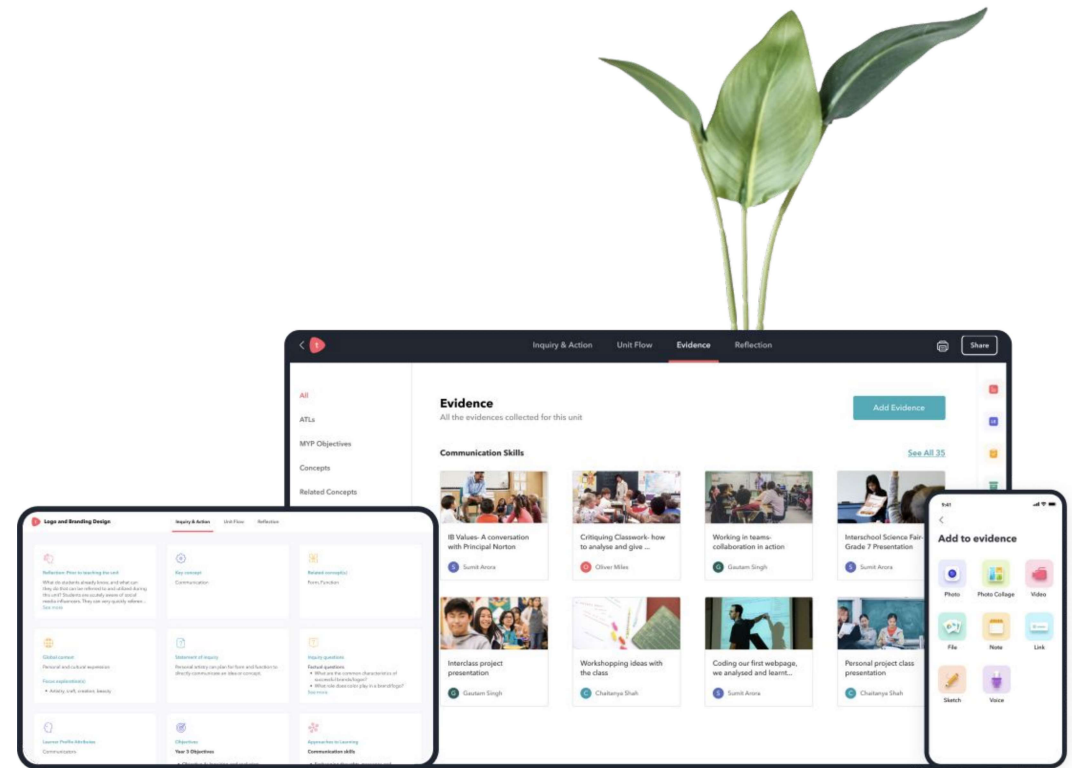
Useful strategies and  
templates for students



## About Toddle

Developed by experienced educators, Toddle is a collaboration platform that streamlines curriculum planning, evidence collection, student portfolios, reporting, assessments, remote learning, and parent communication - all from one beautiful interface.

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## How to use this resource

You can use these templates to help your students through the steps of the personal project. The templates are organized according to the three assessment objectives for the personal project. You can make a copy or download and use the editable templates with your students. Each of the objectives are outlined in a new section and there are multiple template options for how to meet each objective. The students can work with the formats they prefer to achieve the best possible learning outcomes.

These templates are **intended for students** and carry instructions on each for how students can best utilise them.



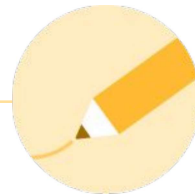
## Aims of the MYP personal project

The personal project is an opportunity for students to:



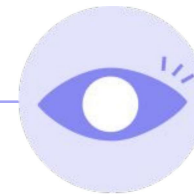
### Inquire

- Explore an interest that is personally meaningful
- Take ownership of the learning by undertaking a self inquiry



### Act

- Transfer in a place called in for a sort of learning goal and creation of a product



### Reflect

- Recognise and evidence personal growth and development

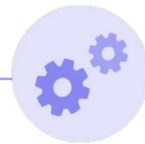
## Objectives of the MYP personal project

The objectives of MYP projects encompass the factual, conceptual, procedural and metacognitive dimensions of knowledge. Listed below are the objectives of the personal project specifically. Students should be able to:



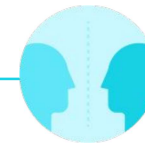
### Objective A: Planning

- state or learning goal for the project and explain how a personal interest led to that goal.
- present a clear, detailed plan for achieving the product and its associated success criteria.



