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| **Student name:** | **………………………………………………………..** |
| **Project name:** |  |
| **Unit standard number:** | **24358 (v3)** |
| **Unit standard name:** | **Plan and monitor the construction of a BCATS project, and quality check the product** |

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| **Project overview**  Briefly describe what you are making, who you are making it for, and any special features (for eg, appearance, materials, structural).  Also attach:   * a copy of your drawings and/or the plans you will be working from |

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| **Project plan**  Break your project into stages and briefly describe what you need to do in each stage.  Give an estimate of how long you think each stage will take.  **1.**  **2.**  **3.**  **4.**  **5.**  **6.**  (Add more stages if you need to.) | **Resources**  What resources do you need at each stage? (Resources are things like materials, tools, equipment, machinery, and people.)  **1.**  **2.**  **3.**  **4.**  **5.**  **6.** | **Quality checks**  How will you make sure the quality of each stage of the project is what it should be?  **1.**  **2.**  **3.**  **4.**  **5.**  **6.** |

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| **Record of work**  List the tasks you did to complete each stage of your project. | **Supporting images**  (eg photos, sketches, cutting lists, order forms. You can insert them here or attach them.) | **Work operations**   * Describe what you did to work safely. * Describe what you did to keep your work area and tools, equipment, machinery and materials clean and tidy. |
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| **Write down: 1 Any variances (differences) between the final product and the original project documentation.**  **2. Any remedial actions you need to take for the final product to meet quality requirements.** |

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| **Teacher/tutor comments**  **Date:** |