



Module	Portfolio	Assessment Type
Collaborative Development (5CS024)	1	Individual Report

Agriculture Information Management System – Project Manager

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Group : L5CG2 Group E
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Submitted on : 11/04/2022

Acknowledgement

As the project manager of Agriculture Information Management System, I would like to thank every person who has helped me to ensure smooth and successful implementation of the requirements of the project. I would also like to thank the Herald College Kathmandu for offering me the chance to lead this project and gather an experience of real-world project management that I wouldn't have gotten from anywhere else.

I would also like to thank my team members, Prajwal Adhikari and Sugat Paudyal, for doing proper collaboration with me which helped flow the project's progress smoothly. I would also like to thank my family and friends for constantly motivating me to push myself through the limits which helped me to face the challenges that I got with the role of project manager. I also wouldn't be able to complete in time without proper guidance from my peers, friends, and teachers.

I would like to thank Uday Kandel sir for teaching the contents in the lecture with great motivation and energy which increased my attention in the lecture. I would also like to thank my tutor, Mr. Anmol Adhikari, for providing support and feedbacks on this task due to which I was able to correct many mistakes. I, personally, would like to thank Anmol Adhikari sir even more for the time he allocated to help me gain feedbacks on my work, and to detect the mistakes and errors in this sprint's coursework and solve them.

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Self-appraisal form

Student number	2058939	Name	Sujan Neupane
Project	Agriculture Information Management System	Date	April 11, 2022
Role	Project Manager	Team	L5CG2 (group E)
Sprint (1 or 2)	1		

Personal objectives – performance measurement

Objectives	Evidence provided	Evaluation Student / tutor
Risk Analysis	<p>Risks, if they arise, can hinder the progress and steadiness of a project. In our project, I did every team meeting by keeping the type of risk and their possibilities of occurrence in mind. Similarly, I also reviewed the implications of each risk, as well as risk mitigation measures and risk management. As the project manager, I gave highest attention and importance to preventing risks from occurring and mitigating and contingent actions for corresponding occurred risks were also prepared properly.</p> <p>The evidence is provided as a risk analysis report and risk management table in the appendix A.</p> <p>Link to Appendix A</p>	9
Tutor feedback:		

Objectives	Evidence provided	Evaluation Student / tutor	
People Management	<p>I used Gantt-Chart and WBS to document and present the progress of the project. I used Basecamp as a platform to assign tasks to business analyst and developers, and schedule meetings with team members and client. I used Basecamp to maintain constant communication with other members regarding project progress. I also used Basecamp to share files relating to the project. Altogether, I used Gantt-Chart, WBS, and Basecamp to manage project and team members with high effectiveness and efficiency.</p> <p>Screenshots of basecamp and Gantt-chart, WBS, and meetings are provided as the evidence.</p> <p><u>Link to Appendix B</u></p>	9	
Tutor feedback:			
		18/20	/20

Collaboration Document

Evidence of good collaboration

1. Good communication and file sharing

Through basecamp, I shared necessary files by uploading them in Docs and Files. I constantly messaged and interacted with other team members through campfire to smoothen collaboration with other members. I uploaded the meeting's agenda beforehand and scheduled the meeting on basecamp so that others can join the meeting by understanding the agenda. As a project manager, I also put tasks on To-Do lists for the business analyst and developer to meet deadlines. I also created a private discord server for informal communication.

The evidence is provided as screenshots of basecamp and discord.

[Link to Appendix C](#)

2. Continuing Personal Development (CPD)

To improve my team and project management skills, I took many classes on YouTube and took help and ideas from tutors and seniors. To hone my skills as a project manager, I took a specialization course named Business Analysis & Process Management from Coursera. This course helped me learn knowledge and ideas relating to managing processes, business, teams, and projects, which will ultimately improve my effectiveness as a project manager in the next sprint.

The evidence is provided as the screenshots of YouTube courses, Coursera specialization and links to the courses undertaken. A 500-word report is also given.

[Link to Appendix D](#)

3. Issue tracking

There are always bugs in a project. As a project manager, I was responsible for supplying precise insight and guidance to the team and ensuring that the product's requirements were met properly. In the Docs and files in basecamp, I constantly provided feedback and traced issues on the uploaded files on basecamp. I also learnt JavaScript and node.js to assist the developer to solve issues. In collaboration with the developer, I performed issue tracking and solved them on GitHub.

Screenshots of personal contributions to GitHub and reviewing uploaded documents by business analyst are provided as evidence.

[Link to Appendix E](#)

Appendix A

1. Risk Analysis Report

1.2 Risk Analysis

Risk analysis can be defined as the process of identifying and managing future issues that can result in a potential loss for an organization or a project (Rosencrance, 2021). There are many risks related to a project. To be sure that, if such risk occurs and the resulting damage is minimum, such risks need to be analysed properly to create countermeasures. Risk analysis helps the organization mitigate the risks related to the projects. (Bridges, 2022) While analysing potential risks, possibilities of unfortunate events caused by natural disasters, project management issues, and performance problems also need to be considered. One of the most important steps of risk analysis includes the identification of potential damage these events cause, and the possibility of such unfortunate events occurring (MindTools, 2022).

1.2 Possible Risks

There were several possible risks related to our project like project management risks, software risks as well as human health risks. There was a risk of team members not attending client meetings due to illness and personal reasons. Due to illness, the developer and business analyst could not be able to complete assigned tasks by the due date. Our project was also subject to technical risks like hardware and software crashes. (Indeed Editorial Team, 2021) If our laptop had been damaged due to some reasons while doing a task that we hadn't backed up on the cloud, our project's progress would have been hindered. If the project manager had been unable to manage the project properly by properly allocating resources, the entire project would have been subjected to jeopardy. Additional risks like miscommunication, team members leaving projects, etc could have also hindered our progress. There was also significant risk relating to the developer's choosing of certain technologies, as such technologies were very hard to implement, which could have resulted in changing key technologies in the middle of the project (Project, 2021).

I will also add a risk matrix below showing the level of risk and the probability of such risks occurring.

		Impact or severity				
		Insignificant	Minor	Moderate	Major	Catastrophic
Probability or Likelihood	Very Likely				Disagreements between team members	Team member leaving project
	Likely			Team members attending meetings late		
	Possible				Choosing difficult technologies	
	Unlikely	Hardware damage risk				
	Very Unlikely					

Table 1 Risk Matrix

1.3 Impact on the project

There are mainly two types of risks: Positive risk and Negative risk. Positive risk can be defined as the possibility of an event occurring that can have a positive impact or result on a project. Similarly, with respect to the level of effect a risk can produce, risks can be classified as minor and major risks. If an occurrence of certain events that lead to our project being delivered late, or not being delivered at all, can be classified as a major risk. Such a type of risk can have a detrimental effect on a project's progress. Some examples of such risk are team members not attending meetings on time. Meetings are an integral part of software development. If team members are not available in the meeting, ideas and methods cannot be shared effectively, which will ultimately slow down a project's progress. There were times when the presence of team members at the meeting was uncertain. It would have slowed our project's progress down. There was also a significant risk of conflict between our project's developer and business analyst regarding the wireframes of the project. Our progress as a team would have been rendered useless if the conflicts and feelings between team members had manifested and resulted in team members departing our project. The probability of such risk occurring was very low for our project, as we had only three members in our team. There was a lower chance of hardware fault risk in our project. All of our team members had our laptops in good condition with insurance available if necessary. So, the risk of hardware fault was, overall, low. Therefore, hardware risk would have a lower possibility of an impact on our progress. Finally, if these risks had occurred, it would have caused not just a major delay but also a significant increase in the overall cost of completing our project (Impact Project Management, 2022).

1.4 Possible Solutions

I oversaw identifying, analysing, mitigating, and monitoring the risks that could slow down our project as a project manager. To begin, I identified all risks associated with our project and used a risk matrix to analyse and rank them based on their likelihood and impact. I then developed risk-mitigation strategies to minimize the risk's effect. Hardware failures were one of the risks that had a very low possibility of occurring, as previously stated. Because our team members had continuously updated the project's files on Google Cloud, the risk of losing our data was also very minimal. Similarly, as a project manager, I scheduled weekly meetings with team members in advance to ensure that no one was unable to attend due to a scheduling issue. This step also reduced the chances of a member showing up late or missing a meeting.

In the next page, I will add the risk management table showing the type of risk, its severity, mitigating action, contingent action, status, and impact.

ID	Description	Risk occurring	Indicator	Impact if risk occurs	Owner	Mitigating Action	Contingent Action	Status
1	Team members are not present on scheduled meeting time	High	-	High	All	Schedule and hold meetings on time by informing all members	Tell the absent members to be on time from next meeting and notify with a proper email if can't attend meeting beforehand	Open
2	Hardware Malfunction	Medium	-	Low	All	frequently check if the device is working properly or not and upload files daily to the cloud	Take the device to a mechanic	Open
3	Bugs	High	-	High	Developer	Be well known of technology being used and write code in small blocks for easier debugging	Contact professional developers or teachers, and do proper research on google and YouTube	Open

4	Health Issues	High	-	High	All	Do exercise daily, and be cautious of the diet	Go to the nearest hospital as soon as possible for check-up	Open
5	Change in project propose and scope	Low	-	High	All	Discuss the purpose and requirement of the project with client properly	Provide the sponsor/client with relevant scope of the project	Open
6	Missing deadlines	Medium	-	High	All	Be very careful and aware of the deadlines and project's progress	Create proper time management strategies and apply them	Open
7	Conflicts in team	High	-	High	All	Properly define members' roles and responsibilities	Solve the conflicts within a team professionally by addressing each party's problems	Open
8	Improper team management	Low	-	High	Project Manager	Make proper use of allocated resources and hold meetings with client on time	Research and learn team management strategies from coursera or google	Open

9	Incomplete or Incorrect UML diagrams	Medium	-	High	Business Analyst	Create proper UML diagrams by researching about them from internet	Contact professionals and teachers to find and correct mistakes on the diagrams	Open
10	Changing core tools and technologies	Low	-	High	Developer	Choose proper tools and technologies based on developer's skillset	Learn the corresponding tools and technologies from coursera and google	Open

Table 2 Risk Management

From the risk management table above, we can clearly analyse the possible risks, impact on the project, and possible solutions to such risks.

Appendix B

For the people and project management portion, I will add images from Basecamp, Gantt-Chart, WBS, and meetings.

1. Gantt-Chart

I have added the screenshot of the Gantt-chart below.