### Objective B: Applying skills

- explain how the ATL skill(s) was/were applied to help achieve their learning goal
- explain how the ATL skill(s) was/were applied to help achieve their product.



### Objective C: Reflecting

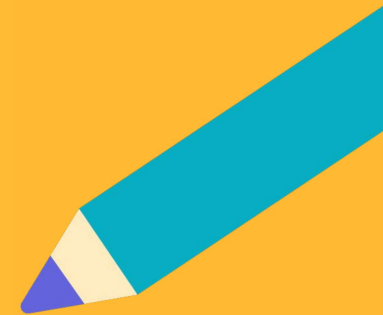
- explain the impact of the project on themselves or their learning
- evaluate the product based on the success criteria.



## Objective A

# Planning

This section is focused on Objective A and contains templates that will help you craft a learning goal, develop success criteria, and create an action plan



Haven't picked a personal project topic yet?  
Use [these](#) brainstorming templates to get inspired!



## **Learning goals templates**

These templates will enable you to state a learning goal for your project and explain how a personal interest led you to that goal.

## SMART goals

Describe your goal and explain how it meets each of the heading requirements.

Aspect		Description of my goal	Yes	No
<b>S</b>	Specific: Answer the following questions: <ol style="list-style-type: none"><li>1. What do I want to do?</li><li>2. Why do I want to do it?</li><li>3. Who is involved?</li><li>4. Where am I going to achieve my goal?</li><li>5. What resources do I need?</li></ol>			
<b>M</b>	Measurable: How will I know if my goal has been achieved?			
<b>A</b>	Achievable: <ol style="list-style-type: none"><li>1. How will I achieve my goal?</li><li>2. What limitations may I face?</li><li>3. Why is my goal realistic?</li></ol>			
<b>R</b>	Relevant: Why is my goal important? What need is driving my goal?			
<b>T</b>	Time-based: Can I achieve my goal within the timeframe? How?			



## Learning goal

You can choose your product goal first and then decide on the learning goal if that makes sense for you. This table can help you to create the goal and link it to the success criteria.

Relevance*	<ul style="list-style-type: none"><li>• Who cares?</li><li>• Why do they/you care?</li></ul>
Scope	<ul style="list-style-type: none"><li>• Is it too broad?</li><li>• Is it too narrow?</li><li>• Is it just right?</li></ul>
Practicality	<ul style="list-style-type: none"><li>• Is it practical/achievable? It's a wish but impractical</li><li>• Is it innovative?</li><li>• It is challenging? Innovative but workable</li></ul>
Trackable	<ul style="list-style-type: none"><li>• Will you be able to complete this in given time as per the timeline?</li></ul>

Knowledge	<ul style="list-style-type: none"><li>• Do you know enough about the subject matter?</li><li>• Do you know where, how or from who I can learn more about the subject matter?</li></ul>
Authentic	<ul style="list-style-type: none"><li>• Is it personal?</li><li>• Does this represent your idea or passion?</li></ul>
Measurable	<ul style="list-style-type: none"><li>• Can you measure the outcome?</li><li>• How will you test the product to prove the success?</li></ul>



\*students might choose to connect their project to service learning outcomes



## Success criteria templates

Success criteria are a list of specifications that your product needs to have to be successful. These templates will help you **develop appropriate success criteria for your product.**

## Single point rubric

Write down the criteria that your product should meet if it's successful in the middle column of the rubric.

<b>Advanced</b> Evidence of exceeding standard	<b>Criteria</b> Standard for the product goal	<b>Approaching</b> Areas that need improvement



## Specifications

Thinking about your product, design specifications that describe what the product will be. Give as much detail as you can so you can easily explain whether you've met the specification at the end.

