Portfolio
Project PRO-Q2

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Team 1

EQ2.a
EQ2.c

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Term 3

1st week

The first week of term 3 ran from February the 9th till February the 13th.

The project management assignments of the first week are:

- Make an excel sheet and add all the deliverables from the manual in the excel sheet. The deliverables are to be divided in three columns (school products, management products and project products);

- Make a folder structure in Dropbox in accordance with the prescribed structure.

The members of team 1 held a meeting after the first project management lesson. During the meeting, the team discussed which deliverable belongs to which product type (school, management or project products). The result of the sorting of the deliverables is in table 1

Table 1: Sorting of the deliverables

Management products	Project products	School products
Agendas	Calculation reports	Research papers
Minutes	Measurement reports	Poster presentation
Plan of approach	Final design report	Reflection report
Cooperation agreement	Design active loudspeaker system	

Team 1 also held a meeting regarding the folder structure in Dropbox. In fact, rather than using Dropbox, the question was raised whether GitHub would be used instead. After 10 to 15 minutes of discussion, the team agreed on using GitHub instead of Dropbox because of its focus on file versioning rather than purely file-syncing. Using the GitHub website in combination with Git allows for easy reversion of changes and detailed logging of changes made to files, which is very useful in case of writing programming code and working on reports collaboratively. The main point of discussion for the choice of Dropbox vs. GitHub was the ease-of-use. Dropbox's user-friendliness is undeniably better compared to using Git/GitHub. But considering the aforementioned benefits, Git (with GitHub) ended up being the preferred choice. Previous (mostly positive) experience working with Git and GitHub also played a significant role in this.

2$^{\text{nd}}$ week

The second week of term 3 ran from February the 16$^{\text{th}}$ till February the 20$^{\text{th}}$.

The project management assignments of the second week are:

- Create the work breakdown structure (WBS) for your project;
- Put the WBS in Dropbox (GitHub in our case);
- Create an entry in the portfolio on the process of creating the WBS.

During the project management lesson in the second week, lectures were given regarding the work breakdown structure (WBS) and the product breakdown structure (PBS). At the end, exercises were given regarding the WBS and PBS that were discussed. This way, the students got more insight in the WBS and PBS.

After the second project management lecture, team 1 held a meeting regarding the project management assignment that needs to be handed in at the end of the second week. The assignment was to create a WBS for the project, 'PRO-Q2'. During the meeting the team discussed how the WBS would be drawn. After 20 to 30 minutes of discussion, a sketch was made.

After the sketch, one team member made a final design at home. The next day the team member brought the final design to school and showed it to the other team members. All the team members verified the WBS was good enough to be sent.

The process of completing the assignment of the second week went favorable in general. There were no disputes between the team members. There were some light disagreements but those disagreements were easily solved by discussing the members' opinions and making a decision that all the team members could agree on.

3$^{\text{rd}}$ week

The third week of term 3 ran from March the 2$^{\text{nd}}$ till March the 6$^{\text{th}}$.

The project management assignments of the third week are:

- Create a planning (in Excel) based on the PBS/WBS that was created in the second week using the seven steps;

- Create an entry in the portfolio on the process of creating the planning.

Planning was discussed during the project management lectures in the third week of term 3. Planning can be done by using the seven steps:

1. Determine dependencies between activities;

2. Divide activities between team members (or 3rd parties);

3. Determine Milestones;

4. Estimate the Work and Duration times of the activities;

5. Calculate the total estimated duration of the project and the Critical Path;

6. Align start and end dates of activities with team member agendas;

7. Compare planning with existing preconditions.

There was also one other topic that was covered and that was multitasking. 'Multitasking kills you', was the message conveyed in this part of the lesson. There was an exercise done regarding multitasking and the results spoke for themselves. It was not hard to deduce that multitasking can indeed be a dangerous this to do and therefore focusing on one task at a time is best before proceeding to the next one.

After the lectures, the members came together for a meeting. During the meeting the members checked all the deadlines of all the deliverables in the manual and jointly made a draft of what the planning in excel could look like; when the deadlines of the deliverables are and which team member will complete it. Once the draft was complete, one team member edited all the information of the draft in the excel sheet. After the excel sheet was finished, it was sent to all other team members for feedback. The planning in the excel sheet was edited a few times until all members agreed with it. The planning was then sent to the teachers at the end of the third week.

4th week

The fourth week of term 3 ran from March the 9th till March the 13th.

The project management assignment of the fourth week is:

- Write a short statement on how you as a team will handle 'Project Execution'.

During the lesson, an eighth step was introduced in addition to the seven steps presented in the previous week: 'Monitor progress'. The concept of visualizing 'project control' was presented as well. Time, money and the scope of the project could be graded as 'most flexible', 'optimize' and 'least flexible'. Each grade can only be assigned once.