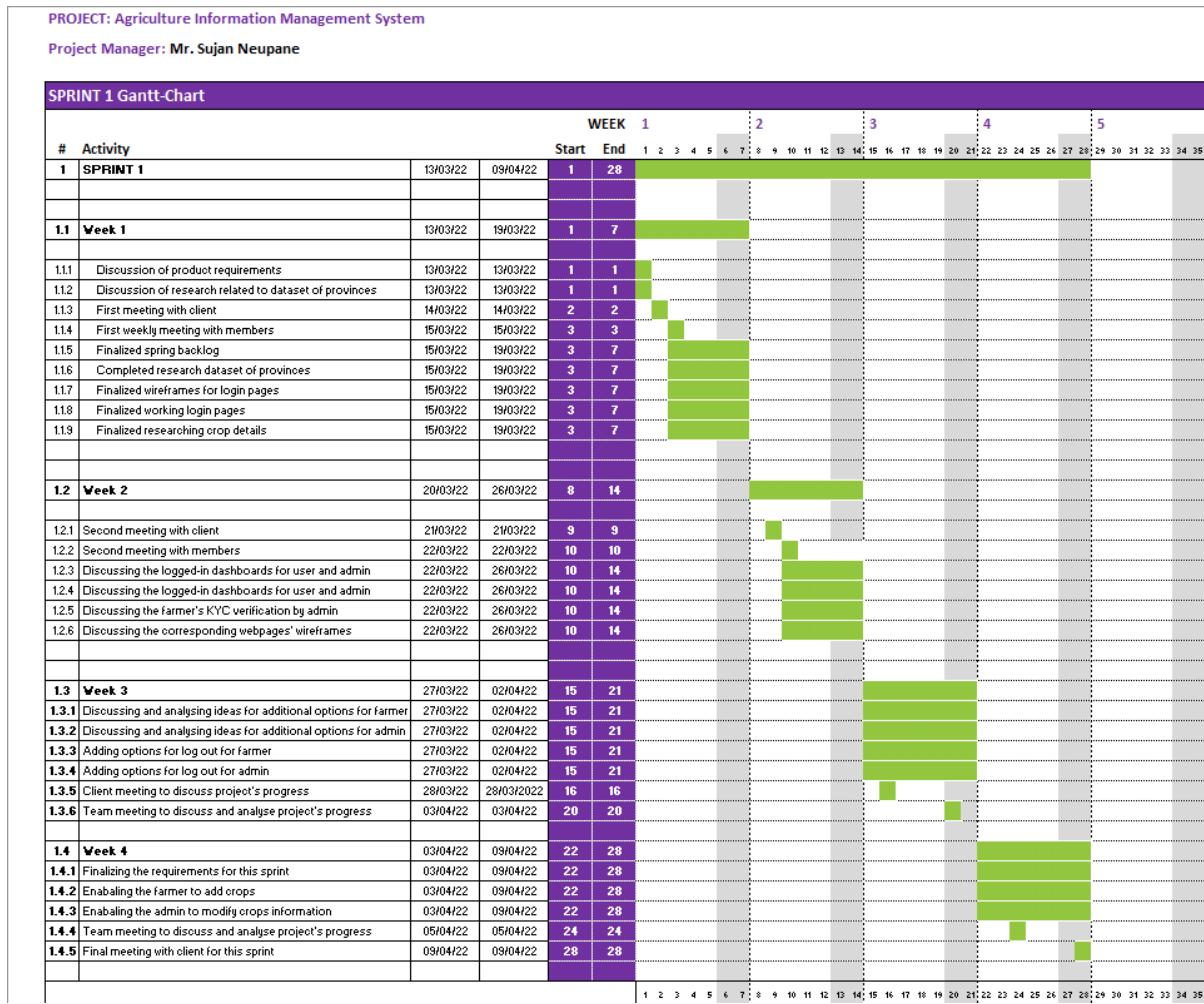


Figure 1 Gantt-Chart

2. Work Breakdown Structure (WBS)

I will add the table below showcasing the breakdown of the work structure for sprint 1 of Agriculture Information Management System.

Scrum Master: Mr. Sujan Neupane

Project: Agriculture Information Management System

Sprint: 1

No	Type of task	Description of task	Responsible person(s)	Deadline	Status
1	Week 1				
1.1	Sub-task	Discussing sprint backlog of the product	Sugat Paudyal	21/3/2022	Completed
1.2	Sub-task	Researching and getting provinces data	Sujan Neupane	21/3/2022	Completed
1.3	Sub-task	Researching and getting crop data	Sujan Neupane	21/3/2022	Completed
1.4	Sub-task	Finalizing wireframes for login/sign up pages	Sugat Paudyal	21/3/2022	Completed
1.5	Sub-task	Finalizing working webpages for login and signup	Prajwal Adhikari	21/3/2022	Completed
2	Week 2				
2.1	Sub-task	Working page for KYC verification	Prajwal Adhikari	28/3/2022	Completed
2.2	Sub-task	Working page for user to input credentials	Prajwal Adhikari	28/3/2022	Completed
2.3	Sub-task	Admin's working dashboard	Prajwal Adhikari	28/3/2022	Completed
2.4	Sub-task	User's working dashboard	Prajwal Adhikari	28/3/2022	Completed

2.5	Sub-task	Creating corresponding wireframes	Sugat Paudyal	28/3/2022	Completed
3	Week 3				
3.1	Sub-task	Adding options for log out for admin	Prajwal Adhikari	02/04/2022	Completed
3.2	Sub-task	Adding options for logout for farmer	Prajwal Adhikari	02/04/2022	Completed
3.3	Sub-task	Creating wireframes for logout for admin	Sugat Paudyal	02/04/2022	Completed
3.4	Sub-task	Creating wireframes for logout for farmer	Sugat Paudyal	02/04/2022	Completed
4	Week 4				
4.1	Sub-task	Working webpage for farmer to add crops	Prajwal Adhikari	11/04/2022	Completed
4.2	Sub-task	Working webpage for admin to modify crop details	Prajwal Adhikari	11/04/2022	Completed
4.3	Sub-task	Wireframes for farmer to add crops	Sugat Paudyal	11/04/2022	Completed
4.4	Sub-task	Wireframes for admin to modify crop details	Sugat Paudyal	11/04/2022	Completed

3. Basecamp

As a project manager, I am responsible to manage project as well as people. I will add screenshots of team management done on basecamp below.

As a project manager, first thing I did was by creating a project named “Agriculture Information Management System”.

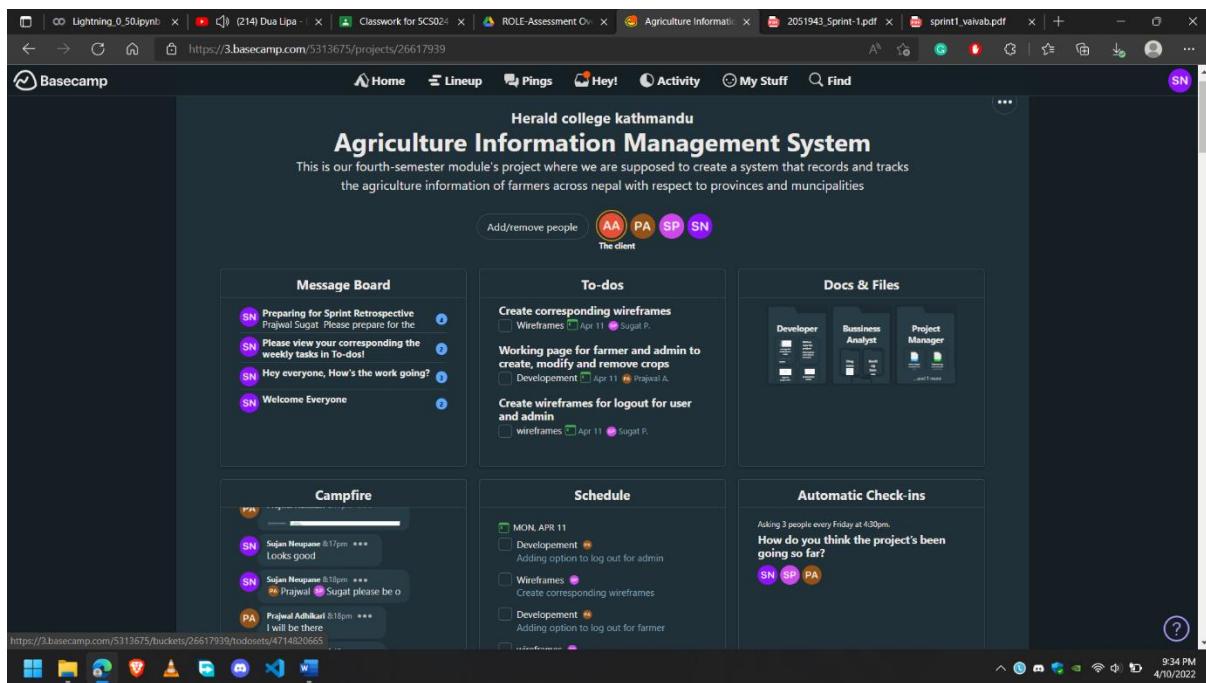


Figure 2 Creating Project in Basecamp

Then, I added the other team members like developer and business analyst as well. I also added the client in the basecamp's project.

The screenshot shows the 'Lineup' section of a Basecamp project titled 'Herald College'. It lists team members and clients:

- Herald College**:
 - Sujan Neupane (Project Manager at Herald College) - status: On the project
- Everyone else**:
 - Prajwal Adhikari (Developer at Group 5 (CG2)) - status: On the project
 - Sugat Poudyal (Business Analyst at Group 5 (CG2)) - status: On the project
- Herald college kathmandu** (The Client):
 - Anmol Adhikari (Client at Herald college kathmandu)

A note at the top explains project member visibility: "If someone is **On the project**, their avatar will show up at the top of the project and they'll be notified when someone chats in the Campfire. People who are **Just following** won't hear from the project unless someone specifically @mentions them, assigns them a to-do, or loops them into a thread."

Figure 3 Adding people on the project

As a project manager, I also added task for business analyst and developer to be completed on designated time. I did this through the To-Dos portal on basecamp.

The screenshot shows the 'To-dos' page with the following tasks listed:

- Create corresponding wireframes**:
 - Completed (green dot)
 - Mon, Apr 11 by Sugat P.
- Wireframes**:
 - Pending (orange square)
 - Mon, Apr 11 by Sugat P.
- Working page for farmer and admin to create, modify and remove crops**:
 - Completed (green dot)
 - Mon, Apr 11 by Prajwal A.
- Development**:
 - Pending (orange square)
 - Mon, Apr 11 by Prajwal A.
- Create wireframes for logout for user and admin**:
 - Completed (green dot)
 - Mon, Apr 11 by Sugat P.
- wireframes**:
 - Pending (orange square)
 - Mon, Apr 11 by Sugat P.
- Adding option to log out for farmer**:
 - Completed (green dot)
 - Mon, Apr 11 by Prajwal A.
- Development**:
 - Pending (orange square)
 - Mon, Apr 11 by Prajwal A.

Figure 4 To-Dos on Basecamp

Similarly, I also created appropriate folders in the docs and files folder such that team members can share files to each other for smooth functioning of the project.

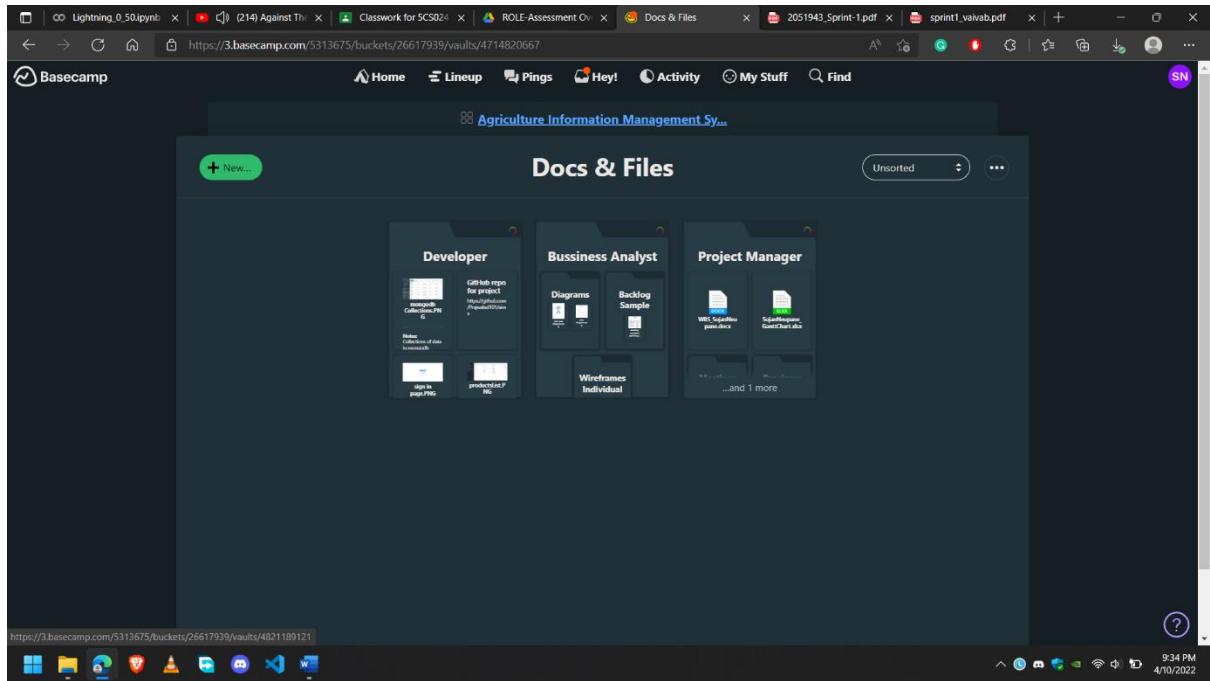


Figure 5 Docs and Files in Basecamp

Finally, using the schedule option on basecamp, I held meetings with team members as well as with client.

