

Biweekly Report

Name: Fubin Chen

Period: May 26 - June 8, 2025

Project: Smart Maintenance Platform for Aero Engine Industrial Equipment

Week 1: User Acceptance Testing Completion (May 26 - June 1, 2025)

During this week, I focused on completing the user acceptance testing phase and supporting system debugging:

1. **User Acceptance Testing Completion (May 26 - May 30)**
 - Conducted final UAT sessions with all stakeholder groups
 - Validated all user workflows and interface functionality
 - Collected and prioritized final user feedback
 - Obtained formal sign-off from all stakeholder representatives
 - Created final UAT report with recommendations
2. **System Debugging Support (May 31 - June 1)**
 - Resolved frontend interface issues identified during final testing
 - Fixed user experience problems and interface inconsistencies
 - Optimized dashboard loading performance and responsiveness
 - Validated cross-browser compatibility across all supported platforms

Time spent: 16 hours

Week 2: User Documentation (June 4 - June 8, 2025)

This week was dedicated to finalizing user-facing documentation and training materials:

1. **User Documentation Finalization (June 4 - June 8)**
 - Completed comprehensive user manuals for all system roles
 - Created step-by-step operation guides with screenshots
 - Developed quick reference cards for common tasks
 - Finalized training materials and video tutorials
 - Created user onboarding checklists and procedures

Time spent: 7.5 hours

Completed WBS Items

- **WBS 5.4:** User Acceptance Testing - 100% Complete
- **WBS 6.3:** System Debugging (Frontend & UX) - 100% Complete
- **WBS 7.1:** System Documentation Finalization (User Manuals) - 100% Complete

Challenges & Solutions

The primary challenge was accommodating diverse user feedback while maintaining system consistency. I addressed this by:

1. Implementing configurable user interface options to meet different preferences
2. Creating role-based user guides tailored to specific user types
3. Developing a feedback prioritization matrix to focus on critical issues
4. Establishing clear criteria for determining which feedback to implement

Next Steps

1. Support user training sessions for system launch
2. Monitor user adoption and provide ongoing support
3. Collect post-launch user feedback for future improvements
4. Maintain user documentation and training materials

Total Hours Worked: 23.5 hours