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Course: Software Project Management (SOEN 6841)

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Key Concepts Learned
This week, while preparing for my midterm, I learned about Configuration Management and Project Planning. Configuration Management is crucial for software projects since changes are inevitable due to client requests. It helps track versions, record changes, and roll back if needed, preventing issues like missing features, version mismatches, and developer confusion. It involves identifying versions, controlling changes, maintaining records, and ensuring compliance. Project Planning sets the foundation by managing scheduling, effort estimation, resource allocation, and quality. There are two approaches: Top-down, which starts with an overall timeline and breaks it into tasks, and Bottom-up, which begins with smaller tasks that build into a full plan—I've used the latter. A Work Breakdown Structure (WBS) helps divide and organize tasks, while Gantt charts (tracking time) and PERT charts (showing dependencies) aid in project visualization and management.

Application in Real Projects
This week's slides and book reinforced how critical project planning is for success, especially in real-world applications. Take our AI-Driven Health Monitoring App project, for example—effective planning ensures we stay on schedule and meet stakeholder expectations. By using a Work Breakdown Structure (WBS), we can break the project into smaller, manageable tasks like gathering requirements, developing the AI model, designing the front end, integrating the back end, testing, deployment, and maintenance. This approach helps with better resource allocation and more accurate time estimates. Alongside planning, a strong configuration management system is essential to handle changes throughout development. If stakeholders request new features or modifications, this system helps track those changes, manage different software versions, and ensure the team is always working with the latest version. This keeps the project consistent and fosters smooth collaboration. While challenges like task complexity and dependency management may arise, good planning and configuration management practices minimize risks and improve outcomes. Clear communication, structured processes, and best practices all contribute to successfully delivering the AI-Driven Health Monitoring App.

Peer Interactions
This week, our team stayed connected through Google Meet, Zoom, WhatsApp calls, and in-person library meetups, which played a huge role in keeping us on track. These sessions helped us collaborate on project deliverables, brainstorm ideas, and plan our tasks effectively. Meeting in the library was especially useful for midterm prep, refining our project pitches, and tackling

upcoming deadlines. Being able to share ideas, clear doubts, and stay focused together made a big difference in our progress.

Challenges Faced
One of the biggest challenges this week was figuring out how to track change requests effectively and link them to approved versions. At first, it was tricky to establish a clear connection between requirements and changes, but with time, I got the hang of it. Summarizing the benefits of Configuration Management (CM) in a concise way was also challenging, but refining it over time and getting feedback from my teammates really helped. Concepts like identification, change control, and status accounting took a bit to fully grasp, but thanks to my teammates' support, I was able to understand and apply them to our work.

Personal development activities
This week, I spent time on self-study, diving into risk planning in project management. I went through tutorials that helped me understand how to anticipate potential risks and develop effective strategies to manage them. This really improved my ability to spot risks early, assess their impact, and create contingency plans to keep the project running smoothly.

Goals for the Next Week
Next week, I plan to deepen my understanding of configuration auditing and status accounting by studying real-world cases of successful Configuration Management (CM) implementations. I also want to explore how CM is used in Agile projects and find ways to apply it to our course project. Additionally, I'll work on improving my skills with task scheduling tools to make project planning more efficient. Lastly, I'll set aside time to rehearse for our upcoming project pitches so I can present confidently in class.