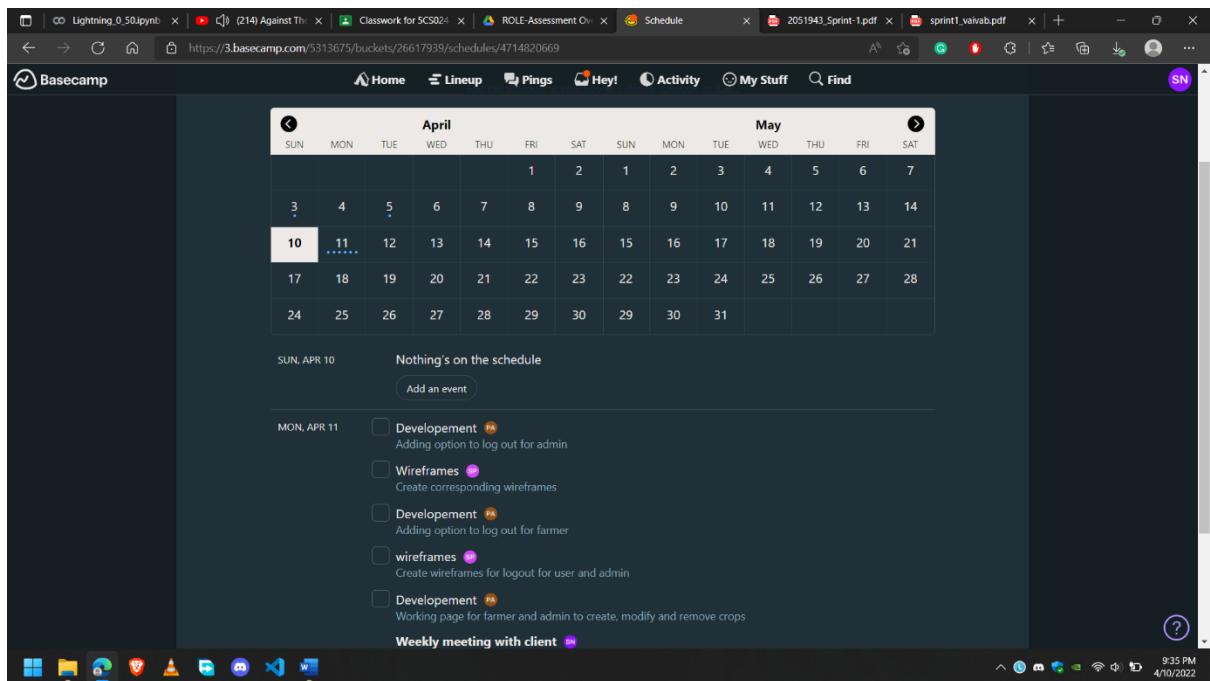


Figure 6 Scheduling meetings

4. Meeting minutes

As a project manager, I, with the help of basecamp, held 8 meetings in total for sprint 1. I held 4 meetings with client and team members each. I will add screenshots of the meetings below.

The image below is of the first meeting with client which was scheduled on first week of the sprint.

First Meeting with Client 60 Minutes			
Date: 14/3/2022 Section: L5CG2 Group: L5CG2 Group E Location: TR-01 Dudley			
Agenda:			
<ul style="list-style-type: none">• Gathering and finalizing requirements• Discussing the login pages for admin and user in the project• Finalizing the steps to begin working in the project			
Meeting Outcome:			
<ul style="list-style-type: none">• Finalizing the project requirements• Start Creating the login pages for admin and user in the project			
Attendance:			
14 th March 2022 Sujan Neupane, Project Manager, Attendance: Present Sign <u>Sujan</u>			
Sugat Poudyal, Business Analyst, Attendance: Present Sign <u>Sugat</u>			
Prajwal Adhikari, Developer, Attendance: Present Sign <u>Prajwal</u>			
Date	Sujan Neupane	Sugat Poudyal	Prajwal Adhikari
14-Mar-2022	P	P	P

P = Present, A = Absent (apology received), A = Absent (no apology received)

Agenda for Next Meeting:

- Discussing the interface after user logs into the system
- Discussing the interface after admin logs into the system
- Finalizing the ideas on the interfaces of homepage of user and admin



A handwritten signature in black ink, appearing to read "Sujan Neupane" followed by the date "14 Mar 2022".

Figure 7 First Client Meeting

The image below is of the first meeting with team members which was scheduled on first week of the sprint.

First Meeting With Team Members

Date: 15/3/2022
Section: L5CG2
Group: L5CG2 Group E
Location: Cafeteria, Herald College Kathmandu (HCK Block)
Time: 11:00 am to 12:00 pm

Agenda:

- Discussing requirements and product backlog
- Discussing wireframes for login and signup pages for user and admin
- Discussing the research regarding dataset of provinces and municipalities
- Discussing regarding Gannt-Chart, and crops details across province 2

Meeting Outcome:

- Finalizing the dataset containing the provinces and municipalities
- Create understanding between Business Analyst and Developer regarding login pages

Attendance:

15th March 2022
Sujan Neupane, Project Manager, Signature Sujan

Sugat Poudyal, Business Analyst, Signature Sugat

Prajwal Adhikari, Developer, Signature Praj

Date	Sujan Neupane	Sugat Poudyal	Prajwal Adhikari
15-Mar-2022	P	P	P

P = Present, AP = Absent (apology received), A = Absent (no apology received)

Agenda for Next Meeting:

- Finalizing the Gannt-Chart for upcoming week with client
- Finalizing the WBS for upcoming week with client
- Research 10 crops and their market rate

Client Signature Jyoti 16 March 2022

Figure 8 First meeting with team members

The image below is of the second meeting with client which was scheduled on second week of the sprint.

Week 4 Meeting with Client
60 Minutes

Date: 21/3/2022
Section: L5CG2
Group: L5CG2 Group E
Location: TR-01 Dudley

Agenda:

- Finalizing wireframes of login/signup pages
- Finalizing login and sign-up pages
- Finalizing the 10 agricultural products selected
- Finalizing the data containing provinces and municipalities.
- Discussing product backlog for sprint 1 with client
- Discussing Gantt-chart with client
- Discussing WBS with client

Meeting Outcome:

- Finalizing the WBS and Gantt-chart
- Finalizing product backlog for sprint 1

Attendance:

21st March 2022

Date	Sujan Neupane	Sugat Poudyal	Prajwal Adhikari
21-Mar-2022	P	P	P

P = Present, AR = Absent (apology received), A = Absent (no apology received)

Agenda for Next Meeting:

- Discussing logged in interfaces for admin
- Discussing logged in interfaces for farmer

Client Signature

Figure 9 Second client meeting

The image below is of the second meeting with team members which was scheduled on second week of the sprint.

Second Meeting with Team Members

Date: 22/3/2022
Section: L5CG2
Group: L5CG2 Group E
Location: Cafeteria, Herald College Kathmandu (HCK Block)
Time: 11:00 am to 12:00 pm

Agenda:

- Discussing the wireframes of logged in interfaces for admin
- Discussing the wireframes of logged in interfaces for user
- Discussing the logged in interfaces for admin
- Discussing the logged in interfaces for user

Meeting Outcome:

- Start working on wireframes of logged in interfaces for admin and user
- Start working on logged in interfaces of user

Attendance:

22nd March 2022

Sujan Neupane, Project Manager, Signature 

Sugat Poudyal, Business Analyst, Signature 

Prajwal Adhikari, Developer, Signature 

Date	Sujan Neupane	Sugat Poudyal	Prajwal Adhikari
22-Mar-2022	P	P	P

P = Present, AP = Absent (apology received), A = Absent (no apology received)

Agenda for Next Meeting:

- Showing the logged-in interfaces to the client
- Showing the wireframes for logged-in interfaces to the client
- Collecting feedbacks from the client

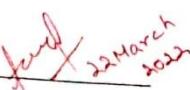
Client Signature 

Figure 10 Second meeting with team members

The image below is of the third meeting with client which was scheduled on third week of the sprint.

Week 5 Meeting with Client
60 Minutes

Date: 31/28/2022
Section: L5CG2
Group: L5CG2 Group E
Location: TR-01 Dudley

Agenda:

- Updating weekly Gantt-Chart with client
- Updating weekly WBS with client.
- Showing baseline to the client.
- Showing weekly progress to the client.
- Asking feedbacks from the client.

Meeting Outcome:

- Getting proper feedbacks from the client regarding progress.
- Getting ideas from client and members regarding next steps in the project.

Attendance:

Date	Sujan Neupane	Sugat Poudyal	Prajwal Adhikari
31/28/2022	P	P	P

P = Present, A = Absent (apology received), AB = Absent (no apology received)

Agenda for Next Meeting:

- Start working on admin's webpages
- Discuss ideas on farmer's and admin's remaining requirements.

1. Excellent work till now.

Client Signature: 
28 March 2022

Figure 11 Third client meeting

The image below is of the third meeting with team members which was scheduled on third week of the sprint.

Week 5 Meeting with Team Members

Date: 04/03/2022
Section: L5CG2
Group: L5CG2 Group E
Location: Discord
Time: 08:30 PM – 09:00 PM

Agenda:

Discussing the progress of the project. Analyzing the next steps to take for finalizing the development portion of the sprint. Generating ideas for adding additional options to user and admin like logging out manually. Preparing the ideas to finalizing the sprint requirements.

Meeting Outcome:

Ideas for finalizing the development portion of the sprint. Ideas for adding additional options to user like logging out manually.

Attendance:

Sujan Neupane, Project Manager, Signature 

Sugat Poudyal, Business Analyst, Signature 

Prajwal Adhikari, Developer, Signature 

Date	Sujan Neupane	Sugat Poudyal	Prajwal Adhikari
04/03/2022	P	P	P

P = Present, A = Absent (apology received), A = Absent (no apology received)

Agenda for Next Meeting:

Discussing and start working on finalizing the requirements of the sprint for the project.

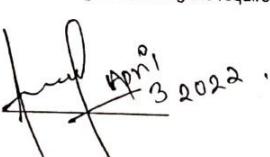
Client Signature 
APRIL 3 2022

Figure 12 Third meeting with team members

The team meeting that held on week 3 was on google meet link shared on discord. Therefore, I will attach the google meet image below.



Figure 13 Online meeting held on google meet

From the image above, we can clearly see that the week 3 meeting with team members was held on google meet through online medium.

The image below is of the fourth meeting with team members which was scheduled on fourth and final week of the sprint.

Week 6 Meeting with Team Members

Date: 04/05/2022
Section: L5CG2
Group: L5CG2 Group E
Location: Cafeteria, Herald College Kathmandu (HCK Block)
Time: 11:00 to 12:00 pm

Agenda: Discussing the final requirements to be completed in the sprint, discussing the requirement to be completed regarding admin's crop editing ability and farmers crop adding ability.

Meeting Outcome: Finalizing the final requirements to be completed in the sprint, finalizing the requirements to be completed regarding admin and farmers ability to add and update crop information

Attendance:
Sujan Neupane, Project Manager, Signature Sujan
Sugat Poudyal, Business Analyst, Signature Sugat
Prajwal Adhikari, Developer, Signature Prajwal

Date	Sujan Neupane	Sugat Poudyal	Prajwal Adhikari
04/05/2022	P	P	P

P = Present, - = Absent (apology received), A = Absent (no apology received)

Agenda for Next Meeting:
Discussing the Sprint retrospective and review

Client Signature Jyoti April 2022

Figure 14 Fourth team meeting of the sprint

5. Meeting Schedules

As the project manager, I was responsible to schedule meeting on basecamp. I will add below the meetings that I scheduled on basecamp.

