

Individual Assignment

Project Management and Written Reflection

The student will create a project management system using a piece of software of their choice. The system will structure the student's SSH, RE, and DE individual projects and track their current progress through these assignments. Optionally, the system may also include personal learning and development goals. The system must be kept up to date with the student's progress (minimum: update at least weekly). The system will be reviewed after initial set-up and at the conclusion of the semester, and will be spot-checked one time during the semester. At the end of the semester, the student will write a brief reflection on their use of their tool and how it relates to some of the principles of project management as presented in lectures and workshops.

Deadlines

Friday, Feb. 14, 2025 (5 p.m.)	Part A: Progress Check: Initial Setup of System
Thursday, Jun. 05, 2025 (5 p.m.)	Part C: Final Update to Project Management System Part D: Written Reflection

Part A: Initial System Setup

Note: A workshop will be devoted to setting up a system for Group Project III; students may use the same system for their individual assignment or choose another.

Task

1. Go through all assignment descriptions for the semester and extract relevant information including: assignment name, deadline, and assessment criteria.
2. Assign start and end dates to tasks as appropriate.
3. Break the tasks down into subtasks: what steps need to be taken to complete the task?
4. Establish criteria for success (minimum: 3 criteria). Criteria can be either process- or outcome-related:
 - a. Example process criteria: submit a full draft for all feedback deadlines.
 - b. Example outcome criteria: learn a new skill - regression with Python.

Note: near identical criteria (e.g.: any and all grade-related criteria) are counted together as just one of the three required criteria.

5. Choose a piece of project management software or develop your own electronic system to manage the completion of these tasks.

Assessment Criteria

1. An appropriate system or software has been selected and customized.
2. There is a clear and logical presentation of key information:
 - a. The Assessment Criteria of related assignments are paired with tasks, subtasks, task status, and deadlines.
 - b. All relevant deadlines are recorded.
 - c. Criteria for success (minimum 3) are clearly stated.

Part B: System Spot Checks

Task

The student must regularly maintain their project management system. The minimum acceptable update frequency is once a week. However, the system will be more useful to the student if they update more frequently.

A TA will “spot check” established project management systems once during the semester to see if updates are being made. Additional spot checks may be conducted. The student will not receive advanced warning of spot checks.

Assessment Criteria

1. The system is being appropriately maintained, for example:
 - a. Task status is indicated and reflects the workflow in the course.
 - b. Completed tasks are noted or archived (not deleted!).
2. Deadlines are tracked.
3. Any changes to tasks, timeline, etc. are reflected in the system.

Part C: Final Update

Task

At the end of the semester, the student will make the final update to their project management system. This update includes a status update of all tasks and subtasks.

Assessment Criteria

- The project management system has been appropriately maintained.
- Tasks reflect final status, including:
 - Incomplete or pending tasks are clearly marked
 - Completed tasks are indicated (and not deleted!). For example:
 - In an appropriate location (a “Done” list or archived, for example), **OR**
 - Are clearly and visibly distinct from other tasks (flagged or a different colour, for example).

Note: Apart from the initial progress check, there are no official feedback moments for the project management system. Feedback will be given during spot checks.

Part D: Written Reflection

Task

Consider the following and write an informal reflection addressing each:

- Describe the project management system you created or employed.
- Reflect on the advantages and disadvantages of the system.
- Are there still (sub)tasks pending? Why weren’t those completed?
- What changes were needed throughout the semester, for what reason, and were you able to make the desired adjustment?
- Did you achieve your criteria for success (see: Part A)?
- Lessons learned and what you hope to improve.

Other aspects of this individual task can be included in the reflection. Address any aspects of the project management process that you think are most interesting or most relevant to your own learning goals.

Assessment Criteria

- Critically reflects on the application of project management tool and processes.
- Critically reflects on personal/academic development.
- Addresses items in the Part D task description.
- Word count: 300-500 words (including footnotes but excluding any appendices).

Learning Objectives

- Organize and structure a long-term project (project management skills).
- Critically reflect on the strategies and applicability of the presented interventions and tools.
- Adapt a writing style that is appropriate to the purpose of the text.
- Reflect on academic expertise and skills and formulate constructive and effective personal learning and development goals.

Version History:

Jan. 20, 2025: V1.0