Reflective Research Journal

**Instructions:** This template is based on the well-known PDCA (Plan Do Check Act) framework from Deming Wheel and Shewhart Cycle. Here, you reflect using the **plan, execution (perform), analysis (check), and improvement (actions)** aspect of your research project. You can attach or add this reflection to your actual research project document (in the beginning) when submitting it for feedback or marks. Please note that Research Journal entry includes both the actual portfolio documents (include a link to research proposal pitch, research paper, code, and showcase) and relevant reflections (noted in this template) with any other **supporting** evidence.

1. **Plan: Articulating the research problem (200-300 words)**

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| Here, first, identify and articulate problem or opportunity. Explore the information available in full. Generate and screen ideas, and develop a plan or steps (design activities) to address the problem. Be sure to state your success or quality criteria and make them as measurable or testable as possible. You'll return to them later in the Check stage. Maintain a record or evidence of documented teamwork and feedback. |

1. **Execution: Designing the solution to address the research problem (200-300 words)**

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| Proposing, designing, and questioning the possibilities (solution options) of solving the problem. Once you've identified a potential solution, share it with your team or client and get feedback. Maintain a record or evidence of documented design and feedback data. |

1. **Analysis: Evaluating each possibility and feedback (200-300 words)**

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| Analysing the feedback against the expectations that you defined in Step 1 (Plan), to assess whether your idea was a success. Describe how you evaluated which pathway is best. Show evidence of the evaluation process (e.g. diagrams/whiteboard doodles depicting different approaches, screenshot of discussing the issue with team members on Slack or other team communication platforms). |

1. **Improvement: Improving the research for desired outcome (200-300 words)**

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| Explaining the outcome of choosing the solution or pathway and improvement (actions) made in the final design based on the feedback analysis from Step 3 (Analysis). This is where you address or action the feedback (reflection in action). Show evidence of improvements. |

**Reference:**

PDCA (Plan Do Check Act). <https://www.mindtools.com/pages/article/newPPM_89.htm>

**Appendix:**

Include a link to the document of research proposal pitch and any other items to support your reflective research journal.