Week 1

Tasks Undertaken

During the workshop, I formed a group with two other individuals, Benjamin and Hong Bo. I also learnt about the Interest-Influence Stakeholder Matrix. In the tutorial, I learnt about the benefits of effective communication, and the consequences of not establishing it through the 'Telephone' game. In the group discussion session, I evaluated potential Team challenges regarding its causes, symptoms, as well as ways of resolving or mitigating them.

Critical Reflections

Fortunately for me, my teammates and I have known each other prior to enrolling in this unit. Although we are not that familiar with one another, having a basic understanding of them helps to mitigate the initial awkwardness of forming a team. Due to the fact of having past experience in project management, the concept of the Interest-Influence Stakeholder Matrix was not foreign to me. I can easily relate to the example scenarios stated by Ms. Kamala in her presentation. After experiencing the series of events held during the tutorial, I have gained a deeper understanding regarding the importance of establishing effective communication, as well as how helpful proper documentation of events can be when it comes to team projects. I will keep in mind to document important details using tools such as Sticky Notes, Microsoft Word documents, or even writing down in the group chat.

Assigned Roles/Tasks

I volunteered myself to be responsible of the Project Manager role in the team because I feel confident in that area of expertise, especially my abilities for task delegation and scheduling. I will ensure that the project tasks are distributed evenly among the team members and we can always deliver on time. I also created a group chat in WhatsApp for us to communicate efficiently via a common platform. I suggested that we document our personal information such as student ID and email address in the group description for ease of access to others. I also asked Benjamin to create a shared Google Drive for us to easily upload documents to collaborate on.

Accomplishments

Initiated some discussions and small conversations among the team for us to get to know each other better. I made effort to kickstart the chemical reaction between the team members so that we can have an actual pleasant environment to work in for future activities rather than us 'being nice because we just got to know each other.

Next Week's Tasks/Reflections

Since we are not working on any projects as of now, there are no signs of conflict arising within the team. I will be sure to keep an eye out for any potential symptoms of disagreement when we start working on our first project. I will also stay alert for the possible problems that may arise from my perspective as an Early Action individual.

Week 2

<u>Tasks Undertaken</u>

In the workshop, I learnt about the importance of studying project management. I also learnt about projects, operations, programs and portfolios. I was also exposed to the Weighted Scoring Model, which was suggested to be utilized when making decisions about project selection. During the tutorial, I underwent a mock business pitch with my group to present about an imaginary product. During the weekend, my group discussed what topics to select from the 53 that were given to us.

- Weighted Scoring Model

	Weightage	Project1	Project2	Project3
Profit	0.4	5/10	7/10	2/10
Cost	0.2	9/10	4/10	7/10
Employee Retention	0.4	2/10	5/10	9/10
Score		5*0.4 + 9*0.2 + 2*0.4 = 4.6	7*0.4 + 4*0.2 + 5*0.4 = 5.6	2*0.4 + 7*0.2 + 9*0.4 = 5.8

<u>Critical Reflections</u>

Studying project management gives me the ability to pre-make decisions so that whenever things go wrong in a project, I will be able to resolve the problem quickly instead of panicking. I will make good use of this unit and fulfil my role as the Project Manager of my team to the best of my abilities. I now understand that why the assessment of this unit is titled "Final Year Project" because it is indeed a temporary event that requires us to produce a solution to the case study. I find the Weighted Scoring Model more useful than voting when it comes to selections, because each option is evaluated from different angles which makes it easier for a group to converge into a conclusion. The mock business pitch also served as a good training to polish up my presentation skills as we do not get that much of an opportunity to do so within the Computer Science course.

<u>Assigned Roles/Tasks</u>

As the Project Manager, it is my responsibility to plan out what direction our group will be heading, that is we have to decide on which topics to choose as our preference for the final year project. I requested for my group's Technician to construct a Google Sheet file where we evaluate each topic using the Weighted Scoring Model, with a few alterations to the criterion based on what is given in the workshop.