The image below shows the first meeting scheduled with team on basecamp.

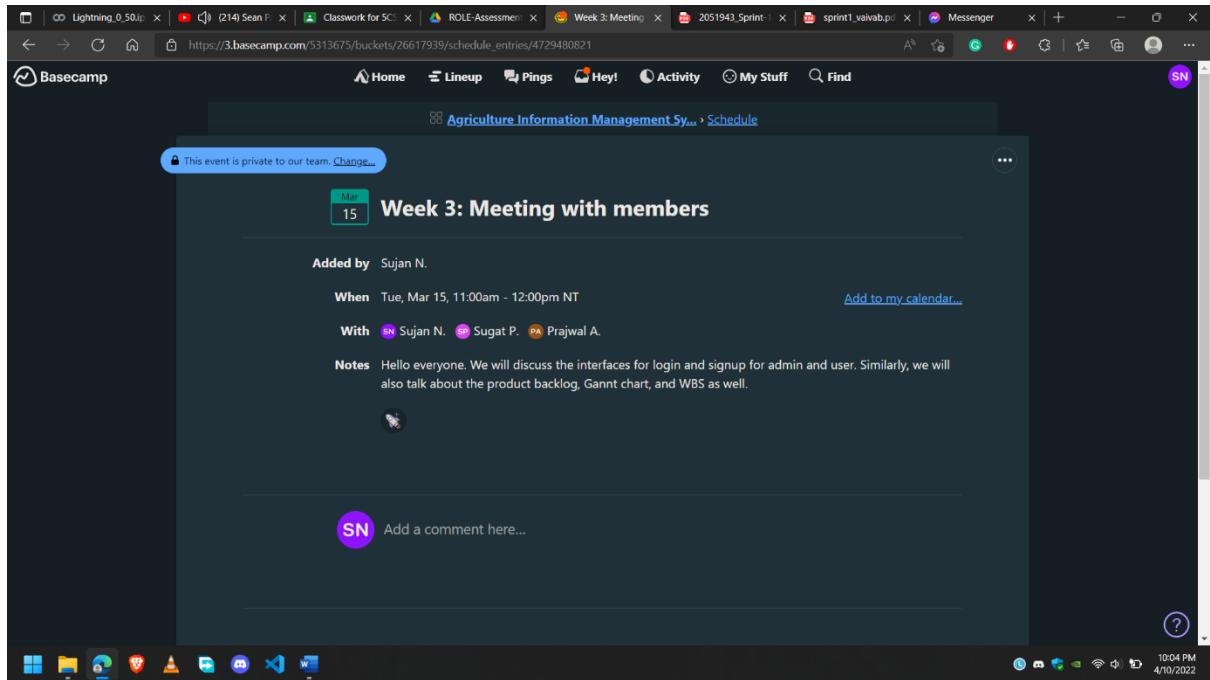


Figure 15 Scheduling first team meeting

The image below shows the second meeting scheduled with client on basecamp.

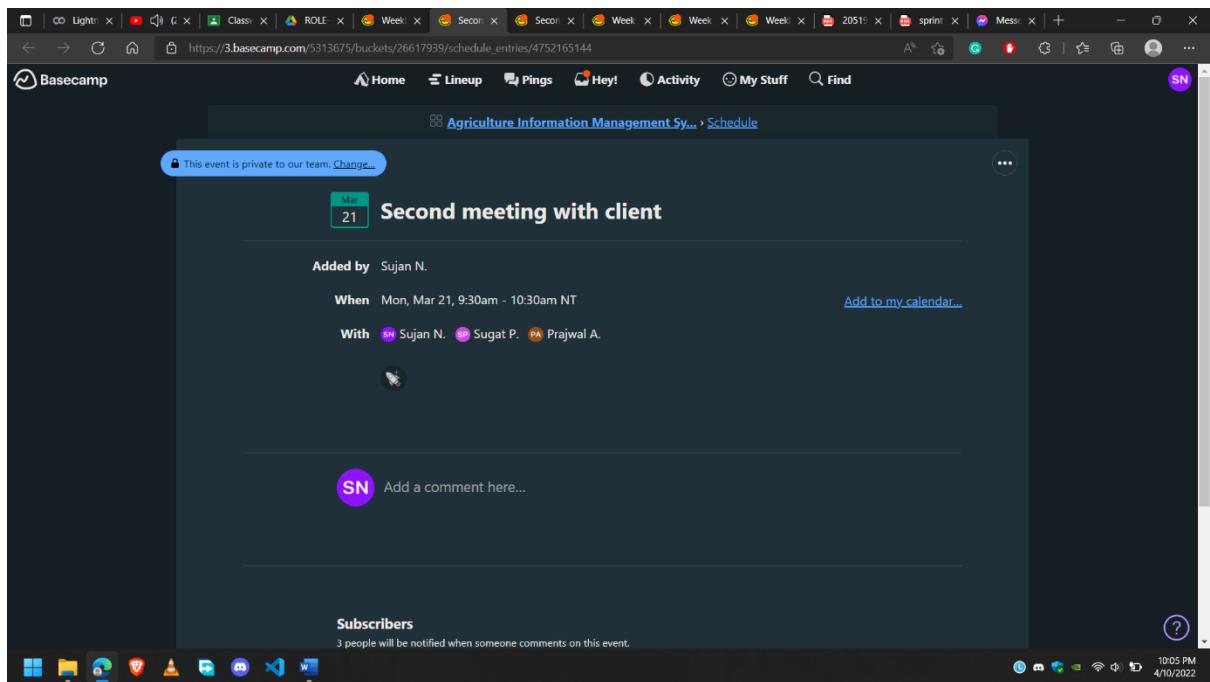


Figure 16 Scheduling second client meeting on basecamp

The image below shows the second meeting scheduled with team on basecamp.

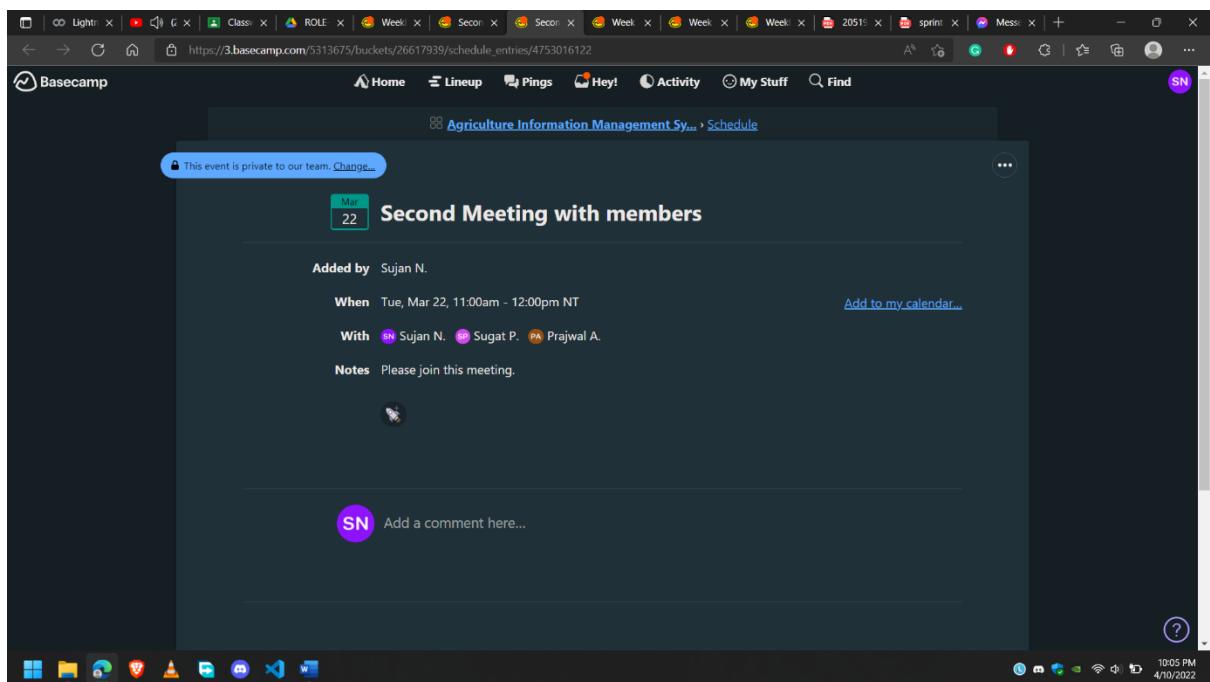


Figure 17 Scheduling second meeting with team on basecamp

The image below shows the third meeting scheduled with client on basecamp.

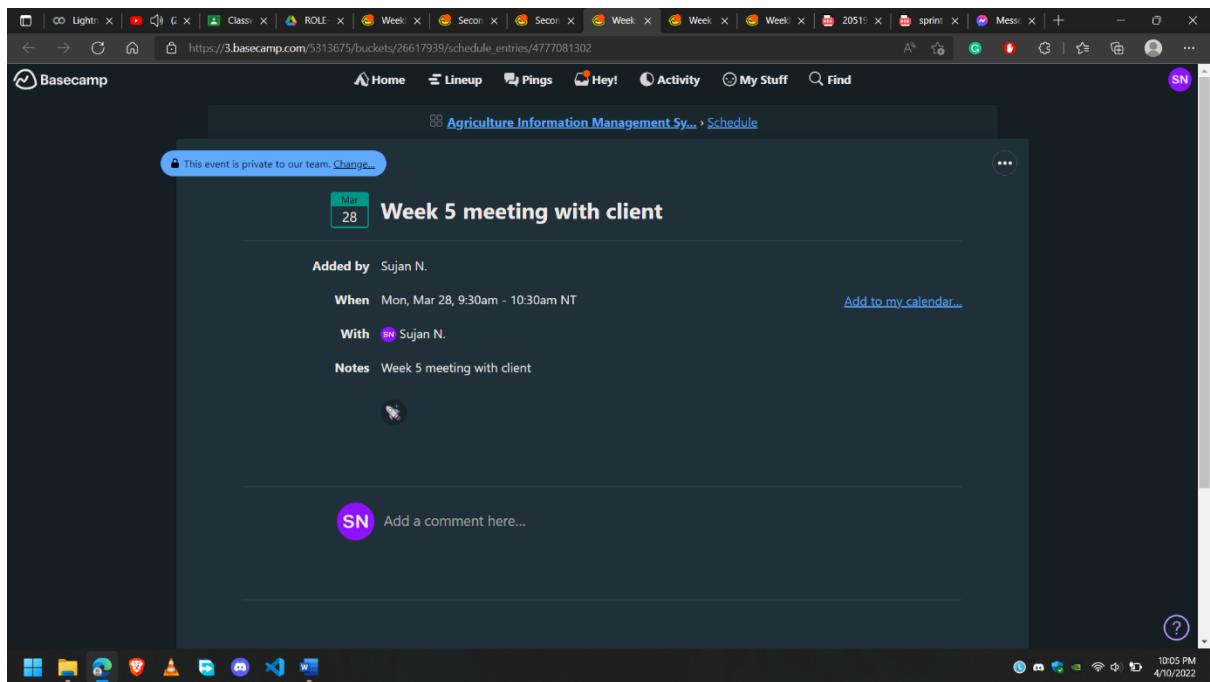


Figure 18 Scheduling third meeting with client on basecamp

The image below shows the third meeting scheduled with team on basecamp.

