**Project management skills I used:**

**Time management** -

By completing my Gantt chart, it allows for myself to be organised. This helps with knowing where I am at with my work so that when it comes to my work, I will know what’s left and and how much I still need to complete as well as my deadline.

The skills have been used throughout each phase of the project. They have primarily been used in the planning stage as opposed to the actual design stage since the planning of my time relied on as they will need to manage the time effectively as well as make sure that everything is completed on time. Planning this project went will since I was able to design my gantt chart very quickly and well, meaning that I was able to view how my time was going to be managed, however, my execution of the project management was quite poor since I ran overtime with my website. **LAD.P8** My personal improvements will be to make sure I am more disciplined and that I follow the gantt chart, in order to increase my chances of completing the entire project.**LAD.M4**

**Communication** -

Good communication will mean that there will be good work from others within the project. As well as this by having good communication with the client, I will know what they are doing want for the project as well as also reducing the likelihood of problems occurring in the project.

In the project, communication is vital during the questionnaire phase since it requires me to provide good quality communication to the people being asked the questions. Providing good quality communication means I had to explain what the questionnaire is for. It also required me to have written well structured questions so that they would be understandable. Doing this has improved my ability to communicate since I had to talk to people asking them to do my questionnaire, this helped me become more confident around people I didn’t know very well. Communication didn’t go so well in aspects such as asking people to fill out my questionnaire at first because I had very little experience doing so, after the first person my confidence grew and by the third person it was much easier to ask for people to fill out my questionnaire. **LAD.P9** In order to improve, I would get more reviews so that I would have a larger range of feedback. This will improve the potential of my design as well as my confidence skills.**LAD.M4**

**Problem solving skills** -

This skill is important as it allows me to come up with different alternatives and solutions. This means that it allows me to analyse the solutions to find the best one for the project.

This skill is used in the design and review stage and will primarily be used to find the best idea which meets all of the requirements. This is done by understanding what the designs have best about them and their worst features, combining them, and then creating a design that will execute as many requirements as possible and to make sure that there were as little setbacks as possible. The problem solving occurs once I have received the reviews and feedback about the designs I have created. Problem solving is a means of understanding which design is better than which and why. The design with the least negative feedback is the main structure to the final design. And any differences between the two should be considered, especially if there were any advantages to the other design as opposed to the chosen design. My success went quite well since I was able to analyse the differences between the designs to come up with a final design that executed as many of the requirements as possible. **LAD.P9** In order to have improved this, it would be useful if there was a much larger reviewing audience so that my feedback would be more stable as opposed to having 2-3 reviewers.**LAD.M4**

**Creativity skills** -

This skill is important in project management since it will allow the project to stand out when being developed. If the all of the skills are used during the management stage it may cause the actual project to take longer, especially if there is a much more content included in moodboards and sitemaps since it would take up many more working hours to complete so if there is some creativity but also some simplicity it may take the desired time to complete. If there is too much creativity and time spent on the moodboards and sitemaps and something goes wrong in the implementation process, it may take too long to redesign them.

In project management the creativity skill is primarily used in the design phase to make moodboards, mockups, sitemaps, flow diagrams and questionnaires.

I was able to design mockups that were not very creative so I was not very successful at this skill. **LAD.P8**In terms of improvements, I should have used my mood board more in order to produce a design that was eye-catching, authentic, professional as well as neat. **LAD.M4**

The website has some creative skills on it. For example, some of the buttons on the website are images. The images are a box with the label of the button inside of them. They all show when the page is loaded, however if there is something wrong with any of the files, they all have alternate text so that they will still show a label if the image doesn’t work. The website is majorly black and white so that it can look professional and authentic, however, the website uses images that are flooded with colour to provide the plain page with some colour to increase its attraction to the primary target audience and any secondary audiences. **LAD.P8**

**Documentation** -

Documentation is important in project management because it allows you to prove that you have completed certain areas or the project, it also allows for you to reflect upon that area of the project in order to provide improvements. Throughout this project, I accurately documented what I did throughout the phases in my reflective diary. Accurately documenting this information allowed me to understand what I did successfully and what I did that needed to be improved.**LAD.P8** If I was to do this or a similar project again, I would make sure that I take more documentation in order to understand more things that went well and more things that I could improve about the project.**LAD.M4**

**Behaviours:**

**Time planning** -

Time management is important in the project as it allows for the project to be managed effectively with tasks being set to certain time-scales and then needing to be completed on time in order to please the client and meet the user requirements.

