# Production Planning | Evaluation

Complete a critical self-reflection on the Production Planning process that evaluates your personal work performance and your work environment from a WHS perspective.

Use the template questions provided to guide your evaluation and record your thoughts or you may develop your own professional evaluation document.

Please use full sentences and double check your work for spelling and grammar.

## On a scale of 1 (Not so great) – 5 (Outstanding)

## How would you rate your team’s overall performance during the planning process?

I rate my teams overall performance a **5** out of **5**

## On a scale of 1 (Not so great) – 5 (Outstanding)

## How well do you believe your team’s project will satisfy your client’s requirements at the end of the project?

**5** because it will meet all their requirements

## Discuss the new skills/things you learnt doing this project

* Communication – Expressing ideas and concepts
* Version control but with a team, so merging work together.
* Presentation skills – presenting a pitch to a client
* Listening and feedback – hearing new ideas and feedback.
* Stress management - Having breaks and relaxing so I don’t stress out as much.

## What things do you feel you personally did well during the production planning process?

I believe I listened and provided ideas during the planning process. I gave some feedback and listened to the other team members about their ideas and concepts.

Being the only programmer in my team and providing everything needed quickly I felt like I’ve done my role well.

## What area/s of your own performance would you change or improve on in your next project?

I sadly missed the first week because I was moving house, missing the most important part which was initiation not only with the group but with the clients. I would try to give out more constructive criticism because I don’t think I gave any at all and getting the TDD finished earlier.

## What aspects of your performance do you think your team appreciated the most?

Being open to ideas by hearing them out and not instantly shutting them down.

## What aspects of your performance do you think your team might be critical of?

I missed the first week, so I didn’t help choosing the game or give many pitch ideas. So being absence.

## What were the good things about working with your team?

Everyone was very polite and eager to start the project, we all can talk to each other without it feeling like an argument and everyone takes on their work and asks many questions.

## What were the most challenging aspects of working with your team?

I feel the most challenging aspect is expressing my own ideas without coming off to strong, I feel like I will make them feel as though there work isn’t good so finding the balance of communication is hard.

## Briefly describe your workstation set up in terms of your personal work health and safety.

**Equipment / Ergonomics** - my workstation has a chair, desk, 2 monitors, computer, keyboard, mouse, mouse mat, plastic floor mat, headset and controller which I keep clean and well looked after to keep my personal workspace safe.

**Work flow** - I organise to meet regularly from Monday – Wednesday at 9-5 with my team or zoom including 2 tea breaks and 1 hour lunch break at 12:30. I start the day off checking the todo list, this can be checking GitHub logs/issues that are being assigned to me. Communicating with the team what needs to be worked on or talked about and committing/pulling changes to gitkrakin. We have a team meeting before we go onto lunch and at the end of the day to talk about goals and what’s achievable in the rest of the day.

**Work practices** – Hours of work is from 9-5 and roughly 4-6 hours of my own time on the weekends. when I work Monday-Wednesday I schedule to have tea breaks and a lunch break at 12:30. I relax by watching YouTube, sitting down or meditating. Its hard to balance work life with school because work is very demanding and when I come home, I’ve got schoolwork to finish. So, I schedule days to only do one or the other, my schedule looks like Monday-Wednesday only school, Thursday is a relax day and I work the other 3 days. I have my own study at home, so I have a quiet study environment.

## Include an image of your workstation set up to evidence a personal safe working environment.