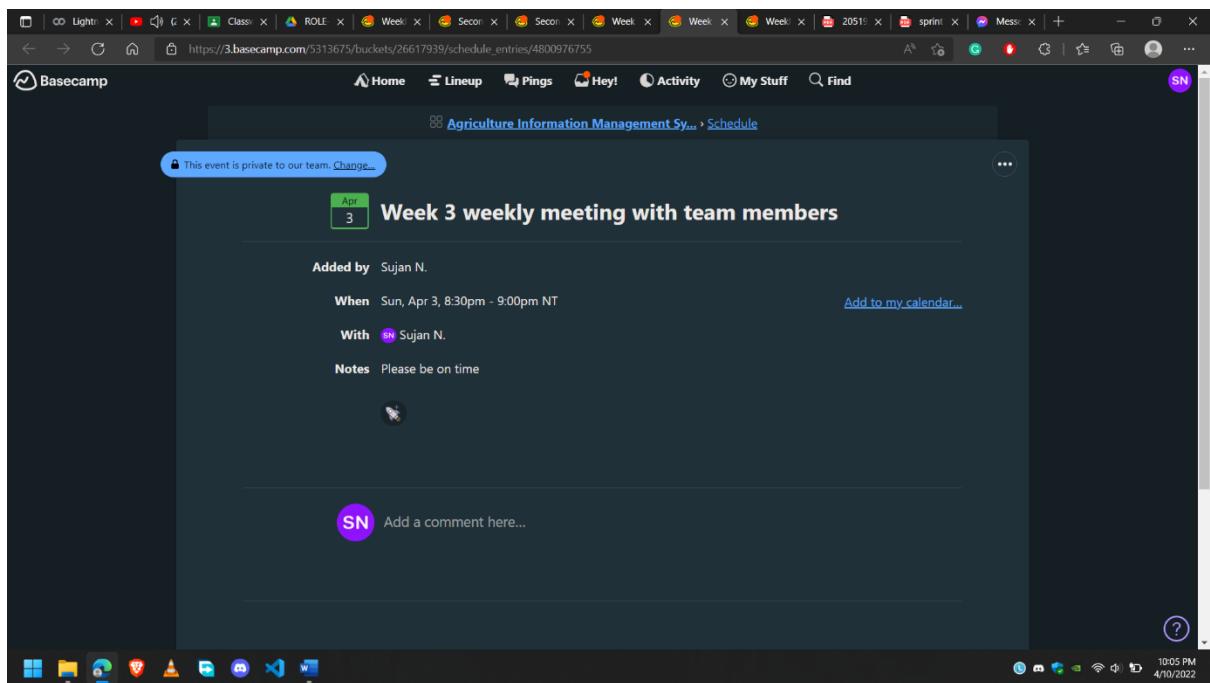


Figure 19 Scheduling third meeting with team on basecamp

The image below shows the fourth meeting scheduled with client on basecamp.

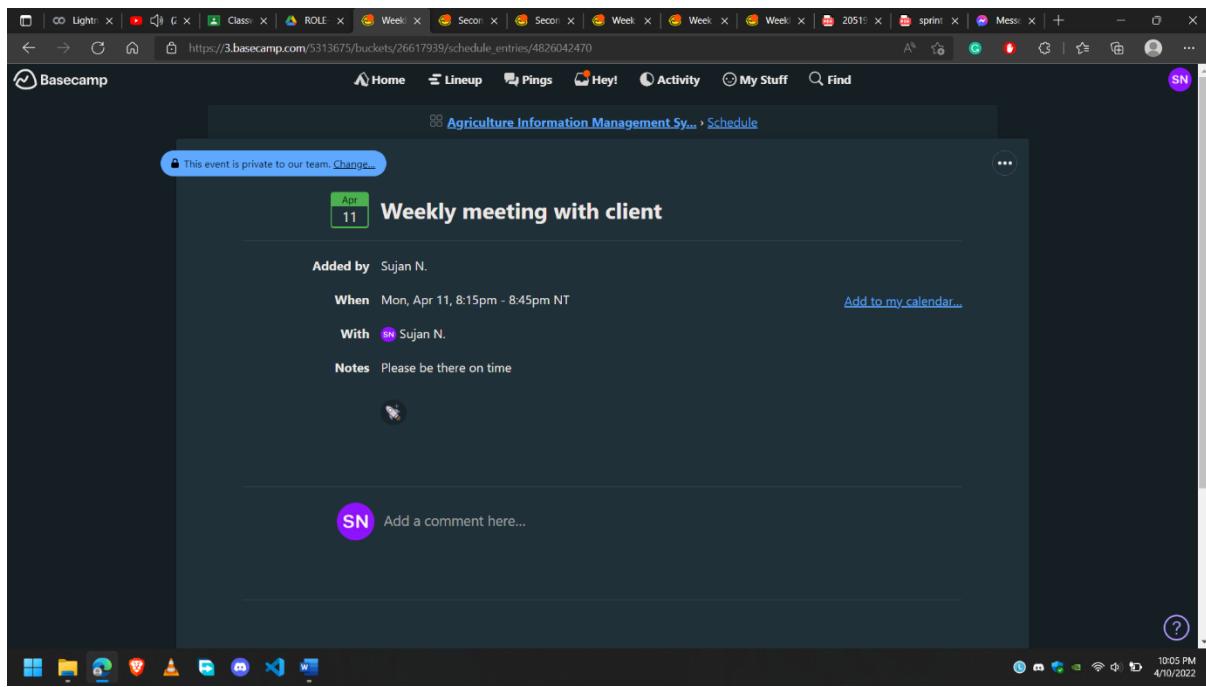


Figure 20 Scheduling fourth meeting with client on basecamp

The image below shows the fourth meeting scheduled with team on basecamp.

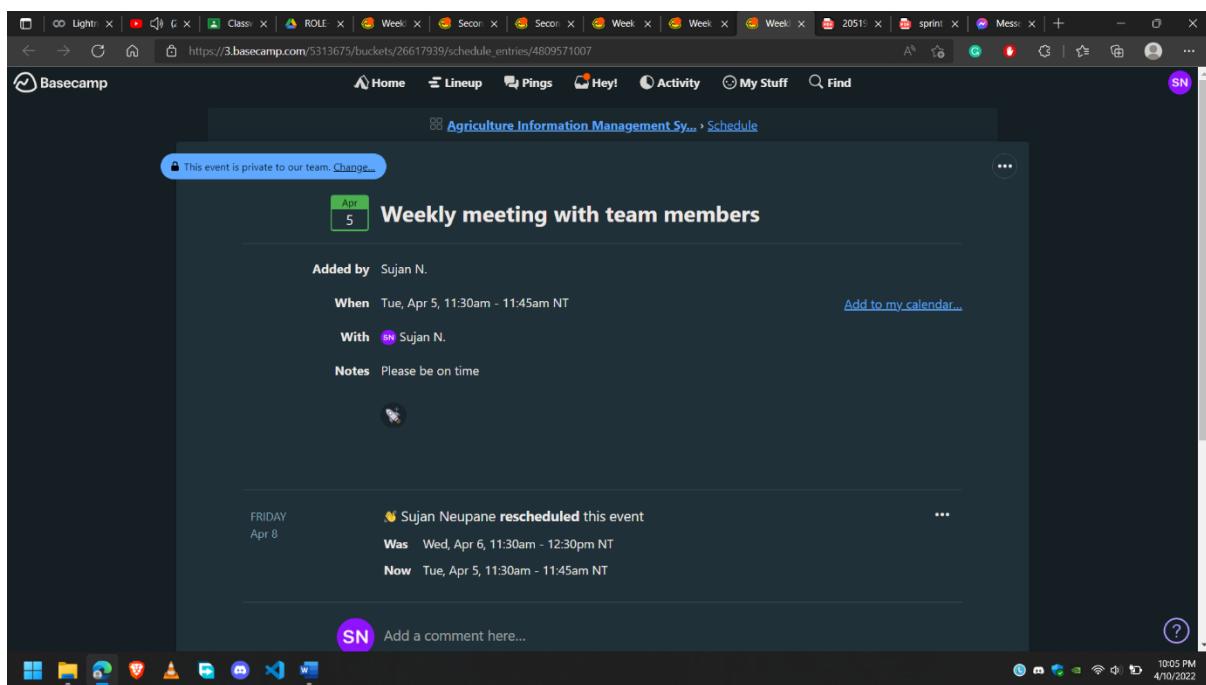


Figure 21 Scheduling fourth meeting with team on basecamp

In this way, for managing people and process, I have made use of Gantt-Chart, WBS, and basecamp. Through basecamp, I scheduled and held meeting with client and team members, resulting in total meeting held on sprint 1 equalling to 7.

6. Attendance

In my team, every member was fully conscious of the importance each team meeting holds. Therefore, the attendance in our team for meetings is 100 %. I will add two tables, below showing the attendance for my team, for team and client meetings.

For client meetings

Date	March 14	March 21	March 28
Name			
Sujan Neupane	P	P	P
Prajwal Adhikari	P	P	P
Sugat Paudyal	P	P	P

Table 3 Client meeting attendance table

For team meetings

Date	March 15	March 22	April 3	April 5
Name				
Sujan Neupane	P	P	P	P
Prajwal Adhikari	P	P	P	P
Sugat Paudyal	P	P	P	P

Table 4 Team meeting attendance table

We can clearly see that my team has 100 % attendance.

Appendix C

In this project, We, as a team member, have followed the Agile methodology of software development. I, as a project manager, have been involved in good communication with team members. I have also shared important files on basecamp to ensure that the project runs smoothly. I frequently posted messages on message board to get brief idea on project's progress as well.

I will add screenshots below showing the communication and file-sharing that I have done with my team members.

As a project manager, I constantly communicated with team members about the tasks assigned that needed to be completed on designated deadline.

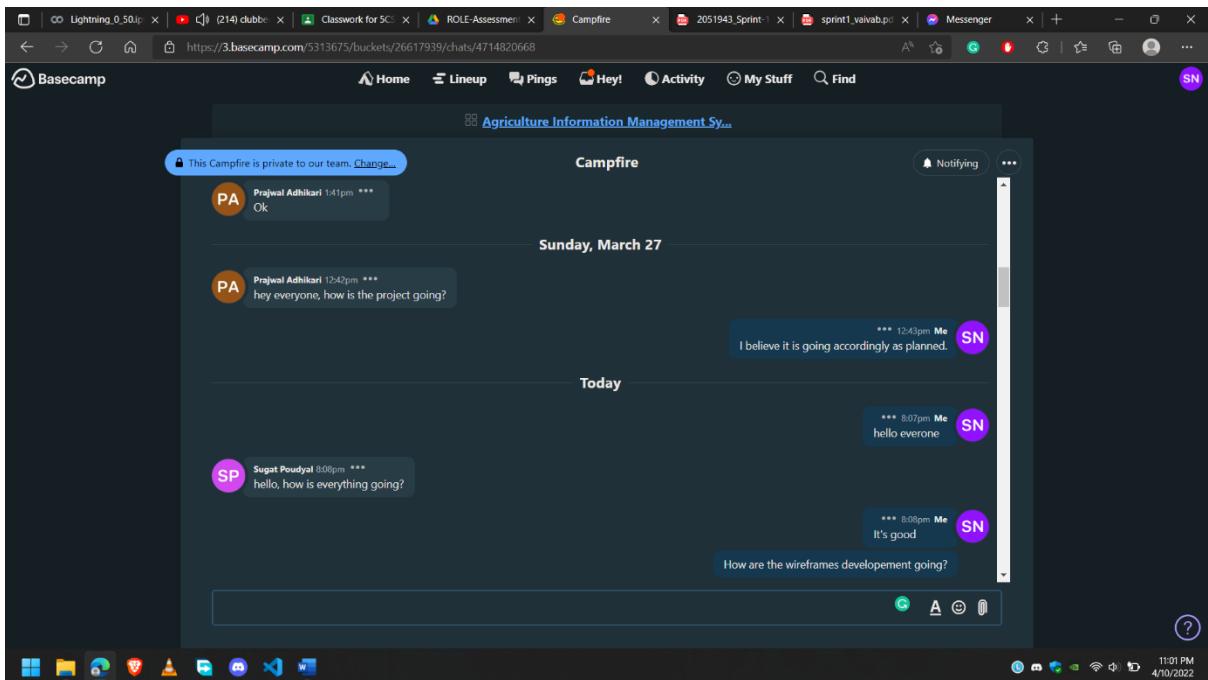


Figure 22 Campfire message 1 on basecamp

From the screenshot below, we can clearly see that I made proper and professional Communication with business analyst's wireframe and developer.