This behaviour needs to be applied throughout the entire project due to each phase having a set time to be completed with tasks being completed on time to ensure that the project is completed on time. **LAD.P9**

**Etiquette** -

My etiquette was important in this, since I had to make sure my behaviour was appropriate in order to complete the work. I was quite successful at this besides the fact that I was struggling for time due to my lack of self discipline. **LAD.P9** If I were to do this again, I would make sure that I had much more discipline so that I could complete my work, as well as free myself from work so that I can work on my project. **LAD.M4**

**Leadership** -

Leadership played an important role in my work since I had to act as a leader in order to decipher what work would be done and when in order to reach my deadline, however it wasn’t very strong since I did not complete all of the work in the time scales I has planned them for; meaning that I needed to spend more consecutive time working.**LAD.P9**

**Taking responsibility** -

Taking responsibility is important since the majority of the project will need to be done individually. It includes doing things such as writing the questionnaire, mockups, wireframe and the design of the website. It also helps for time management since the person doing the project will need to be responsible for what they plan out and what they complete as well as making sure they are aware of all of the risks and drawbacks that may happen.

In project management, this behaviour is vital to the succession of the project since if the individual responsibility isn’t done, or completed well, it could provide some major problems when a deadline is approaching and there is a lot of work to do or fix.**LAD.P9**

**Where it was applied:**

**Brief analysis phase** -

**Planning** -

This phase used time planning and time management behaviours. This is important as it ensures that the project is thought out as much as possible in order to identify all of the ideas and solutions, to then choose the best solution and make sure that all possible issues that could occur have been thought out on avoid them as well as the ability to cut down time by having planned out what solutions will work better and have the least issues.

**Design** -

The design stage needed to be planned out well because of the potential time that some of the design processes could be done in. For example, the wireframe had taken more time to make than the moodboard because it required more attention and accuracy, whereas the mood-board only needed to have ideas on it. My wireframe didn’t take too long since i had designs that I liked and wanted to use, however, my planning was not as good meaning that the time in which I did my wireframe could have been used to start writing the website. If I were to complete this project again, I would make sure I stick to my time management in order to provide me the best access to achieving this project’s completion leaving me enough time to improve any of my errors.**LAD.P8**

**Design review** -

The design review stage needed communication skills since, in order to get a very accurate response from the reviewers, I needed to make my questionnaire have understandable answers as well as the test log having understandable tests and comments. Communication also needed to be applied in asking peers to review my questionnaire and my test log. I did this well since the reviewers were able to answer my questions and provide good results as well as fill out my test log.**LAD.P9**

**Production** -

In the production stage, planning needed to be used, on a gantt chart. This was because I needed to make sure that all of the design was ready before I started making a website by ‘taking stabs in the dark’. I had to make sure that my Gantt chart was up to date as well as the mockups being completed and the wireframe being ready. I was somewhat successful in terms of having my mockup designs ready, but I did not have my wireframe completed in time so I did not have that in order to start developing my website. If it was to be done again, I would make sure that my self discipline was enough in order to make sure that I followed my planned time correctly and was able to produce results quicker and allow for more fixes if needed.

**Testing** -

I needed to make my test log have understandable tests and comments. Communication also needed to be applied in asking peers to review my test log. I did this well since the reviewee was able to answer my log and provide good results. If I were to do this project again, I would make sure I got a wider range of answers, but because of my limited time for the project I was not able to do so.