Later that day, during the meeting with project coach Mr. op den Brouw, the project control visualization was explained and Mr. op den Brouw, representing the management of (the fictional company) BARK, was asked to fill in a table where the three aspects and three grades of flexibility were lined up. This way the team would have a better idea of the preferred priorities for the three aspects.

Later that week, a member of the team wrote the initial version of the project execution statement. After it was read through and approved by the other members, the final version was submitted.

5$^{\text{th}}$ week

The fifth week of term 3 ran from March the 16$^{\text{th}}$ till March the 20$^{\text{th}}$

The project management assignments of the fifth week are:

- Execute the first four Risk Management Steps. Put the resulting Risk Assesment Matrix in Action Plan;

- Answering the question: "How do you handle Mitigating & Corrective Actions?"

- As well as "And how do you plan to do # 5 & #6?".

#5 and #6 refer to the following list:

1. Determine Goal

2. Identify Risks

3. Estimate Effects

4. Review and Analyse Risks

5. Manage Risks

6. Monitor Actions

All of the above mentioned assignments are processed in the team's Action Plan.

Throughout the week, two members worked on the assignment with the assistance of and additional input from the rest of the team. By friday, the assignment was finished and the action plan was fully expanded with the required information. The fully expanded action plan was then submitted.

6$^{\text{th}}$ week

The sixth week of term 3 ran from March the 23$^{\text{th}}$ till March the 27$^{\text{th}}$

The project management assignment of the sixth week is:

- Include your teams actions on "Management Reporting" and "Logging" in your action plan.

Using the examples as given in the project management classes of this week, one member expanded the action plan with an extra section dedicated to the reporting and logging in this project. After a joint discussion after the class, the team decided to go with an Action Log and Product Log only, since these were most relevant. The initial version of the new section was ready by sunday, and shortly after another member revised the section by making improvements and correcting little mistakes.

7$^{\text{th}}$ week

The seventh week of term 3 ran from March the 30$^{\text{th}}$ till April the 3$^{\text{rd}}$

The project management assignments of the seventh week are:

- Prepare weekly (Brief!) reports;
- End of Project: Perform a project evaluation workshop;
- Add results of the meeting to your portfolio;
- Send your portfolio by mail to marten@inspiring-people.nl (And yes, this time the portfolio and not the link!).

The last project management lesson was given in the seventh week. For the assignment given this week, the team needed to prepare weekly reports regarding the progress on project PRO-Q2. This was done by using GitHub. By syncing the files and work through the platform, GitHub automatically logs the progress that has been done by every team member that makes the 'commits'.

At the end of the project, a project evaluation workshop will be performed by the team members. Every team member will give their opinion on what went wrong and what went well during the project.

The results of every meeting in term 4 are described in the next section.

Results of the meetings in term 4

Results of the meeting on the 7$^{\text{th}}$ of May:

- There was a discussion about who would do what tasks.
- Agreements on this were made between the team members.
- The discussion didn't take long.
- The team members took the initiative to perform certain tasks.

Results of the meeting on the 13$^{\text{th}}$ of May:

- Questions were asked to the project coach regarding the design of the preamplifier.
- New deadlines for all the deliverables were made.
- All the new deadlines that were made, are a few days before the actual deadlines.

Results of the meeting on the 6$^{\text{th}}$ of June:

- Division of the tasks were made.
- There was a discussion who will do what tasks.
- After the division of the tasks were made, all team members discussed whether they agreed on the division of the tasks or not.

End of project evaluation

Project PRO-Q2 finally reached its end. The active loudspeaker was designed and built by team 1 and eventually succesfully demonstrated in room 1.052. However, good things and bad things happened in the process of carrying out PRO-Q2.

The good things:

- All the members of team 1 shared and collaborated on files easily via GitHub;

- Considering all documentation was made in LaTeX, there was no time and discussion wasted on document layout. Everything was focused on content, which allowed for a more efficient workflow.

- All the members of team 1 put plenty of effort into the project because the team consisted of only 4 members. Therefore everyone was guaranteed to be responsible for one or more deliverable since there were many deliverables;

- Some members took the initiative of picking up tasks even before discussing the division of these tasks;

- There were almost no arguments between the team members regarding the project.

The things that can be improved:

- The communication can improve. Some members had to wait an hour or two to get a reply through Telegram;

- Student-syndrome was problematic. Although team 1 still managed to complete the deliverables before the deadline, some deliverables were finished at the last minute despite the intention to have them finished several days before the real deadline.

- Not all of the 'tricks' and 'tools' taught in the project management classes were actively applied to the project. Because of that, it's still uncertain whether they would have had a positive impact on the project's course in this case.