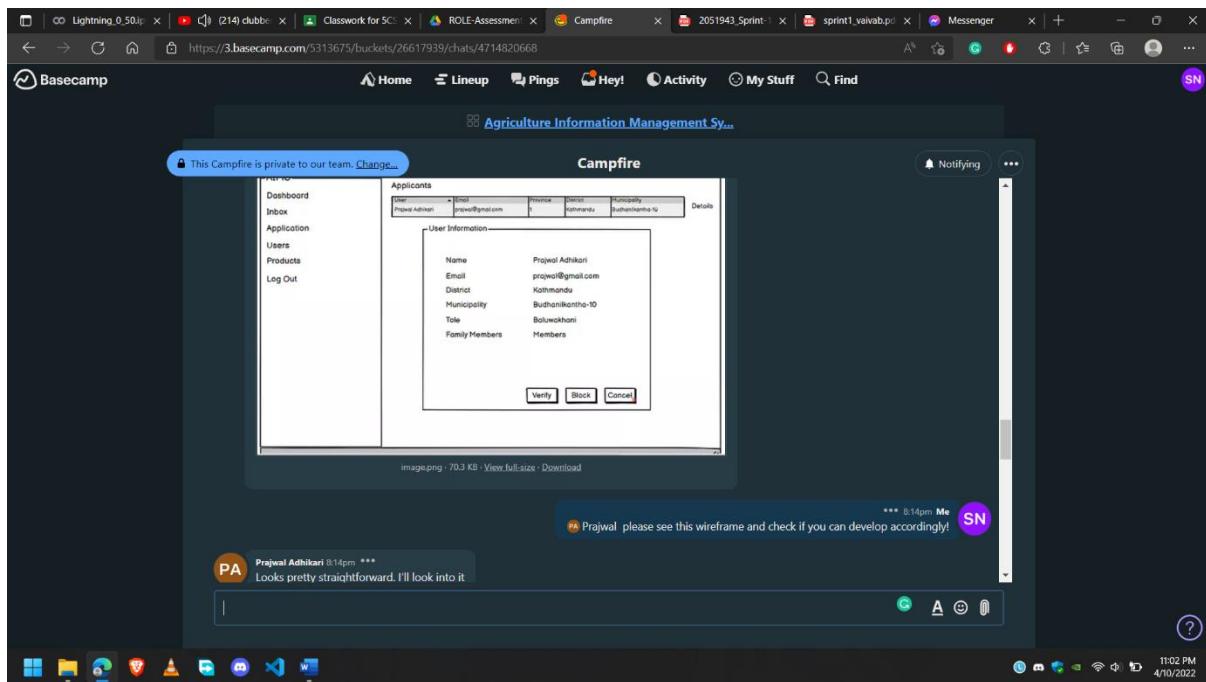


Figure 23 Campfire message 2 on basecamp

We can clearly see that I have created proper folders to share my files on basecamp. I have shared the WBS, Gantt-Chart, crop data, and province data on basecamp. Similarly, I also shared meeting agenda files on basecamp for my team members to view. This helped them to understand what they could expect as the outcome of the meeting as they could read the agenda of meeting through the shared files.

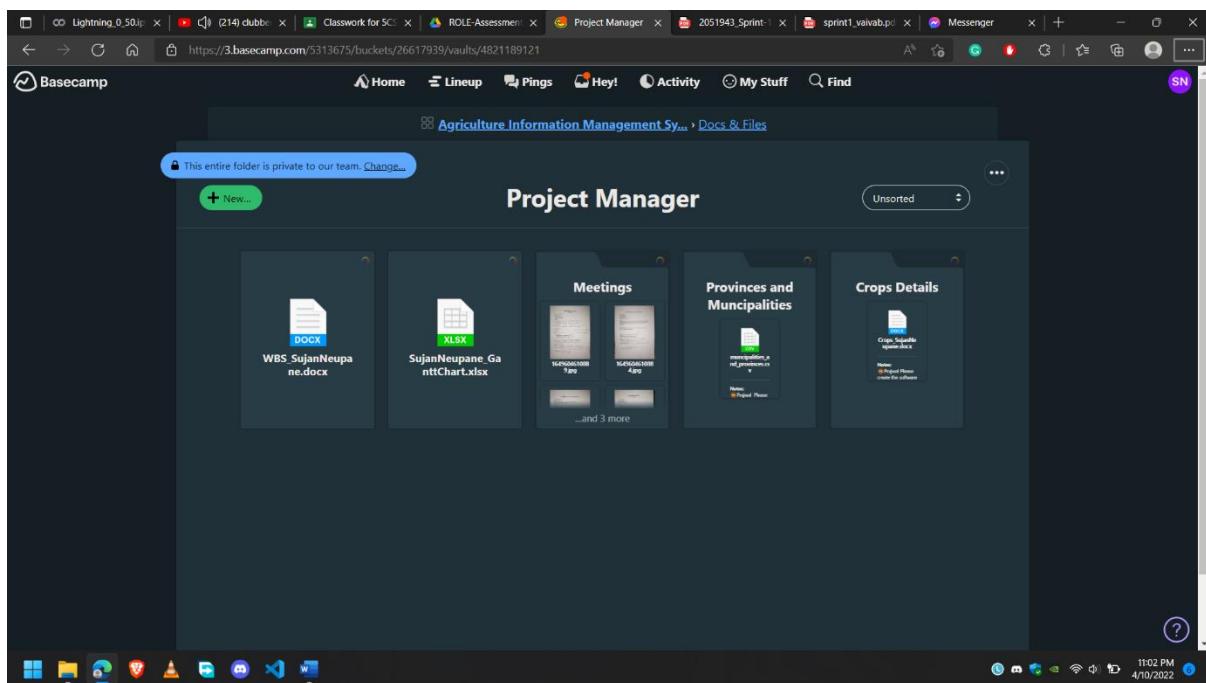


Figure 24 Sharing files on basecamp

As stated previously, I consistently shared the meeting agenda files on basecamp.

Similarly, I created automatic check-in messages on basecamp for every week to keep track of the project's progress. I also motivated other members to share the relevant files on basecamp, which can be analysed through the screenshot below.

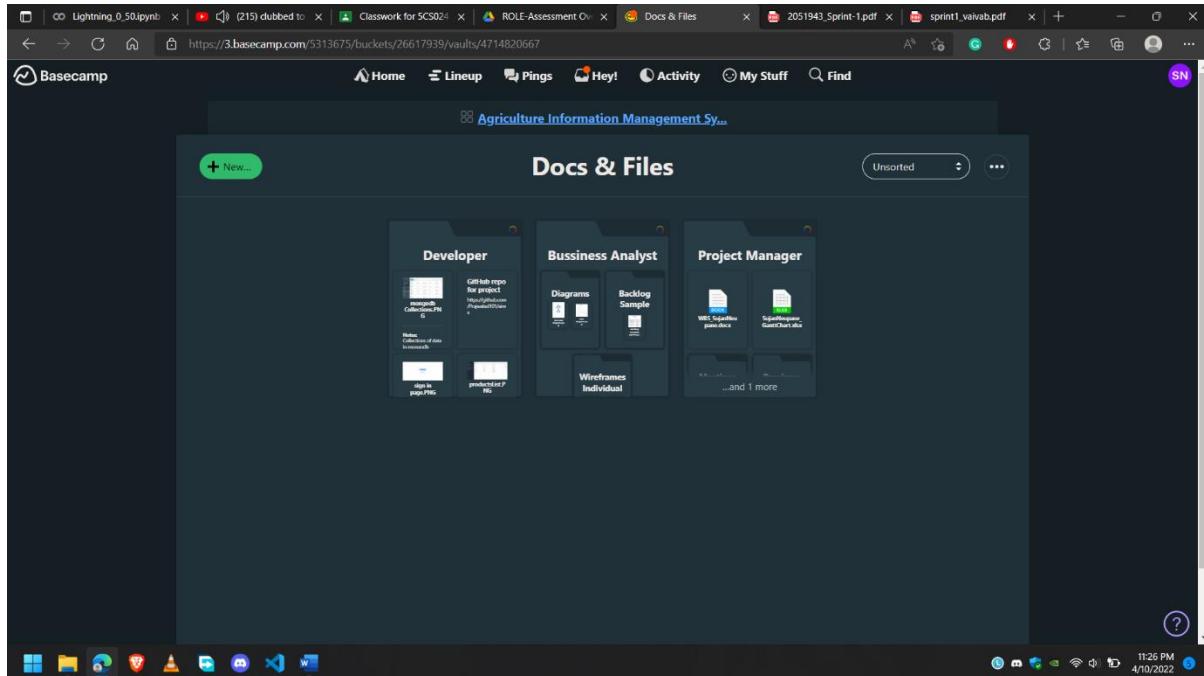


Figure 25 Docs and Files complete on basecamp

I also created a private discord channel to communicate with team members informally. I will add screenshots of the messages of discord below.

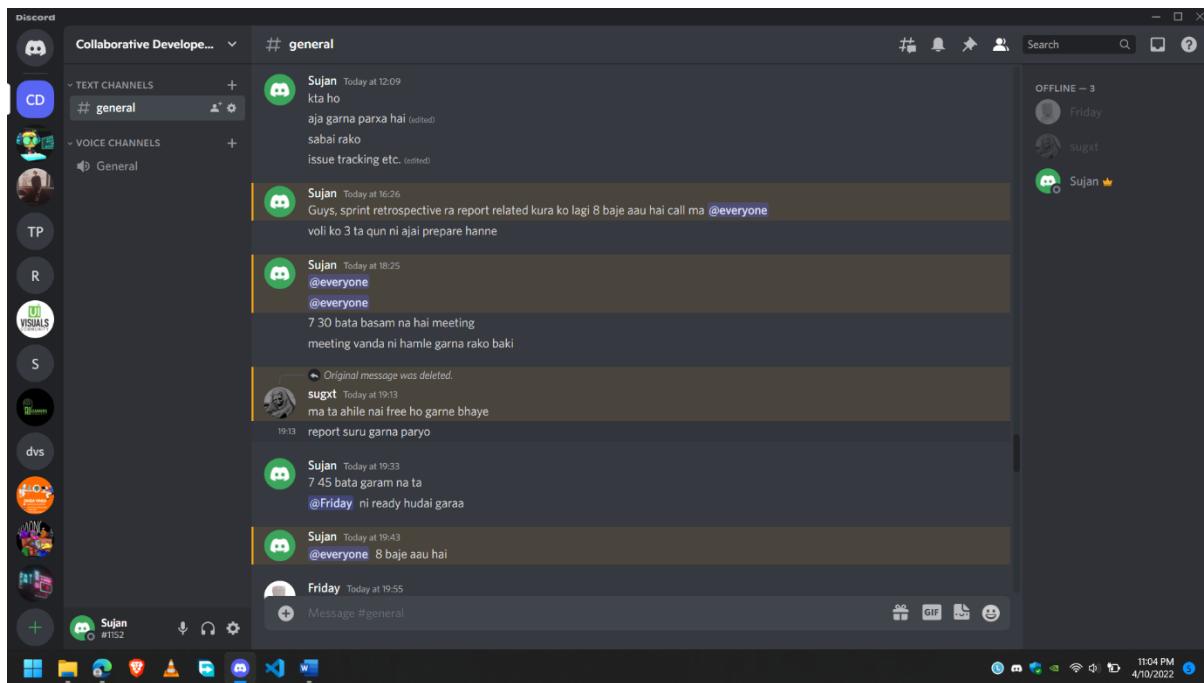


Figure 26 Discord private messaging 2

I established constant informal communication with my team members on discord on daily basis to ensure smooth functioning of the project.

