

Date	Time	Accomplishment	Goals
4/28	30 minutes	Met with Sister Bean to make a plan for mentor meetings!	
5/4	30 minutes	I spoke with the other Organizational Leadership individuals who are working on their senior projects this semester and we talked about our projects and how we are progressing. I was able to give an overview of my project.	
5/8	1 hour	Met with Sister Bean to make a set plan for my project. Set goals to: 1) Read the handbooks 2) Write out 20 changes I want to make to the handbooks 3) Set a senior project completion date of June 19th 4) Work on my project for about 8 hours a week 5) Create a sheet to track my progress	1. Read the handbooks 2. Write out 20 changes I want to make to the handbooks 3. Set senior project completion date of June 19th 4. Work on my project for about 8 hours a week 5. Create a sheet to track my progress
5/9	1 hour	Read through both employee handbooks so that I would have some time to think through some changes I want to make	Goal 1
5/11	30 minutes	I researched online for employee handbook examples, I looked over some ideas for a front cover design, and looked at several different types of table of contents as I believe that's something that should be changed in the handbook.	Goal 2
5/14	3 hours	I spent my time looking back over the examples I found, creating little papers to write all of my ideas on, reading through each page again to write notes about changes and placing the papers in each page, and I also started playing around with a front cover to show a simple idea of what I am hoping for to Sister bean in our meeting that we have tomorrow. I also created this sheet.	Goal 2 & Goal 5
5/15	2 hours	Today I met with Sister Bean to start actually going on my project. We discussed all of the ideas I saw for this project while studying the current handbooks throughout the last week. The goals that we set for this coming week are: 1) Reach out to other departments on the BYU-I campus and get their employee handbooks. 2) Meet with Alyssa (the previous head secretary at the PPC) 3) Research the BYU-I Learning Model 4) Start workngn on graphics at the beginning of the book.	1. Reach out to other departments on the BYU-I campus and get their employee handbooks 2. Meet with Alyssa (the previous head secretary of the PPC) 3. Research the BYU-I Learning Model 4. Start working on graphics at the beginning of the book
Week 1 Total:	8.5 hours		
5/20	2.5 hours	Today I worked on goal 1 of reaching out to other departments on the BYU-I campus to get their employee handbooks as part of my research. I talked to BYUI-I Mentors, the McKay Library, the Advising Center, Academic Success, and the Study & Life Skills Center. I also met with the other Organizational Leadership students in the capstone class to give updates on how our projects are going and get advice!	Goal 1
5/22	3 hours	Today I worked on goal 4 of starting to edit at the beginning of the book. I moved the disciplinary action toward the end of the book, created graphics for our how, our why, our what, and I spent most of my time rewarding/reorganizing information into new categories that make more sense for the flow of the book. This employee handbook is starting to get a face lift! I also reached out to Alyssa to schedule a time to meet with her.	Goal 2 & Goal 4
5/23	3 hours	I did more rewriting and graphic designs. I mostly was reorganizing the pages and just continuing to condense things that need condensed and also highlighting things in red that I still have questions about.	Goal 4
Week 2 Total:	8.5 hours		
5/26	2.5 hours	Today I worked on rewriting different sections, creativing an infographic for the mind mapping, and making the tutoring and speech tips section more visual. I also had the chance to meet with Alyssa so I spent time also reviewing the documents she shared with me after our meeting.	Goal 2 & Goal 4
5/27	2.5 hours	Today I did a lot of designing! I started working on the mind map and also started a few ideas for the front cover of the handbook. I also met with the other individuals who are doing their senior project in the Org Leadership emphasis and we were able to show our progress!	Goal 4
5/28	2 hours	Today I finished the mind map, worked on the wording of several pages, and finished designing three different options for the front cover of the handbook.	Goal 4

5/29	2 hours	I met with a secretary at the PPC to discuss how she feels about the handbook and the things that can be updated. I also met with Sister Bean to show progress and she gave me updates that Brother Haacke had for her. We also set new goals.	1. Email Brother Haacke to get his about paragraph 2. Work on the dress code to add the business professional examples 3. Add a weekly forum meeting requirement for tutor and secretary trainings 4. Start combining the secretary handbook with the tutor handbook 5. Continue editing, writing and simplifying 6. Work on the pitches sections (Write what's included in each: 5 min, 10 min, and 15 min)
Week 3 Total:	9 hours		
6/1	2 hour	I got the secretary handbook downloaded and added it into my file so that I can start combining the books. I also added the details Sister Bean wanted me to add to my covers that I made for a new front cover of the handbook. I also worked on the dress code an finding examples of what employees can wear to work at the PPC	Goal 2, Goal 4, & Goal 5
6/2	2 hour	Today I emailed Brother Haacke about his introduction paragraph. I also researched a bit about the Sandwich Method and learned that it is outdated so I started learning about new feedback methods.	Goal 1 & Goal 5
6/4	3 hours	I spent much of my time writing and redesigning. I also spent more time researching the GROW model which is a new and improved version of the sandwich method for feedback. I sent some of my research to Sister Bean, and we will talk more about it in our meeting tomorrow.	Goal 5
6/5	3	Today I met with Sister Bean and we set new goals for the upcoming week and the main goal is for this week to be the last big final push of the project. I am hoping to start wrapping up most of this project so that at the end of the week I can get final feedback/critique and start printing my booklet and getting ready for my presentation for the following week. I also just did more editing a different things for a few hours after we met!	1. Email Brother Haacke about dress code for PPC 2. In the templates add the reference to want they want help with as a reminder for them and for us. Include examples 3. In reality include what went well and what can be improved upon 4. Options and reality - give examples 5. Student potential heading on speaking levels 6. Delivery title change to types of speeches 7. Keep making progress by editing graphics and writing!
Week 4 Total:	10		
6/9	6 hours	Wow! I really got motivated today and accomplished a lot. I am trying to finish my project this week so I did a lot of organizing and this was the first time that I felt like my table of contents was actually organized in an order that I like! It is all coming along well.	Goal 2, Goal 3, Goal 4, Goal 5, Goal 6
6/10	4 hours	Today I worked more on the design of things. Just continued editing writing specifically focusing on the secretary handbook parts.	Goal 7
6/11	4 hours	I continued to work on the design and editing the writing.	Goal 7
6/12	4 hours	Today I met with Sister Bean and she gave me some final feedback. We set several design goals but it is mostly just simply things now as my project is beginning to wrap up! Then this afternoon I specifically started working on the dress code.	Goal 7
Week 5 Total:	18 hours		
6/17	4 hours	Today I finished up on all of the final feedback that Sister Bean gave to me from our meeting last week and I also met with Brother Judkins my presentation judge to ask for tips specificaly on the presentation.	
6/18	3 hours	Today I met with Sister Been, made my very last final changes, and designed my posters for my booth. I started writing my presentation script to start practicing!	
6/19	1 hour	I finished writing my presentation script and started practicing!	
6/20	1 hour	I went to Zippy's to print all of my stuff including the book and my posters for my booth.	
6/24	1 hour	I had my last meeting with Sister Bean to look over all my materials for my booth and practice my presentation to be ready for tomorrow!	
Week 6 Total:	10 hours		
Project Total:	64 hours		