

Project blog post instructions

The basics of what a Demola Academy project weekly blog post should look like.

What:

The project blog is the public web-based diary, where project team publishes the current status of the project.

The blog includes the general goal and the achievements so far. However it is important to bring out some key issues and challenges concerning the current stage of the project.

Why:

The blog is one tool for planning the team's work and to keep track of things done. It is a way to tell others about yours skills and achievements. You can promote you project and keep your partner and teachers up-to-date. A good blog is good extra for your CV – show the employers what you can do! Writing is also good for your learning.

When:

The blog is written weekly (except for when you are on a leave or something)

Where:

On the Demola web site. The blog must be public and everyone must know where it is.

Who:

All team members should write many blog posts. Present a plan for this in the project plan.

Contents:

Tell about what has happened in the project. What you have done and achieved. Tell also some new highlights, new ideas! You can even use videos and photos in the blog.

Blog is not an official document. You can and should write in an interesting way, use humour, have fun in writing it.

When writing it, think what your partner and teacher needs to know and would like to see.

But most importantly: what do you wish to tell the world?

Project Blog post template (a long version; apply as appropriate)

Title

- Goals of previous week.
- Activities (tasks, reports, meetings, workshops,...)
 - Team level activities
 - Personal level activities. List also for each team member: What I have done since last report, What I'm going to do next week
- Highlights of the week (new ideas, innovations, learning)
- Problems and challenges
- Other issues
- Plans for next week
- Progress
 - Overall progress of the project. Compare your project's progress against your project plan.
- Working hours for week <week_number>
 - You must report the working hours as follows for each team member:
 - Name hours_this_week cumulative_hours_so_far
 - (example: John Doe 15 89)
 - You must also report group's total project hours so far.