

Learning Journal Template

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Course: Software Project Management (SOEN 6841)

Journal URL: <https://github.com/AmishNavadia/SOEN-6841-Amish-Navadia>

Dates Range of activities: 22nd Feb 2025 to 16th March 2025

Date of the journal: 16th March 2025

Key Concepts Learned:

Over the last two weeks, I deepened my understanding of **project closure** and **project evaluation** from Chapter 8. I also worked extensively on finalizing the proposal for the "**Automated News Summarizer**" project.

- I learned about **project closure activities**, including final project reviews, client acceptance, archival of project documentation, and lessons learned sessions.
- I explored how **post-implementation reviews (PIR)** help assess project success based on scope, cost, schedule, and client satisfaction.
- I gained insights into **configuration management** and the importance of controlling versions, baselines, and changes in the project deliverables.
- I practiced **continuous improvement techniques**, including how documenting lessons learned feeds into organizational knowledge bases for future projects.
- Additionally, I reinforced my understanding of **Earned Value Management (EVM)** from Chapter 7 by applying it to our proposal.

Applications in Real time projects:

- For our "**Automated News Summarizer**" project, I created a **closure plan** that includes a checklist to ensure all deliverables are completed, documented, and formally handed over to the client.
 - I drafted a **lessons learned document** summarizing what worked well during our project pitch and proposal phases, as well as areas for improvement, such as improving risk identification earlier in the project lifecycle.
 - I implemented **version control best practices** using Git and GitHub to manage source code and documentation, ensuring that all team members are working on the correct versions.
 - Additionally, I contributed to setting up a simple **configuration management system** where we organized our project files and tagged the final submission version to prepare for project closure.
- ❖ **Challenging Component:** I To push beyond the basics, I suggested incorporating **feedback mechanisms post-project delivery**, such as client surveys and a retrospective meeting, to ensure ongoing value even after the formal closure.

Peer Interactions:

- I worked closely with my **teammates**, Vatsal and Fatemeh, where we discussed how **project closure activities** could be customized based on different project types.
 - During a group session, we reviewed and critiqued each other's project closure plans, which helped me refine mine by adding a structured lessons-learned report template.
 - We also had an engaging discussion about the importance of configuration management, especially in **AI-based projects**, where reproducibility and version control are critical.
- ❖ **Challenging Component:** A peer (Fatemeh) recommended implementing **automated CI/CD pipelines** as part of our project closure, which shifted my perspective on how DevOps practices can enhance the transition from project completion to ongoing operations.

Challenges Faced:

- It was difficult to balance **closing documentation tasks** with ongoing project deliverables without affecting momentum. I plan to create better integration between closure and operational handover activities in the future.
- Understanding **post-implementation review metrics** for AI projects was complex, especially when dealing with intangible benefits like improved user experience.
- Implementing a **structured lessons-learned session** was new for me, and I found facilitating open and honest feedback from all stakeholders somewhat challenging.

Personal Development Activities:

- I reviewed case studies on **project closure failures**, including NASA's Mars Climate Orbiter incident, where inadequate documentation led to major losses.
- I explored advanced **configuration management practices** through Git branching strategies and tag-based release management.
- I attended a webinar on **AI ethics and governance**, which broadened my understanding of responsible AI delivery, an important consideration when closing AI-centric projects.

Goals for the Next Week:

- Refine my project's **post-implementation review plan**, ensuring all success criteria and key performance indicators (KPIs) are clearly defined.
 - Explore **automated project archival tools** and CI/CD pipeline integration to streamline the closure process.
 - Improve my knowledge of **organizational process assets** and how lessons learned can feed into them.
- ❖ **Challenging Component:** I aim to align these goals with my long-term aspiration of becoming a **Tech Lead specializing in AI project delivery**, focusing on enhancing project delivery pipelines, including robust closure and continuous improvement mechanisms.