**Learning Journal – Week 4**

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**Course:** Software Project Management

**Journal URL:** <https://github.com/Amanpreet1304/SOEN6841-Software_Project_Management>

**Dates Rage of activities:** 6th March 2025 – 15th March 2025

**Date of the journal:** 14th March 2025

**Key Concepts Learned:**

This week, I explored **Project Monitoring & Control** and **Project Closure**, which are essential for tracking progress, ensuring corrective actions, and finalizing projects effectively. Key takeaways include:

* **Project Monitoring & Control:**
* Ensures continuous tracking of project performance and corrective actions when deviations occur.
* Key areas monitored include cost, schedule, scope, risk, and team performance.
* Tools like **Earned Value Analysis (EVA)** and **S-Curve Analysis** help measure project health.
* **Project Control Measures:**
* Reallocating resources, adjusting schedules, or revising scope if deviations arise.
* Avoiding scope creep by implementing change control processes.
* Using **Gantt charts & Critical Path Method (CPM)** to track task dependencies and scheduling bottlenecks.
* **Project Closure:**
* Ensures final deliverables are completed, approved, and archived.
* **Post-implementation reviews** assess project success and document lessons learned. Proper knowledge transfer ensures smooth transition to maintenance teams.
* **Challenges in Closure:**
* Common issues include incomplete documentation, unresolved defects, and lack of formal acceptance.
* **Solution:** Maintain a centralized repository for documentation and conduct structured handover meetings.

**Application in Real Projects:**

The learned concepts can be applied to our project - Intelligent Tutoring System or any real time project as follows:

* **Applying Project Monitoring Strategies:**
* We plan to use **Gantt charts** to track the development of key modules: Adaptive Learning, Student Analytics, and AI-Based Tutoring. **Earned Value Analysis (EVA)** will help measure progress against planned budgets and effort estimates.
* **Change Control & Risk Monitoring:**
* Any change requests (adding new reporting features) will require formal review and approval before implementation.
* Scope creep will be managed using a change control board to evaluate impact.
* **Project Closure Planning:**
* The final version of the ITS software will be archived in GitHub, ensuring version control for future updates.

**Peer Interactions:**

* **Discussion on Project Monitoring Techniques:**
* Compared **Earned Value Analysis (EVA)** with **S-Curve Analysis** to decide the best monitoring approach for ITS.
* Some team members preferred EVA for tracking cost and effort, while others found S-Curve more useful for visualizing progress trends.
* **Debating Challenges in Project Closure:**
* Discussed why many IT projects struggle with incomplete documentation at closure. Shared strategies to ensure proper knowledge transfer.

**Challenges Faced:**

* Initially, I struggled with defining Closure Criteria as it was unclear what final deliverables should be archived. Resolved by creating a **project closure checklist**.
* Handling scope changes without affecting the deadline was challenging. Decided to implement a **"Must-Have vs. Nice-to-Have" approach** to prioritize only critical changes.

**Personal development activities:**

* **Explored Real-World Case Studies on Project Monitoring:**
* Analyzed how NASA used Critical Path Method (CPM) in the Mars Rover mission to manage high-risk tasks.
* Learned how Amazon tracks project performance using EVM for cost control.
* **Practiced Using Jira for Change Management:**
* Created sample **change request workflows** in Jira to understand how real companies track approvals.
* **Reviewed Closure Reports from Past IT Projects:**
* Studied real project closure documents to understand common pitfalls and best practices.

**Goals for the Next Week:**

* Implement project monitoring strategies (Gantt Charts, EVA) for ITS
* Create a closure checklist for the ITS project to ensure smooth transition.
* Review case studies on IT project failures due to poor closure management.