My Product:			
	Fully met?	Partially met?	Description
Specification:			
Details:			
Specification:			
Details:			
Specification:			
Details:			
Specification:			
Details:			



## Specifications

Thinking about your product, design specifications that describe what the product will be. Give as much detail as you can so you can easily explain whether you've met the specification at the end. With this table you can also rank the specifications by priority and include details on how you will test the success.

My product:			
	Priority	Testing Method:	Success?
Criteria:	<ul style="list-style-type: none"><li>• High Priority</li><li>• Low Priority</li></ul>		<ul style="list-style-type: none"><li>• Full Success</li><li>• Partially Success</li><li>• N/A</li></ul>
Details:			
Criteria:	<ul style="list-style-type: none"><li>• High Priority</li><li>• Low Priority</li></ul>		<ul style="list-style-type: none"><li>• Full Success</li><li>• Partially Success</li><li>• N/A</li></ul>
Details:			
Criteria:	<ul style="list-style-type: none"><li>• High Priority</li><li>• Low Priority</li></ul>		<ul style="list-style-type: none"><li>• Full Success</li><li>• Partially Success</li><li>• N/A</li></ul>
Details:			



## Specifications

Design your specifications in as much detail as possible. You can include the evidence that supports your evaluation of success at the end.

### Criteria types to consider:



**Appearance:** What should the finished product look like? Style, colours, texture, theme, finish, shape, patterns...



**Budget:** What will the cost be to make the product? How much will people think my product is worth?



**Client:** How is the product tailored to the customer/client/target audience?



**Delivery:** When will the product be complete?



**Environment:** Where will the product be used/shown?



**Function:** What will the product do?



**Resources:** What tools, materials and people do I need to make the product?



**Safety:** How will I be safe when making my product? How will others be safe when using my product?



**Size:** What size will my product be? *For some products, like a video or a song, size might refer to time.*



Continued on next page...

My Product:		
		Evidence
Criteria:	<ul style="list-style-type: none"> <li>● Full success</li> <li>● Partial success</li> <li>● N/A</li> </ul>	
Details:		
Criteria:	<ul style="list-style-type: none"> <li>● Full success</li> <li>● Partial success</li> <li>● N/A</li> </ul>	
Details:		
Criteria:	<ul style="list-style-type: none"> <li>● Full success</li> <li>● Partial success</li> <li>● N/A</li> </ul>	
Details:		



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**Environment:** Where will the product be used/shown?



**Client:** How is the product tailored to the customer/client/target audience?



**Function:** What will the product do?



*Continued on next page...*



**Success criteria for:**

**Success criteria ABCs**

Type	My product will:	Because:	The proof will be:
	<i>Specific description</i>	<i>Reasons should be based on initial research</i>	<i>The way you will test the product to prove its success</i>
Appearance			
Budget			
Client			
Delivery			
Environment			
Function			



## Specifications

Design your specifications in as much detail as possible. You can include the evidence that supports your evaluation of success at the end.

### Criteria types to consider:



**Appearance:** What should the finished product look like? Style, colours, texture, theme, finish, shape, patterns...



**Delivery:** When will the product be complete?



**Budget:** What will the cost be to make the product? How much will people think my product is worth?



**Environment:** Where will the product be used/shown?



**Client:** How is the product tailored to the customer/client/target audience?



**Function:** What will the product do?



*Continued on next page...*

## Personal project product success criteria

My product:

	Criterion A:	Criterion B:	Criterion C:	Criterion D:
0	The product does not reach a standard described by any of the descriptors below.	The product does not reach a standard described by any of the descriptors below.	The product does not reach a standard described by any of the descriptors below.	The product does not reach a standard described by any of the descriptors below.
1-2				
3-4				
5-6				
7-8				

## Specifications

Design a checklist in as much detail as possible under the headings in this template.