Similarly, as a project manager, I was also responsible to collect 10 different crops and their market rates for province number 2. I will add the table below of my research.

Date of research: 19/03/2022

Crops details collections

Number: 10

Country: Nepal

Province: Province 2

Creator: Mr. Sujan Neupane

S.N	Name of province	Item	Units	Price
1	Province No. 2	Milk (regular)	0.25 liter	21.25 NRs
2	Province No. 2	Loaf of Fresh White Bread	125.00 g	12.50 NRs
3	Province No. 2	Rice (white)	0.10 kg	6.60 NRs
4	Province No. 2	Eggs (regular)	2 pieces	36.00 NRs
5	Province No. 2	Local Cheese	0.10 kg	70.00 NRs
6	Province No. 2	Apples	0.30 per kg	36.00 NRs
7	Province No. 2	Banana	0.25 per kg	20.00 NRs
8	Province No. 2	Oranges	0.30 per kg	66.00 NRs
9	Province No. 2	Tomato	0.20 per kg	10.00 NRs
10	Province No. 2	Potato	0.20 per kg	6.50 NRs
11	Province No. 2	Onion (0.10 kg)	0.10 per kg	4.65 NRs
12	Province No. 2	Lettuce (0.20 head)	0.20 per head	4.00 NRs

Note: All crop prices are from the time and date the research was conducted.

To provide evidence for the research above, I will also add screenshot below.

The screenshot shows a web browser window with multiple tabs open at the top. The active tab is titled "Food Prices in Janakpurdham (Janakpur), Nepal" from numbeo.com. The page content includes a currency selector set to "NPR", a link to "Sticky Currency", and a link to "Switch to US measurement units". A message encourages adding data for Janakpurdham. It lists nearby cities like Kathmandu (245.10 km) and suggests looking at aggregate data for "Average in Nepal". Below this is a section titled "Recommended Minimum Amount of Money for food (2400 calories, Western food types)" with a table of prices for various items:

Item	Price (NRs)
Milk (regular), (0.25 liter)	21.25 NRs
Loaf of Fresh White Bread (125.00 g)	12.50 NRs
Rice (white), (0.10 kg)	6.60 NRs
Eggs (regular) (2.40)	36.00 NRs
Local Cheese (0.10 kg)	70.00 NRs
Chicken Fillets (0.15 kg)	75.00 NRs
Beef Round (0.15 kg) (or Equivalent Back Leg Red Meat)	75.00 NRs
Apples (0.30 kg)	36.00 NRs
Banana (0.25 kg)	20.00 NRs
Oranges (0.30 kg)	66.00 NRs
Tomato (0.20 kg)	10.00 NRs
Potato (0.20 kg)	6.50 NRs
Onion (0.10 kg)	4.65 NRs
Lettuce (0.20 head)	4.00 NRs

Below the table, it says "Daily recommended minimum amount of money for food per person" is 443.50 NRs and "Monthly recommended minimum amount of money for food per person (assuming 31 days per month)" is 13,748.50 NRs.

Figure 27 Proof of research for crops

Appendix D

In order to improve my skills as a project manager, I undertook and completed a specialization on Coursera named Business Analysis & Process Management. I will add the screenshot of the certificate of completion for this course.

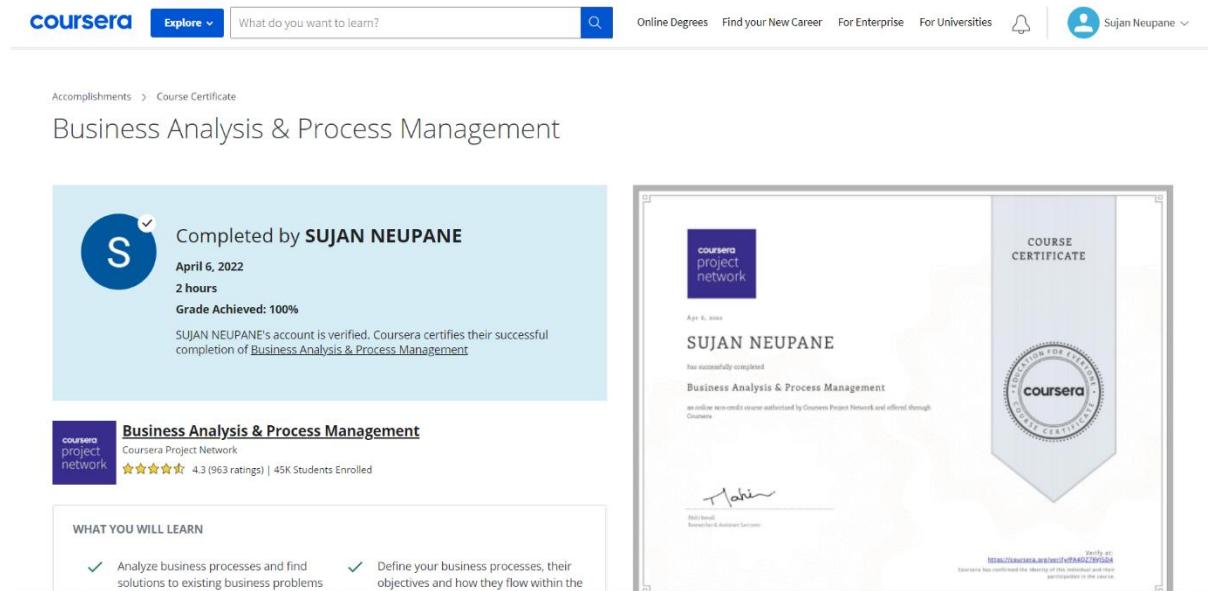


Figure 28 Certificate of completion in Coursera

Similarly, I will also add a link below to access this certificate for verification purpose.

[Link to the certificate - Coursera](#)

Similarly, I also studied several videos relating to project management with respect to agile methodology from YouTube. I will add screenshots below.

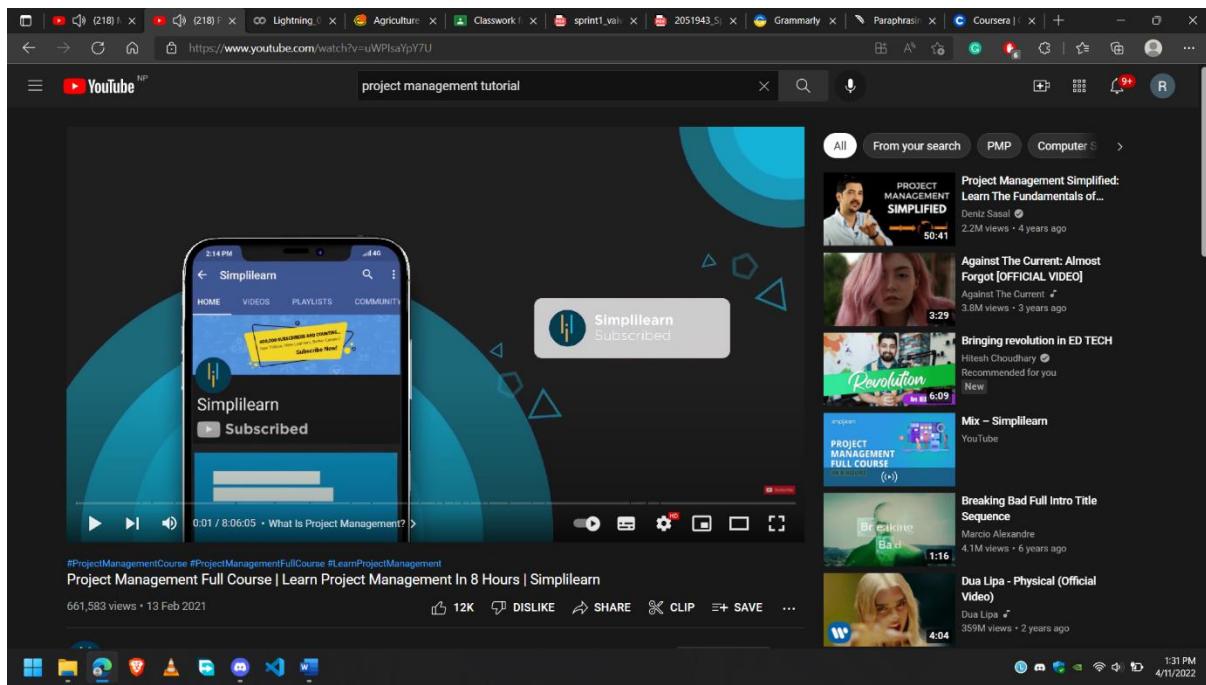


Figure 29 Project Management Full Course – Simplilearn

From the course above, I learnt about the fundamentals of project management. I would like to thank Simplilearn for providing this knowledge rich resource at free of cost. Similarly, I also took another course named Project Management Full Course from YouTube uploaded by Simplilearn. I will add the screenshot below.

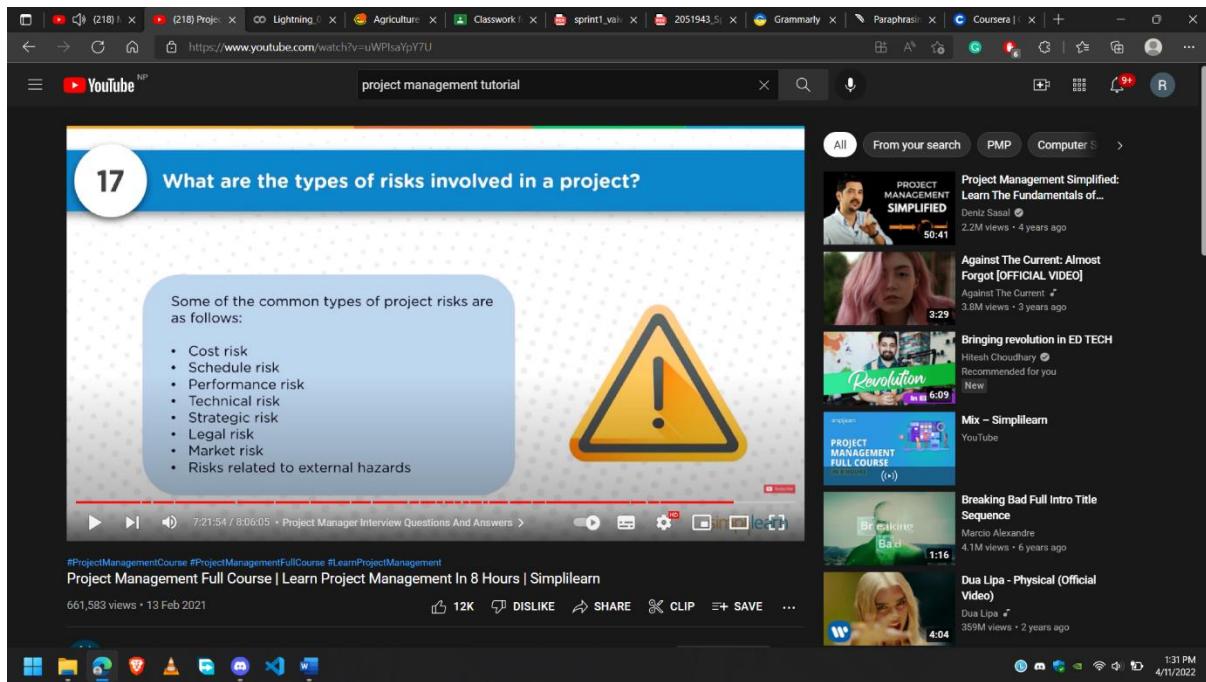
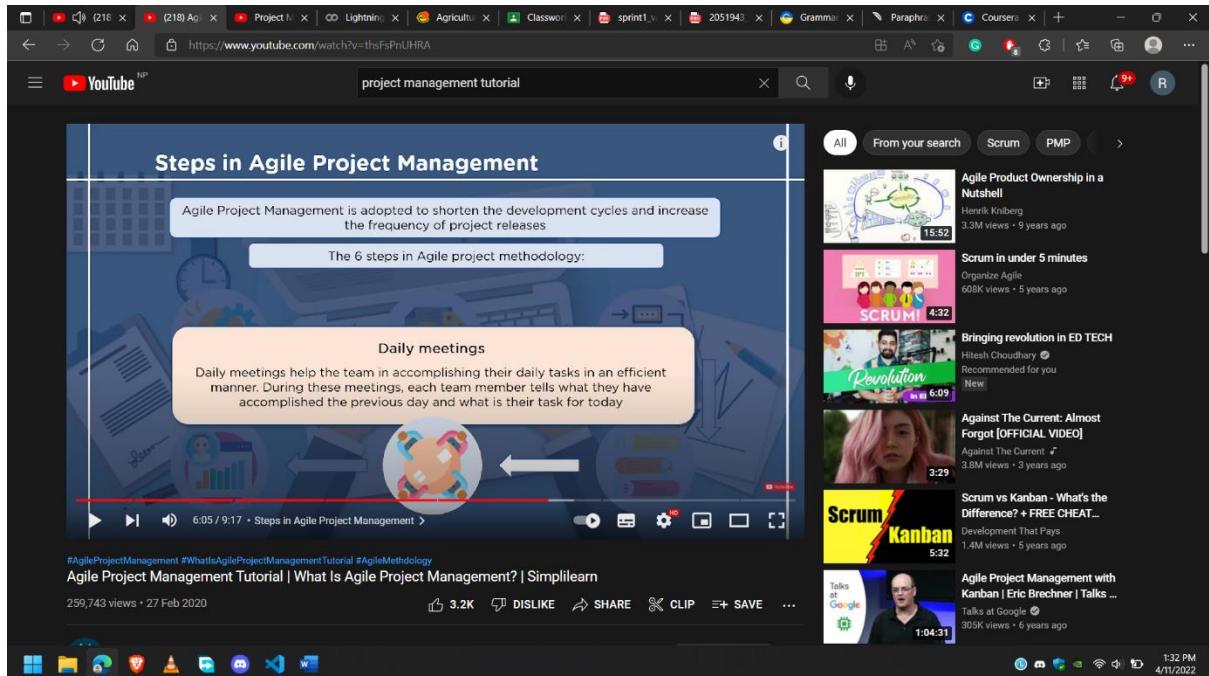