<u>Accomplishments</u>

The Weighted Scoring Model we came up with is as follows:

	Weightage	Topic 1	Topic 2	Topic 3
Interest	0.3			
Difficulty	0.3			
Supervisor	0.2			
Skillset matching	0.2			

We made use of this as a basis to decide on the top 10 topics we are going to select as our preferences for the final year project topic.

Next Week's Tasks/Reflections

Following the release of the first assignment (Project Management Part 1 – Case Study), as well as the topics of the final year projects which is related to the assignment, I have to schedule a discussion within the group to delegate tasks so that we can start working on it, and to have a sharing session of our preferences of the project topics to align our interests.

Week 3

Tasks Undertaken

Before the workshop, all teams including mine filled in the form for our final year project topic preference selection. During the workshop, I learnt about the importance of properly executing project management. I also revised on the Triple Constraints (Scope, Time and Cost) of a project, which was introduced in the lecture video recording. I learnt about the difference between scope and requirement in the context of a project. A discussion was held regarding the constraints in a project. I also learnt that throughout the life cycle of the project, various assumptions have to be made because we do not have enough information regarding the project at the moment. (e.g. assumption in the currency exchange rate when performing budgeting) The Work Breakdown Structure (WBS), a hierarchical overview flow chart used to clarify scope, was introduced. The final topic in the workshop is Milestones. They are certain major achievements that define progress in a project. The SMART criteria is most commonly used to set milestones. In the tutorial, I had a conversation with my team, exchanging our information such as proficiency in programming languages, soft skills, and weekly availability for meetings. We also started working on the first part of the team assignment, which is project topic evaluation and preparing a business case.

Critical Reflections

Proper project management allows the team, especially the team leader to pre-make decisions, which in turn facilitates the whole project and increases efficiency. We decided to structure our team as a no-leader based group. However, me being the project manager, I feel that I have to be the one responsible for scheduling and planning our group project. The topics discussed in the workshop helped improve my understanding on what needs to be done in a group project, and I will try to make good use of the knowledge. During the team discussion session, I found the skills and availability matrix very useful. I feel like I have gotten to know the team even better by comparing our skillsets next to each other. The availability also helps to ease the arrangement of group meetings in the future.

Assigned Roles/Tasks

I was responsible to fill in the form of the final year project topic preference selection for the team. I also documented the results of our team discussion regarding our individual skillsets and availabilities in a Google Sheet and shared it with the team. I delegated the action items each team member has to do to ensure fair distribution and engagement from everyone.

Accomplishments

We selected our top 10 preferences for the final year project topics. We also completed the weekly schedule of our availability for group meetings. Furthermore, we managed to finish part 1 of the group assignment, which is the Weighted Scoring Model (WSM) for 4 projects and its visualization.

Next Week's Tasks/Reflections

As the deadline is approaching, we have to finish part 2 of the group assignment, which is the business case for a selected topic. We also have to start initial preparations once our group's topic is finalized.

Week 4

Tasks Undertaken

At the start of the week, our final year project topic was finalized, and therefore my group contacted our project supervisor via email to schedule an initial meeting. In the workshop, I am introduced to the outcome of proper project management. Project management provides us with the tools and techniques to achieve our final goal. I also learnt about the difference between Agile and Waterfall modes for teamwork projects. I learnt about the benefits of Daily Scrum, which is a crucial part in the Agile framework. I also learnt about decomposing requirements, from Themes to Features, to Epic User Stories, to User stories, and finally to Tasks to be handed out to complete. It is also mentioned about the importance of empathy during a product development, which is conveyed through User Stories. There was a suggestion of using Burn down Charts and Task Boards that serve as a reminder such that project tasks are not left out. Last but not least, I was taught the importance of project quality and how to maintain it through different types of testing, namely unit tests, integration tests, system tests, and user acceptance tests. During the tutorial, we attempted to calculate the float of a project based on the task schedules, identify the critical path in a project schedule, as well as create a simple Gantt chart to practice on project scheduling. My team managed to discuss and complete the first team assignment, as well as submit it before the deadline.