Specification type	My Specification
Aesthetic	
Cost	
Customer	
Environment	
Size	
Safety	
Function	
Material	





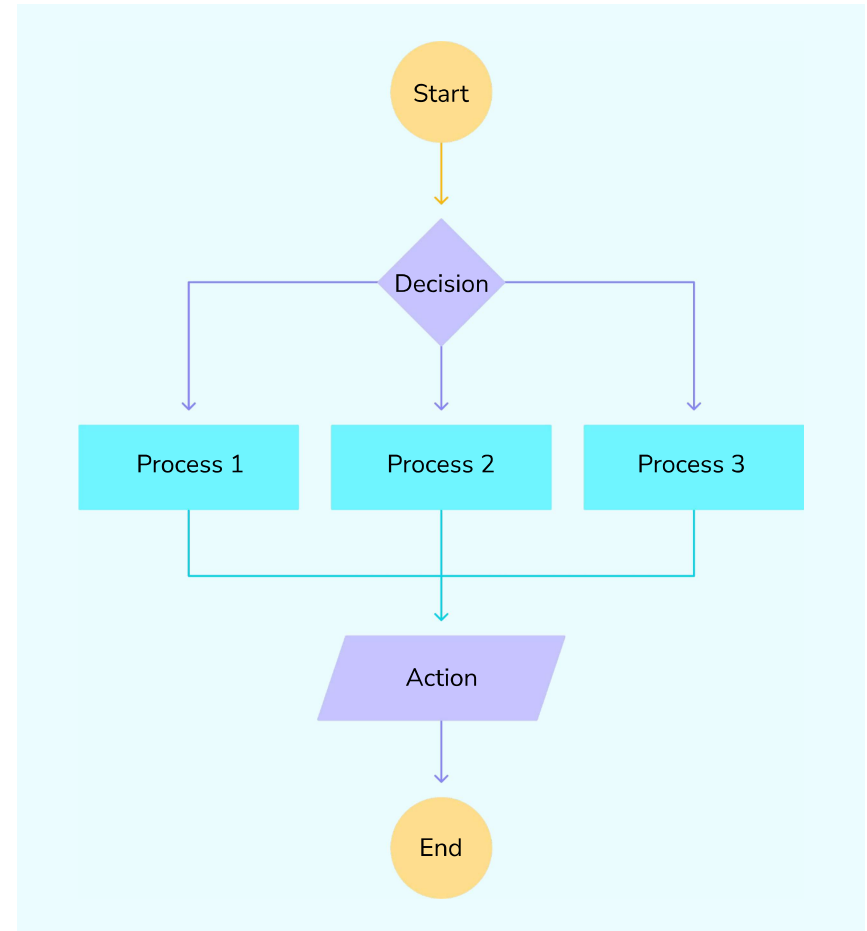
## **Action plans templates**

These templates are designed to help you present a clear, detailed plan for achieving the product and its associated success criteria.

## Action plan

Using the success criteria that you created, you can design an action plan to help you create your product.

You might choose to make a GANTT chart, slippage chart, flow chart, to-do list, timeline, storyboards, wireframes, calendar, scrum board, kanban board or any other method. A detailed action plan may include a description of each step, resources needed, the time needed and/or deadlines.



## Action plan

Use this template to lay out the key components of your project that need to be completed and give each a specific deadline. You can also include strategies or resources that may help you to complete the task and evidence that will demonstrate completion.

Date	Action	Strategies to help me achieve my goal	Deadline	Evidence	Justification of any changes made



## Tasks and milestones

Use this template to lay out the tasks needed to complete your project as well as interim tasks or milestones that can help you to meet your goals. You can tick off the tasks once you've completed them.

Task	Milestones	Complete
<i>Describe the main task you want to complete, for example, 'Create recipe'.</i>	<i>Describe the smaller steps you need to do to complete the task, for example, 'buy ingredients'</i>	





## GANTT chart

Use this GANTT chart to lay out the steps you will take to complete your project. Include the resources that you might need and the approximate dates that you will begin and complete each step.

Personal Project GANTT Chart										
Step	Description	Resources	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1										
2										
3										
4										
5										
6										
7										



## Action plan

Use this chart to lay out the actions you will take to complete your project. You can include the current status of each item and the due dates that you set. Once you've filled in the completion date, it's a good idea to add any comments that you have about the process.

Personal Project Action Plan				
Action item	Status	Due date	Date complete	Comments



## Action plan

Use this chart to lay out the task that you need to complete for the personal project. You can indicate the purpose of each task (linked to your product or the assessment criteria). Include the resources that you might need and the indicators that you will see when you have been successful.

