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Key Concepts Learned:
I learned how to do a project pitch and delivered the project team on my team's behalf. From the last lecture, I learned about how to track project progress and make sure everything stays on schedule. I also explored how projects are closed, making sure all tasks are done before finishing. Version control is important to keep code organized and safe, while saving project data helps with future planning. Finally, I saw how learning from past projects can help avoid mistakes and improve future work.

New Concepts learned:

- Monitoring tracks project progress; controlling involves corrective actions to meet objectives.
- Clear objectives and KPIs provide measurable goals for performance assessment.
- The Critical Path Method identifies essential tasks that determine project duration.
- Earned Value Management integrates scope, time, and cost to evaluate performance.
- Risk management involves identifying, assessing, and mitigating potential project risks.
- Variance analysis compares planned versus actual performance to identify deviations.
- Trend analysis uses historical data to forecast future project performance.
- Resource optimization ensures efficient use of resources without overworking or underutilizing them.
- Regular status meetings help discussions on progress and address issues promptly.
- Stakeholder communication maintains clear and consistent updates to manage expectations.
- Final deliverables ensure all project objectives and contractual requirements are completed.
- Production validation confirms that project outputs function as intended in a live environment.
- Documentation handover transfers all relevant project documents to the client or operational team.
- Post-implementation support addresses any arising issues after project completion.
- Client approval involves obtaining formal acceptance of project deliverables.
- Administrative closure finalizes tasks like contracts and resource release.
- Team debriefing meetings reflect on project successes and areas for improvement.
- Performance evaluation assesses team and individual contributions throughout the project.
- Celebrating success recognizes and rewards the team's hard work and achievements.
- Archiving project documents organizes and stores all materials for future reference.
- Regularly updating project schedules ensures alignment with actual progress.
- Utilizing project management software enhances tracking and collaboration.
- Implementing quality control checks maintains standards throughout the project.
- Conducting stakeholder satisfaction surveys, gathers feedback for improvement.
- Performing financial audits verifies budget adherence and financial integrity.
- Documenting project milestones celebrates achievements and maintains momentum.
- Establishing a centralized repository organizes project documents for easy access.
- Reviewing supplier and vendor performance ensures quality and reliability.
- Assessing environmental and social impacts aligns the project with sustainability goals.
- Implementing continuous improvement processes enhances future project performance.

Application in Real Projects:

- Microsoft Project offers structured methodologies for closing projects, including conducting variance analyses to compare planned versus actual performance, releasing project resources, and archiving documentation for future reference. These practices ensure comprehensive project closure and provide valuable lessons for subsequent projects
- Google emphasizes cross-functional teams and regular inter-team meetings to enhance project coordination and control. This approach ensures alignment across various departments and facilitates effective project monitoring.

Peer Interactions:

- Conducted a simulation of Agile velocity tracking to estimate team performance in a sprint using Azure DevOps.
- Discussed how we can use EVM and milestone reviews in tracking success of our course project.

Challenges Faced:

- It was my first time doing a project, there were a lot of things that I had to learn about.
- Identifying the most relevant project metrics for archiving for our course project took time.

Personal development activities:

- Read about trend analysis and earned value metrics on the web.
- Explored case studies on successful and failed project closures.
- Learned how to build CI/CD pipelines in Azure DevOps

Goals for the Next Week:

- Implement trend analysis techniques in the course project.
- Apply lessons learned frameworks to improve the course project.
- Work on the project feasibility study, solution proposal, project plan, risk assessment and budgeting documents.