

## Writing an End-of-Project Analysis

*Probably the most important step in the project process, the End-of-Project Analysis demonstrates the highest level of thinking and provides your Project Team with a clear picture of what you have learned. A thoughtful, thorough analysis will help you earn the credit you deserve; a brief summary will only show the advisors that you had little interest in the project and did not care to think about your work. (See examples of good and bad Analyses on the next pages of your binder.)*

**Plan: Jot down your thoughts/ideas on a sheet of paper as you do the following:**

- Read the daily logs you wrote during this project. Reflect on your process: successes, problems, time efficiency, level of thinking, etc.
- Consider your original goals and why you designed the project. Did you accomplish what you intended? Why or why not?
- Give yourself marks on the Rubric. Think carefully about how you rate your work in each area.

**Write: Create the first draft of a narrative End-of-Project Analysis.**

- Write the story of your project process from beginning to end. Do not just write the answers to a list of questions.
- Analyze the strengths and weaknesses at each step. Explain to your project team what and how you learned throughout the process.
- Remember, you are advocating for your learning! A detailed, well-planned End-of-Project Analysis will support the credit you have earned without ever saying, "This project is worth 1.0 credit because. . ."

**Revise: Evaluate its content and structure. Make changes as necessary.**

- Is it written in narrative form?
- Does it include analysis of each step in the project process?
- Is it candid and thoughtful?
- Have you practiced economy? There's no need to repeat yourself.

**Edit: Evaluate its fluency, conventions, and word choice. Make changes as necessary.**

- Have you removed "I" and "you"?
- Are there good transitions from one paragraph to the next? From one sentence to the next?
- Is your sentence length and word use varied?
- Is it free of grammatical and spelling errors? (HINT: Use Spell Check & Grammar Check!)

**Present: Submit the final copy to your Project Team at Assessment.**

- Typed, double-spaced, standard 12-point font looks most professional.