Personal project action plan					
Number	Task	Purpose	Time and place	Resources	Indicator of success
1					
2					
3					
4					
5					
6					



## Objective B

# Applying skills

This section contains templates related to Objective B and focus on the ATL skills developed during the project. They will help you capture how the ATL skill(s) were applied to achieve your learning goal and to create a successful product.



## ATL and specifications

Think about the skill categories as you move through the project and link one of the ATL skills to each of your specifications. You can then describe how you used the skill and how it helped you to meet your overall learning goal or create your product.

My product:		
	<b>ATL skill used:</b> Thinking, Social, Self-Management, Communication, Research	<b>Description:</b>
Specification:		
Specification:		
Specification:		



## ATL tracker

Think about the skill categories as you move through the project and mark off in this table when you use the skill. You can then describe how you used the skill and how it helped you to meet your overall learning goal or create your product.

ATL Tracker			
ATL Skill category	When did I use this skill?	How did the skill help me meet my goal? Produce my product?	What did I learn from using this skill?
Research			
Self-Management			
Thinking			
Communication			
Social			

## GANTT chart

Use this GANTT ATL tracker to note when you use the different skill categories throughout the personal project. Describe how you used it and how it was helpful to achieve your goal and any resources that were helpful. Keeping track of when you're using the skills will make the information easier to incorporate into your final report.

GANTT ATL Tracking Chart										
ATL	Description	Resources	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Research										
Self-Management										
Thinking										
Communication										
Social										



## ATL skill categories

Use this chart to highlight the skill categories that you used throughout your project. Below each category you can describe how you used the skill in more detail.

Highlight the skill category					
	Research	Thinking	Self-Management	Communication	Social
How was the specific skill used?					





## Process journal

You might want to create a tag, or highlight in particular colours, to track your use of the different ATL skill categories throughout the process. You can then look back and easily see when and where you used the skills and reflect on how they were helpful.



Communication skills



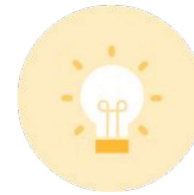
Social skills



Self-management skills



Research skills



Thinking skills

## Reflecting on the ATLs

Use this table to reflect on the specific skills that you developed during your project. How did you grow throughout in your use of the skill. Think about your personal development and your comfort level with different skills and resources.

ATL skill category	Specific skill	My skill level before the project	How I used this skill throughout the project	My skill level after the project
Research				
Self-Management				
Thinking				
Communication				
Social				



## Objective C

# Reflecting

This section contains some reflection ideas and templates for ways that you can evaluate the success of your project. You will be able to explain the impact of the project on you and your learning. You will also be able to evaluate the product based on the success criteria.



## Reflection on specifications

Once you've completed the project, you can return to the specifications that you wrote and reflect on how successful you were in meeting them. If they were only partially met, why? If they were fully met, how did they impact your learning?

My Product:			
	Fully met?	Partially met?	Reflection
Specification:			
Details:			
Specification:			
Details:			
Specification:			
Details:			
Specification:			
Details:			



## ABC success criteria

Respond to the questions below that you used to design your success criteria in order to evaluate the process and your learning through the personal project.

### Criteria types to consider:



**Appearance:** What should the finished product look like? Style, colours, texture, theme, finish, shape, patterns...



**Delivery:** When will the product be complete?



**Budget:** What will the cost be to make the product? How much will people think my product is worth?



**Environment:** Where will the product be used/shown?



**Client:** How is the product tailored to the customer/client/target audience?



**Function:** What will the product do?



*Continued on next page...*

## Reflecting on the specifications

Thinking about your product, evaluate it against each of the success criteria that you designed at the beginning of the project. Make sure that you give detailed examples and evidence to support your judgements.

