

# **Professional Issues Report**

## **Manage Your Workload Efficiently**

- Make sure to do not undertake, or commit more assignments than you can reasonably expect to meet in a given time.
- Ensure that you have the enough time slot to complete assignments within agreed time scales.
- Manage the workload according to your team tasks.

## **Managing and Deploying the Project Team**

- Ensure that all team members are given clear written instructions on each task to be performed, with target completion time and dates.
- Discuss briefly on what needs to be done.
- Monitor the deployment of individuals objectively to ensure that everyone is working and contributing enough according to their skills and experiences.
- Try to deal with every problem with each member of the team.
- Team work is all about encouraging each other with work load.

## **Programming**

- Make good efforts to produce well-structured code which facilitates testing and maintenance.
- Produce code that other programmers will find easy to maintain.
- Make yourself aware of the programming language you are using also the operating system you using to build in your system
- Check that the code is designed according to the design specification and try to resolve any differences.
- Be very comfortable with the language you are using for your project.

## **When Testing**

- Within the constraints of time and effort. Plan the tests to cover as many paths through the software as possible.
- Take care of appropriate actions to resolve any shortcomings in the tests planned by the team
- Re-run the tests and the results are predictable.
- Make sure to not rely solely on the direct outputs of tests, but check values are as expected in databases and error logs.
- Note down the improvements and errors that will improve the effectiveness of the software under test.
- Try to maintain a detailed testing log.

## **When Writing Documentation**

- Documents can all be managed by everyone in the team, other could take over your work if need be.
- Encourage others by setting a high standard of documentation and, by setting a good example.
- Try to follow the appropriate documentation standards
- Keep your documents organized and up to date.
- Ensure to maintain the document wisely.