LEARNING JOURNAL TEMPLATE

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Course: SOEN 6841 - Software Project Management

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1. Key Concepts Learned

- Project Closure Process (chapter 8): Understanding the systematic stages required to officially shut down a project, including finalizing delivery, obtaining client approval, and ensuring all documents.
- Learning lessons and transfer of knowledge (chapter 8): The importance of reviewing the performance of the project, identifying successes and failures, and documentation of these insights to improve future projects.
- Price Management (EVM) (chapter 7) for project monitoring: Learning how EVM integrates cost and schedule performance and measures the performance and measurement version to track project progress.
- Project Data Collection for Future References (chapter 8): Major decisions to assist important project documents, code repository, performance metrics, and future projects and audit.

2. Application in Real Projects

- Applying the structured project closed (chapter 8): Ensuring that all delivery are verified before a project is closed, client sign -offs are received, and resources are real.
- Conduct postmortem meetings (chapter 8): organizing a session with stakeholders and team members that happened well, what went wrong, and how to improve future projects.
- Monitoring Performance Matrix (chapter 7): Using devices such as priced price analysis and S -Parvas to track project health and improve necessary course.
- Version Control and Source Code Management (chapter 8): Management of the final code repository is to ensure that the final version is properly documented, stored and accessible to future maintenance.

3. Peer Interaction

- Lesson learned Documentation (chapter 8) cooperation: Working with colleagues for documents of major takeaways from the project, helping future teams to avoid general losses.
- Final reviews and response sessions (chapter 8): Acquisition with team members to obtain a response to individual and team performance, promoting the culture of continuous improvement.
- Analysis of performance deviations (chapter 7): Why discuss with the team in some tasks or more budget, and brainstorming solutions for similar issues in future projects.
- Coordination Resources Reallocation (chapter 8): Ensuring that team members are easily infected for new projects after closing, avoid downtime or disabilities.

4. Challenges Faced

- Ensuring smooth knowledge transfer (chapter 8): New teams or maintenance teams can be the time taking time taking project insights and technical documents.
- Management of final documents and data collection (chapter 8): Ensuring all important project documents is stored properly and accessible for future references.
- Handling scope changes in the final stage (chapter 7): The final -minute customer requests can lead to scope crawling, which makes it challenging to close the project on time.
- Finalizing open issues before closing (chapter 8): addressing unresolved tasks or bugs in the final stage to distribute the project as expected.

5. Personal Development Activities

- Master Project Closure Framework (chapter 8): Study industry -standard closed procedures and apply them to future projects.
- Post prospect review techniques improve (chapter 8): Learn how to facilitate structured discussions to extract valuable lessons from full projects.
- Deep understanding of EVMs (chapter 7): Focus on practical applications of price management earned in tracking and project performance improvement.
- Develop a strong knowledge collection strategy (chapter 8): Learn to structure and store project artifacts effectively for easy recovery.

6. Goals for the Next Week

- Deepen my understanding of requirement management, with a focus on efficient handling of frequent change requests.
- Create a sample project plan for "Home Exercise Planner" using a hybrid lifecycle approach, integrating elements from both iterative and Waterfall models.
- Discuss closure techniques and lifecycle model applications with industry professionals to improve adaptability in future projects.
- Investigate **concurrent engineering** techniques to identify potential efficiencies in delivering project phases for "Home Exercise Planner."