

KK11 — Techniques for recording the progress of projects

Development & Evaluation · Comprehensive exam study guide

STUDY DESIGN — YOU MUST KNOW

- adjustments to tasks
- adjustments to time frames
- annotations to project plans
- monitoring and documenting progress using logs/journals

You must record how a project actually progresses against the plan. Know the techniques — these provide the evidence used to assess the plan's effectiveness in KK12.

Techniques

Technique	What it records
Adjustments to tasks	Tasks added, removed or changed as the project evolves.
Adjustments to time frames	Updated durations/deadlines when tasks take longer or less time.
Annotations to project plans	Notes on the Gantt chart/plan explaining what changed and why.
Logs/journals	Ongoing dated records of work done, decisions and issues encountered.

Why it matters

EXAM TIP

Good records (annotations + logs) create the evidence trail you need later to **assess the plan's effectiveness** — the number of changes, why they happened and their impact (KK12).

Key definitions to memorise

Annotation (project plan)	A note added to a project plan explaining a change and its reason.
Log/journal	A dated, ongoing record of work completed, decisions made and issues encountered.

Exam technique

EXAM TIP

- Connect recording techniques to the later assessment of the plan (KK12).
- Annotations should capture WHAT changed and WHY.

COMMON MISTAKES

- Treating a log as a one-off document — it is an ongoing, dated record.
- Recording changes without reasons, leaving no useful evidence.

Quick revision checklist

- I can describe the four progress-recording techniques.
- I can explain how records support later assessment of the plan.

Exam practice — questions & model answers

Q1. State two techniques for recording the progress of a project.

State · 2 marks

Model answer

- Any two: adjustments to tasks; adjustments to time frames; annotations to the plan; logs/journals (2).

Q2. Explain how annotations on a project plan are useful later in the project.

Explain · 2 marks

Model answer

- They record what changed and why during the project (1),
- providing evidence to assess the plan's effectiveness and to inform future planning (1).