**Progress Review (Reflective diary) -**

is important in project management because it allows you to look back on your progress within each phase of the project that is being carried out. For each phase, it is vital that the client requirement is noted, what has been done about the requirement, its success and how it could be improved. The documentation can be done as a reflective diary like I have done myself throughout the planning, design and implementation phases. I did my documentation well during the final phase where I was able to explain a good amount about the project I have done. However, my documentation was quite minimal throughout the stages since multiple of the stages required identifying the same requirement, yet I was able to identify some requirements that were unique to the phase.**LAD.P8** In order to improve this, I will need to be able to review each individual requirement providing more detail allowing myself to understand more about what I did well and how it could be improved.**LAD.M4**

**Problem solving skills/ Computational thinking -**

Problem solving is important in this project or any other project since, if there were no solutions, there would just be problems and the project would just fail, having problem solving skills allows for a project to be able to overcome issues that may occur, even if they extend the time that is predicted for the project to be completed in. This skill is used in the design and review stage and will primarily be used to find the best idea which meets all of the requirements. My success went quite well since I was able to analyse the differences between the designs to come up with a final design that executed as many of the requirements as possible.**LAD.P8** In order to have improved this, it would be useful if there was a much larger reviewing audience so that my feedback would be more stable as opposed to having 2-3 reviewers.**LAD.M4**

**Risk Management -**

Risk management is important in project management because it will allow for risks that have been noted in the risk assessment to be analysed, overcome and therefore avoided. The risk assessment should be taken in the planning phase and will be considered throughout the entire project, since that is what the risks are about. When creating my risk assessment I made sure that I included all of my time that it would take me to travel and my extra work that was unavoidable, however, to plan ahead, I made sure that I had plenty of time off of work in order to implement more time into this project which allowed me extra time to complete certain aspects. However, some of my risks were deceived and undermined, work ended up taking up more time at certain points due to certain variables therefore denying me some of my free time to work on the project.**LAD.P9** If i was to complete this project again, I would make sure that I was prepared for events such as that to occur.**LAD.M4**

**Functional Requirements -**

Functional requirements is an important stage within the project since it requires the project group to collect as many requirements as possible and separate them into functional and nonfunctional requirements. These requirements are essential to the project since they allow for the project to be designed around the requirements including as many as possible (ideally all of them), but it will be helpful to the developers and other project members cine it will create targets for the group to reach. I was able to identify requirements from the brief I was provided in order to know the requirements that I needed to implement. However, I was not able to identify any other requirements that may be needed for any other audiences such as the secondary target audience. In order to improve this if i was to carry out this project again, I would make sure that I have covered any requirements that may be for any other audience.**LAD.D4**

**Idea generation -**

Throughout any project, idea generation is required in order to produce estimate designs that will need to be reviewed. I was able to create two mockup designs that were very opposing. These designs were an important role for me to come up with a final design that would allow me to hit as many of my target requirements as possible. However, my designs were not so creative. One used random colours that made it look unattractive and unprofessional, whereas the other used no colour but remained professional. The attractiveness for the design came from the pictures I used on the designs to provide the correct balance of colour. In order to improve this, I think it would be wise if i had created more designs and got them all reviewed so that I would have a better range of feedback allowing me to create a design that was mixed between them all.**LAD.D4**

**Gantt Chart -**

Gantt charts are important in project management because it allows for the project crew to be able to observe their own and their team’s progress within the project as well as other tasks they have completed or yet to complete. The gantt chart is created during the planning stage. From there the gantt chart is used throughout each of the stages and phases of the project.By completing my Gantt chart, it allowed for me to be organised I was able to design my gantt chart very quickly and well, meaning that I was able to view how my time was going to be managed, however, my execution of the project management was quite poor since I ran overtime with my website. My personal improvements will be to make sure I am more disciplined and that I follow the gantt chart, in order to increase my chances of completing the entire project.**LAD.D4**

**Evaluation** -

This skill is important because the product can be fully reviewed and reflected on so that improvements can be identified and decided as well as understanding what went well so that if the project was completed again, the situations and solutions that went well will be done again whereas the issues that occured could be fixed. **LAD.D4**