Critical Reflections

Having worked in several team projects before this unit, I understand the importance of starting early and team communication. I will make proper use of my role as the project manager to facilitate communication within the team so that we do not encounter the potential team challenges introduced in the Week 1 Workshop; and even if it does happen, there will be a way to quickly work our way around it. I will follow Ms. Kamala's advice on project management using the Agile framework, so that we do not resort to ad hocking the project. In the first team assignment, we managed to avoid conflict because proper communication was established. I believe that our efforts for the tasks are amplified due to the fact that we can cross-check each other's work and give suggestions on how to improve.

Assigned Roles/Tasks

I took the initiative to contact my team's project supervisor. I have successfully planned an initial physical meeting for Tuesday next week. I've also completed my own task for Assignment 1, and cross-checked my two other team mates' parts as well. We made use of the feedback given by Ms. Kamala during the informal assignment review to refactor and refine our final submission. I made a shared document to compile all the questions that we have prepared for the meeting to be clarified with our project supervisor.

Accomplishments

My group completed the assignment without experiencing any conflict. All members were cooperative when delegated tasks and gave their best effort to completing them. I managed to contact our project supervisor on behalf of the group, which means that we have taken a step further in propelling the project to an organized state.

Next Week's Tasks/Reflections

To properly define the project scope, I will make sure that we thoroughly lay out the requirements of the project with the supervisor. I will also try to create a high-level schedule of how the project is going to plan out in a span of two semesters after obtaining sufficient information from the meeting.

Week 5

Tasks Undertaken

Earlier in the week, we met up with the project supervisor, Dr. Bisan to have an initial meeting about the project topic. We introduced our team to Dr. Bisan, and received clarification to our questions prepared in previous weeks. In the online workshop, I learnt about the types of risks that may arise in a project and how to manage them, including identifying risks, performing risk analysis, and planning risk responses. Risk analysis is mainly estimating the probability and impact of a risk to decide whether it is worth attaining to. I also learnt about making contingency plans and fall-back plans to address risks. I was also introduced to the Risk Breakdown Structure, which is similar to the WBS but used to identify and simplify potential risks in the project such that they are easier to address. Lastly, I learnt about how to construct a risk register for my project to better allow the team to prepare for handling risks when they occur. During the tutorial, we had an information session from the library staff, Ms. Belinda on how to effectively perform and evaluate literature search, and how to manage references using Zotero.

Critical Reflections

After the meeting with Dr. Bisan, I have a clearer direction of how the project shapes up. This indeed reflects what Ms. Kamala had said during the earlier weeks of progressing the project to a more organised state. The main takeaway from this week's workshop is that risks are a major deciding factor of a project's final outcome. It may be the deal breaker when it is not handled properly. As the project manager, I will make use of the tools and frameworks to thoroughly identify the potential risks of my team's project, and initiate brainstorming with my team to list down risks as well as plausible ways of mitigating them. I found the information session very helpful for my team project's literature review later on in the semester, and I will definitely put the skills I learnt to good use.

Assigned Roles/Tasks

I had a meeting with my team to start working on the next assignment, which is Part 2 of the Project Management Assessment, the Mind Map. I delegated the parts equally among the three of us, and documented the agreed task allocation into the Team Member Contribution Matrix to avoid conflict arising from blame shifting later on. We also planned to show the completed Mind Map to our project supervisor for her review and feedback so that we can refine on the work.

Accomplishments

We have identified 8 key sections that we should branch our project's Mind Map into, which shapes up the backbone of the project. We also established effective communication with our project supervisor and gotten further elaboration on the project. I have also started research on the bio-inspired metaheuristics for deep learning model improvement.

Next Week's Tasks/Reflections

As the Mind Map assignment is due next week, I will continue working with my team on the Mind Map. My responsibility as the Project Manager is to ensure that everyone completes their tasks as stated in the Team Member Contribution Matrix so that we are able to submit the completed assignment on time. I will also prepare a new meeting minute document to note down the feedback from Dr. Bisan during our team meeting next week.