

Learning Journal 4

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Course: SOEN 6841

Journal URL: <https://github.com/Akhilesh-Kanbarkar/Concordia/tree/main/SOEN%206841>

Dates Range of activities: 23 Feb 2025 – 15 March 2025

Date of the journal: 16 March 2025

Summary of Learning Activities

During this period, I engaged in various activities that deepened my understanding of project management principles and practical applications. I helped draft a pitch for the project presentation, which allowed me to refine my ability to communicate project goals, risks, and feasibility effectively. Additionally, I prepared key deliverable documents, including a feasibility study, solution proposal, project plan, risk assessment, and budgeting document. This exercise strengthened my ability to perform thorough project planning and risk evaluation.

I dedicated time to reading Chapter 8, which focused on project closure, including deliverables, source code version management, data archiving, and lessons learned. Understanding these aspects helped me grasp the importance of structured documentation and closure procedures in ensuring a successful project conclusion. Additionally, I revised Chapters 5 and 6 to reinforce prior knowledge in Configuration Management and Project Planning in preparation for a quiz. I also applied theoretical knowledge by simulating a project archiving process, organizing documentation, final reports, and lessons learned logs to gain a hands-on perspective on project closure.

Furthermore, I explored best practices for project closure by studying real-world examples of successful and failed project closures to understand key takeaways. I also worked on knowledge transfer strategies for project handovers, conducting role-playing exercises to ensure smooth transitions and continuity. These activities reinforced the significance of effective project documentation and stakeholder engagement in achieving long-term project success.

Key Concepts Learned

- **Project Closure Activities:** Understanding the final steps before closing a project, ensuring all deliverables meet requirements.
- **Lessons Learned Documentation:** The importance of archiving project data for future improvements and avoiding past mistakes.
- **Feasibility Study and Risk Assessment:** How early-stage planning and risk evaluation contribute to project success.
- **Budgeting and Cost Management:** Effective allocation and tracking of project finances.

Reflections on Learning

Application in Real Projects:

- Learning about project closure made me realize the significance of documenting lessons learned to optimize future project performance.
- Drafting the project pitch improved my ability to communicate technical details concisely and persuasively.
- Conducting the feasibility study helped me understand how early-stage planning prevents costly project failures.
- Understanding project archiving and closure reinforced the importance of systematic documentation and knowledge transfer to ensure project continuity.

Peer Interactions:

- **Case Study on Project Recovery:** Analyzed a software project that faced delays due to poor resource planning and proposed corrective actions using Earned Value Management. As an exercise, we simulated a scenario where a software team had to recover from a budget overrun, discussing potential trade-offs between cost, schedule, and quality.
- **Collaborative Feasibility Analysis:** Worked with peers to assess project viability, discussing factors such as budget constraints and risk scenarios. We conducted a group brainstorming session where each member took on a stakeholder role (e.g., project manager, investor, developer) to argue for different aspects of project feasibility.
- **Interactive Budget Planning Exercise:** Engaged in a peer-led session where we allocated virtual project budgets and adjusted them based on hypothetical risks. One exercise involved redistributing funds to account for unexpected increases in resource costs, helping us understand real-world budgeting constraints.

Personal Development Activities

- **Explored project archiving techniques:** Gained hands-on experience simulating the archiving of project documents and reports.
- **Enhanced budgeting and financial tracking skills:** Applied real-world project budgeting exercises to manage costs efficiently.
- **Developed stronger communication and documentation skills:** Practiced knowledge transfer and stakeholder engagement techniques to ensure smooth project handovers.

Challenges Faced

- **Balancing Documentation with Analysis:** Initially, I struggled to document the feasibility study while ensuring it was analytically sound. I overcame this by breaking the document into structured sections and focusing on each part individually. A helpful exercise was outlining key arguments before writing, ensuring clarity and coherence in each section.
- **Understanding Project Closure Metrics:** The concept of measuring success using closure metrics was complex. To address this, I examined a case study of a failed project that lacked proper closure documentation and compared it to a successful project with comprehensive post-mortem reports.
- **Refining Risk Assessment Skills:** While drafting the risk assessment, I found it challenging to prioritize risks effectively. A practical exercise involved ranking potential project risks based on impact and likelihood, then devising a mitigation strategy for the highest-priority risks.

Time Management

Total study hours: 12 hours

- Allocated 6 hours to reading course material and online tutorials, and 3 hours with peers to discuss topics and learning activities.
- Spent 3 hours preparing project documentation.

Goals for Next Week

- Conduct an in-depth review of project closure best practices from industry reports.
- Apply project archiving techniques in a mock scenario to understand their significance.
- Explore strategies for effective knowledge transfer in project handovers.