# 5.0 Evaluate your skills

## Your time management and planning:

Throughout the assignment, I utilized the information given to me by planning effectively and efficiently arranging to oversee the time I spent throughout the entirety of the assignment. In order to successfully set up the database, whiles also fulfilling the client's goals and demands, I set up in advance for what the database would look like ahead of time and how I intend to do it. In the early stagiest of the assignment, I estimated the duration for how long the assignment will take, according to the many tasks I must complete for the assignment. I then developed a term table over the next 8 weeks (about 2 months), containing the tasks and duties that will need to be done at every stage of the 8 weeks (about 2 months).

Using a term table has enabled me to offer myself the greatest possible chance of concluding the assignment on schedule, establishing what work must be completed and my capabilities. By dividing each section component of the assignment such as; design phase, implementation phase and testing/developing phase, enables me to precisely approximate the duration for each component phase and the various parts of the component phase will take place. This has enabled me to evaluate my assignment as I devoted some time over the assignment term table to analyse what has taken place so far, allowing me to enhance it even further.

To enable me with the enforcement of the component, I generated a planning document and documentation such as Data Dictionaries, Data Flow Diagrams, Entity Relationship Diagrams, Test Plans, and interface design wireframes. Producing these documents at the beginning of the assignment supported and enabled me throughout the implementation phase as I am able to make use of the planning documents as a referral, indicating that I am capable of implementing the database more efficiently to meet the needs of the client, of which they specified, as they have agreed upon the planning.

## How you used the feedback from your manager:

Whiles making the plans for the database, I was also required to plan on how the user will connect with the database and what platform the database will be on. Moreover, while I was creating the arrangements, I received a report from the manager of Workplace4Training about the proposal for the database. Before anything, I had emailed the client instructing them for the proposal for the database. In the email I explained the procedure for the database; such as to what platform the database will be held on where I proposed Microsoft Access, and its advantages and disadvantages, regarding the client and informing them of how users will connect with the database.

Following this, a meeting commenced between the whole team, client, and me to discuss and talk over the proposal of the database. In the meeting, issues including user interface were discussed with the client, recommending, and enhancing whether they would like to observe or add onto the ongoing strategy. Considering these guidelines was critical in strengthening the design of the user interface. Once the meeting came to an end, the recommendations made within the discussion were assessed and a plan of action for the user interface were modified to satisfy the requirements of the client.

These concepts are recommended from the overall suggestions, such as what they would prefer to observe and witness, within the pattern of general specific improvements after presenting them with a variation of plans and ideas. The plans and ideas were then overruled and altered in order to accommodate the clients' recommendations and were incorporated into the documents.

## How you behaved on the project - professionalism, etiquette, supportive of others, timely and appropriate leadership, accountability:

Throughout the duration of the assignment, I repeatedly lead the assignment suitable and in a timely productive manner. This resulted on a high-quality database being produced. As the on-going assignment commenced, I took into account the team and client by repeatedly interacting with them by sending informal emails regarding what is taking place in the meetings. I continuously re-opened the assignment for disapproval, so that if the client or team have any further suggestions, they could inform and speak to me regarding it. On hearing any suggestions, I would evaluate them whiles modifying the assignment components or for further component of the assignment.

I remained in competence across the assignment by the constant contact and communication with the client. The client would be aware of all aspects of the assignment and how it is coming along. I kept the client up to date with all details at the very beginning and throughout the entirety of the assignment, by allowing the client to know and be informed of essential information for instance; how long the project will commence? Or how the term table for various component of the assignment, and how the assignment was scheduled to be applied into operation.

I also implemented and took into consideration my teams thought through my preparation and reporting. But additionally for the clients and team, but particularly for the possible maintainers of the database. I have composed an instructional manual with important information about the database and all the organisation and preparation for the user interface wireframes, diagrams and data dictionaries, as an outcome of which indicates whatever for the team or for possible maintainers to implement and understand a certain aspect of the database design and implementation they can examine through the accompanying materials about the assistant support guide.

## Your recommendations and decisions:

While putting together an arrangement, I had developed and created a proposal to the client, regarding the design and application for the database. The proposal consisted of many important and valuable details about the database such as; what platform the database would be implemented in? And many more. I put forward an observation about the platform, taking into account and noticing advantages and disadvantages of the platform proposed which was Microsoft Access. I identified the advantages and disadvantages, which would impact and influence the client, so that they are able to thoroughly understand and make a arrangement.

Contained within the proposal, I also offered and submitted a suggested timeframe to accomplish the assignment. The assignment term table of which was 8 weeks. In addition to it all, I also proposed the completion of the concept and layout of the database, analysing and examining what data the client had requested, for the database to hold. The proposal to the client further opened and allowed us to get any recommendations from the client if they encountered any form of issue or worry with my proposal.

## Targets to obtain insights into own performance:

During the assignment, I required to contemplate about my individual and personal achievement and accomplishment while controlling and overseeing the leading direction of the assignment. During the assignment took place, I specified and provided the assignment goals and objectives, which would provide me with a comprehensive understanding into how I preform. Some of these goals and objectives were for instance; milestones from minor ones similar to preceding a particular section of the assignment term table to major ones for example as finalising and concluding the assignment on schedule, while offering and providing a flawless functional database.

There are several goals and objectives for this assignment which if fulfilled or not, could decide on my overall performance on this assignment. Not succeeding in a handful of occasions or a substantial amount of times of these goals and objectives will have a high change of leading my overall performance to be poorly taken action of during this assignment. However, since the assignment so far has been effective in offering an entirely functional and operating database, with all the requirements and recommendations met of the client’s, leads to an overall conclusion that I have performed successfully and effectively. Moreover, I can use the knowledge and understanding obtained within these goals and objectives to assess and identify which aspects of my accomplishments demand improvement.