My product:			
Success Criteria:	Was it achieved and how?	What would I have done differently?	Evidence and detailed examples



## Reflection on the specifications

Type	My product did:	The proof is:	My learning:
	<i>Specific description</i>	<i>The way you tested the product to prove its success</i>	<i>How did the completion of this project impact my learning?</i>
Appearance			
Budget			
Client			
Delivery			
Environment			
Function			

## De Bono's thinking hats reflection

Use the prompts in each of the boxes below to focus your reflection on the personal project and the process that you went through to complete the product. After the reflection prompts, think about how this project impacted you and your overall learning.

<b>White hat:</b> What information or learnings did I included in the project?	<b>Yellow hat:</b> What am I proud of in this project? Things I like..	<b>Black hat:</b> Things I don't like. Difficulties I encountered...
<b>Green hat:</b> How did I show my creativity? Things I could have done differently...	<b>Blue hat:</b> What processes or steps did I do in making this project?	<b>Red hat:</b> How did I feel about my project?
<b>How has this project impacted you and your overall learning?</b>		



## 3-2-1 template

These prompts can help you to begin your reflection on the ATL skills that you used to complete your project and on the ways that you can improve on your work and skills in the future. Consider the following:

1

**Three** ways your learning throughout the project reflected mastery of specific ATL skills

2

**Two** ways specific ATL skills still needs improving

3

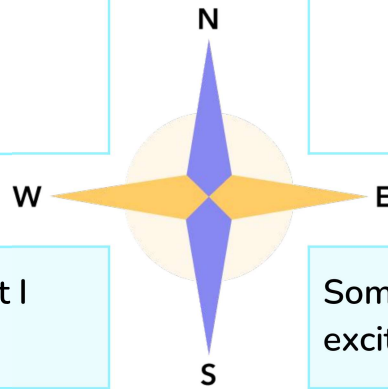
**One** way you can make your learning better



## Compass point

Something about my project that I am still wondering about..

Something new and/or noteworthy that I learned while completing my personal project..



Something about my project or project that I would like to share with my colleagues..

Something that came out of my project that I am excited about doing moving forward..

## Exit slips

Use these questions to begin your reflection on the project that you've completed and the impact that it's had on you and your learning. Think about the process you went through, any struggles you face and the ATL skills that you used to achieve your end goal.

- How did you respond emotionally to your struggles during the project?
- What did you find most surprising about working through this project?
- How did your understanding of your topic/product change throughout the project?
- What do you notice about the changes in your learning?
- How have your skills changed and developed?
- Where is your growth as a learner most evident? What do you think contributed most to your growth this semester?
- What still confuses you or makes you curious about your personal project?



## Pluses and deltas of your personal project

Think about the positive aspects of your personal project and the learning process that you went through to complete your product. Think about the things that you might do differently next time. What impact did this project have on your thinking?

Pluses +	Delta $\Delta$
<i>Something positive in reference to your learning during the project or at its completion</i>	<i>Suggested changes in reference to your learning during the project</i>

## I used to think... Now I think...

Use these prompts to help you demonstrate the changes in your thinking after the personal project and the learning that took place. Take a minute to write down all three prompts.

Take a minute to think back over your project and then write down your response to:	Now, think about how your ideas about your topic and project have changes as a result of what you've studied/learn	Again, in just a few sentences, write down topic and project. Start your sentences with:
I used to think...	Suggested changes in reference to your learning during the project	Now I think...



## Four faults and four fixes table

Use the table below to demonstrate your understanding of areas for improvement that you have identified in completing the personal project. Think about the areas that you most struggled with and how you worked around them. What can you do in the future to limit or solve these issues?

No.	Faults	Fixes
1		
2		
3		
4		

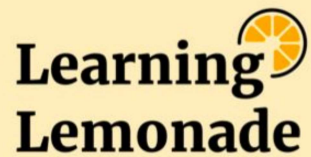


## Impact on you

You need to think about the process you went through to complete the personal project and the impact that it had on you.

Think about questions like:

- Did you gain new knowledge?
- Did you make a difference in the world around you?
- Have you changed throughout the process?
- How will you use the knowledge that you've gained in the future?
- How will you use the skills that you've developed in the future?



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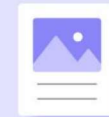
Let's have a chat



Collaborative Planning



Assessments and Reports



Portfolios and Projects



Remote Learning



Evidence Collection



Family Communication