O'Brien T (FCES)

Personal Portfolio – 30021359

# Team 1

I am a member of team 1, group 1. For our project we decided to make a payroll system. In this portfolio I will discus my contributions to this payroll system.

# Weeks:

## Week 1:

|  |  |
| --- | --- |
| Week 1 | Team |
| Activities undertaken | Formed group and group name |
| Outcome of QA activities | Our group name was decided |
| Personal QA Development | In this week I improved on my communication and discussion skills when discussing the project and forming the group. |
| Evidence of activities | NA |

In this week we all worked together on forming the team, deciding names and discuss what project we might undergo.

## Week 2:

|  |  |
| --- | --- |
| Week 2 | Team |
| Activities undertaken | Trello board created  Client Interview |
| Outcome of QA activities | The Trello board was created so that we can assign workloads more efficiently, an initial client interview was conducted to help find out what we wanted from the project. |
| Personal QA Development | I learnt about AGILE methods and how to use Trello to help manage and assign workloads. |
| Evidence of activities | See appendix – week 2 |

In this week i started by creating the Trello board, this involved creating a Trello account and inviting my team members to join our Trello board. I then set up a few basic tasks that we could work towards for the near future. I also conducted the start of the client interview, this involved finding out what they wanted from design and functionality for the program.

## Week 3:

|  |  |
| --- | --- |
| Week 3 | Team |
| Activities undertaken | Thomas: GUI designs in paint  Logo found and made into PNG |
| Outcome of QA activities | A base GUI design based on the client interview was created, a login example GUI design was also created. I also uploaded the client’s logo to the Trello board so that other group members may access it. |
| Personal QA Development | I again improved my discussion skills as I discussed the interview process and also spent time working on different methods of gathering information – such as surveys. |
| Evidence of activities | See appendix – week 3 |

In this week I created a “blank” template GUI example and a log in GUI example, these will be useful when creating the program later, this work also leads on into the next week.

## Week 4:

|  |  |
| --- | --- |
| Week 4 | Team |
| Activities undertaken | GUI design main menu and admin menu |
| Outcome of QA activities | All the necessary GUI designs needed to begin visually designing the program have been completed. |
| Personal QA Development | Gained more practice on planning visual designs. |
| Evidence of activities | See appendix – week 4 |

Continuing from last week I finished the GUI designs necessary to start visually designing the program. Specifically, I designed an employee and an admin main menu page.

## Week 5:

|  |  |
| --- | --- |
| Week 5 | Team |
| Activities undertaken | Business proposal  Seminar Power point |
| Outcome of QA activities | Began researching LSEPI  Began PowerPoint and uploaded current work to it. |
| Personal QA Development | Began researching LSEPI and increasing my knowledge on the different LSEP issues that we would face in the project. |
| Evidence of activities | See appendix – week 5 |

In this week I began researching LSEPI and how it affected our program in this project. Using the remaining time in the week I began the PowerPoint and began uploading work completed by my team and I so far in the project.

## Week 6:

|  |  |
| --- | --- |
| Week 6 | Team |
| Activities undertaken | Finished PowerPoint  Presented PowerPoint |
| Outcome of QA activities | At the beginning of the week finished the PowerPoint and met up with the team to practice the PowerPoint ready for our presentation.  On the Thursday we presented the PowerPoint in front of the other teams. |
| Personal QA Development | Practiced speaking publicly when presenting our PowerPoint |
| Evidence of activities | See appendix – week 6 |

I began this week by finalising the PowerPoint ready to present later in the week, then the team and I presented to the other teams.

## Week 7:

|  |  |
| --- | --- |
| Week 7 | Team |
| Activities undertaken | Made plans to make a privacy policy  Gathered initial research for privacy policy |
| Outcome of QA activities | After completing the seminar, we took on board the advice from the class as to what we were missing |
| Personal QA Development | Reflected from our seminar and the questions we were asked I reflected and improve on work, also began research and improved knowledge on how privacy policies work and what may or may not be included. |
| Evidence of activities | See appendix – week 7 |

In this week I began the plans for a privacy policy based on feedback from our PowerPoint. I also gathered initial research into this topic before giving it to Billy for further research and expansion.

## Week 8:

|  |  |
| --- | --- |
| Week 8 | Team |
| Activities undertaken | Continued group portfolio  Helped to catch up on feedback forms from previous seminars. |
| Outcome of QA activities | We reflected on the teams’ seminars from week 7 and completed the Google Doc feedback form |
| Personal QA Development | Again, discussed the other team’s work when filling out the google doc. |
| Evidence of activities | See appendix – week 8 |

In this week I took initiative to help update our shared group portfolio to better reflect the work we have completed and gathered additional evidence from our Trello board. I then helped contribute to filling out feedback from based on the presentation of other teams.

## Week 9:

|  |  |
| --- | --- |
| Week 9 | Team |
| Activities undertaken | Continued group portfolio  Caught up on feedback forms. |
| Outcome of QA activities | Filled out additional feedback forms. |
| Personal QA Development | --- |
| Evidence of activities | See appendix – week 9 |

This week I carried similar activities as I did in the previous week. I finished catching up on feedback forms. I also helped provide additional input into the group portfolio.

## Week 10:

|  |  |
| --- | --- |
| Week 10 | Team |
| Activities undertaken | Delays due to other module assignments.  Quality assurance  Attended the ‘hacker’ lecturer |
| Outcome of QA activities | Learnt about different types of hackers. |
| Personal QA Development | Improved knowledge on different types of hackers. |
| Evidence of activities | NA |

In this week I had a discussion with other group members on quality assurance, based on this discussion I went back on previous work and ensured it met the quality standards we had set for ourselves. Other works in this module was delayed due to impending deadlines in other modules.

## Week 11:

|  |  |
| --- | --- |
| Week 11 | Team |
| Activities undertaken | Finishing personal portfolio.  Finishing group portfolio |
| Outcome of QA activities | Finished Work |
| Personal QA Development | Improved general skills when completing the module. |
| Evidence of activities | See appendix - week 11 |

In this week I finished up writing my portfolios and getting them ready for submission.

# Appendix

## Week 1:

NA

## Week 2:

Trello account creation:

Graphical user interface

Description automatically generated

Client Interview question results:

Graphical user interface, text, application, email

Description automatically generated

## Week 3:

Base GUI template:

Shape, rectangle

Description automatically generated  
GUI login:

Diagram

Description automatically generated

## Week 4:

GUI Admin screen:

Graphical user interface

Description automatically generated

GUI Employee screen:

Graphical user interface

Description automatically generated

## Week 5:

PowerPoint begining:

Graphical user interface, text

Description automatically generated

LSEPI:

Graphical user interface, text, website

Description automatically generated

## Week 6:

Finalised PowerPoint:

A picture containing website

Description automatically generated

## Week 7:

Privacy Policy beginning research:

Graphical user interface, application, Teams

Description automatically generated

## Week 8:

Group portfolio updating:

Application, table, Word

Description automatically generated

## Week 9:

Group portfolio updating:

Table

Description automatically generated

## Week 10:

NA

## Week 11:

Ensuring adequate evidence:

A screenshot of a computer

Description automatically generated with medium confidence