**Level 1/2 Technical Award in Business and Enterprise**

**Unit 02:** Internal Synoptic Project - Learner Log

This learner log should be completed to record your approach to the synoptic project.

It will be used as part of the overall evaluation of the full synoptic project.

All of the work you submit **must** be your own. Please complete the details below clearly and in BLOCK CAPITALS.

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| Learner name | |  | |  | | | |
| Centre name | |  | |  | | | |
|  |  | | | | | | |
| Centre number | |  | | | Learner number |  |  |
|  |  | | | | | | |
|  |  | | | | | | |
| Learner signature | |  |  | | | | |

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| **Project Management** | | | | |
| Activity description: | Preparation carried out: | Resources required: | Time needed: | Progress log: |
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| **Project Management** | | | | |
| Activity description: | Preparation carried out: | Resources required: | Time needed: | Progress log: |
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| **Project Review** | |
| What went well and why? |  |
| What did not go well and why? |  |
| What changes would you make and how would these changes improve the outcome of the project if you were to do it again? |  |