Figure 30 Project Management Full Course

I studied another resource rich video named Agile Project Management Tutorial from YouTube.



Finally, I also studied an international journal named PROJECT MANAGEMENT SUCCESS: A BIBLIOMETRIC ANALYSIS, which also helped me hone my project management skills. I will add screenshot for the journal below.

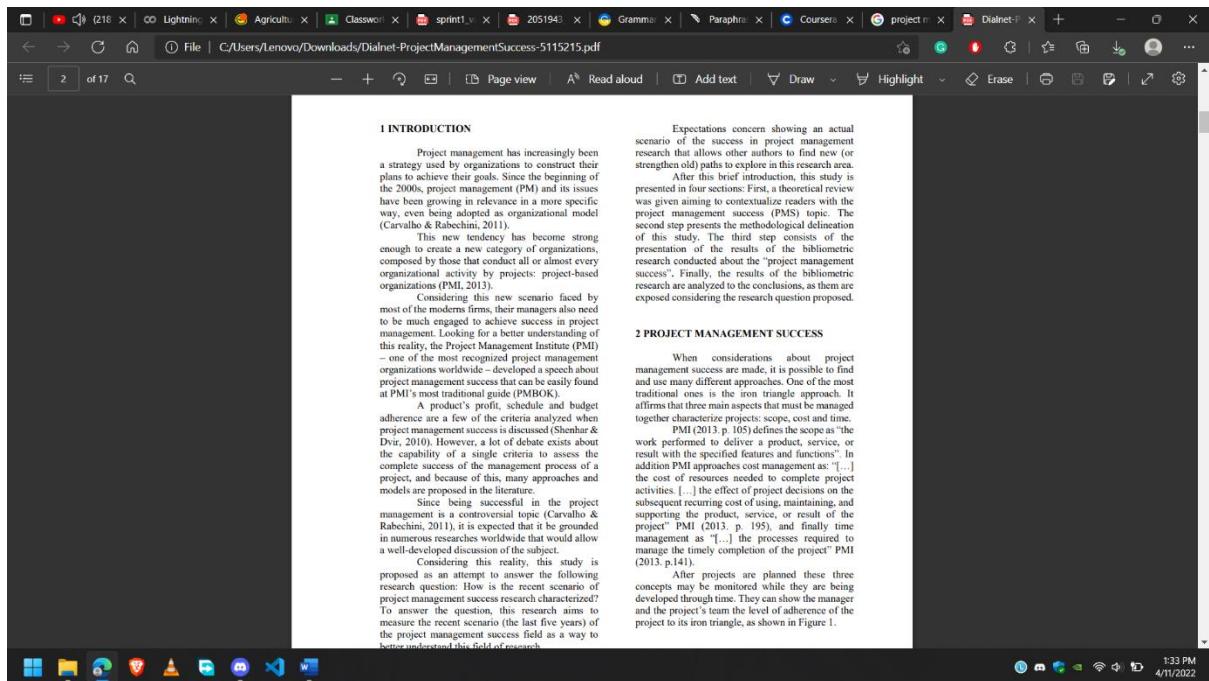


Figure 31 Project Management Journal

I will also add the link to the journal. [LINK](#)

In the next page, I will explain things that I learned from above resources and how they can be implemented on the project in about 500 words.

Continuing Personal Development Report

Because I had no prior experience with project management, the idea of leading a team to accomplish a project was entirely incomprehensible to me. As a result, everything was new to me, and I didn't know much. However, thanks to a lot of research and coaching from teachers, I've made considerable progress as a project manager. I've gone a long way from not knowing anything at the beginning of the sprint to becoming an effective and efficient project manager.

I was responsible for creating a Gantt chart and a work breakdown structure to track the project's development. Similarly, I was also responsible for performing risk analysis for the project. While conducting the risk analysis, I had to conduct an extensive study into the project's various potential risks, their severity, and contingent and mitigating activities. It also significantly improved my research abilities. I was also in charge of collaborating with the business analyst to complete the project's requirements. It also improved my critical thinking skill. I was also responsible for conducting meetings with the client and team members. It developed my ability to task members to attend meetings in time. The meetings and requirement gathering steps helped me to understand and determine the scope, cost, and resources necessary to complete the sprint requirements in time. I was also responsible for assigning tasks to other team members and collaborating with team members on campfire and discord, which improved my communication, presentation and communication skills. My documentation skills increased as a result of preparing reports and weekly meeting agendas on a regular basis. Collaboration, communication, and meetings on a regular basis helped me overcome my social awkwardness and develop inner confidence. By the end of the sprint, my soft skills have significantly improved.

I also completed many YouTube video courses, a Coursera certification course, and read a project management journal to further improve my gifts and capabilities and become a qualified project manager. Through these resources, I was able to get a thorough set of skills needed to be an effective project manager. I also learned to prepare proper documentation throughout various steps in a project. I learnt about the Agile software development methodology and its principles which helped me ensure the smooth functioning of the project. I also became more effective on the

documentation part of the project. From the certificate course that I did from Coursera, my foundations on scrum framework, implementing scrum, scrum artifacts and roles became much stronger. I was also able to be more effective in communication with team members. From the journal that I did an extensive study on, my strategic communication and problem-solving skills have significantly been honed. The YouTube courses offered by Simplilearn helped me create a strong foundation for my project management skills.

Through the extensive research and study, I did from the resources other than academic lectures, I believe this has significantly pushed my project management skills to the next level. In the upcoming sprint, I will implement the knowledge and techniques I gained from the above resources and experience to ensure an even smoother functioning of my project as compared to the first sprint.

Appendix E

From the screenshot below, we can see that there was an issue of menus overlaying with each other. I immediately raised issue on GitHub, after which the developer solved the issue.

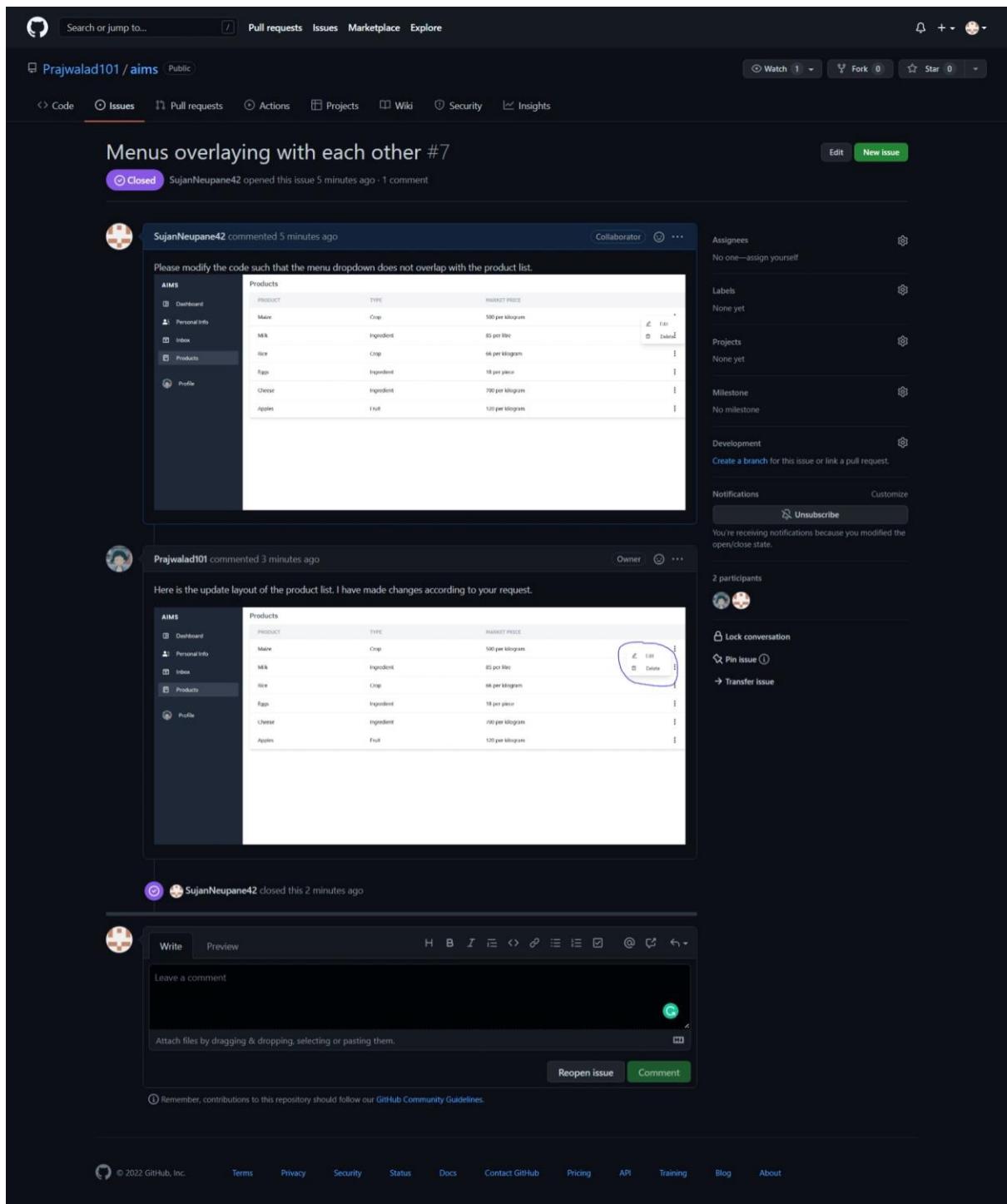


Figure 32 Issue of menus overlaying each other

From the screenshot below, we can see that there was an issue of login and signup pages not being much attractive. I immediately raised issue on GitHub, after which the developer solved the issue by properly collaborating with new wireframes developed by the business analyst.

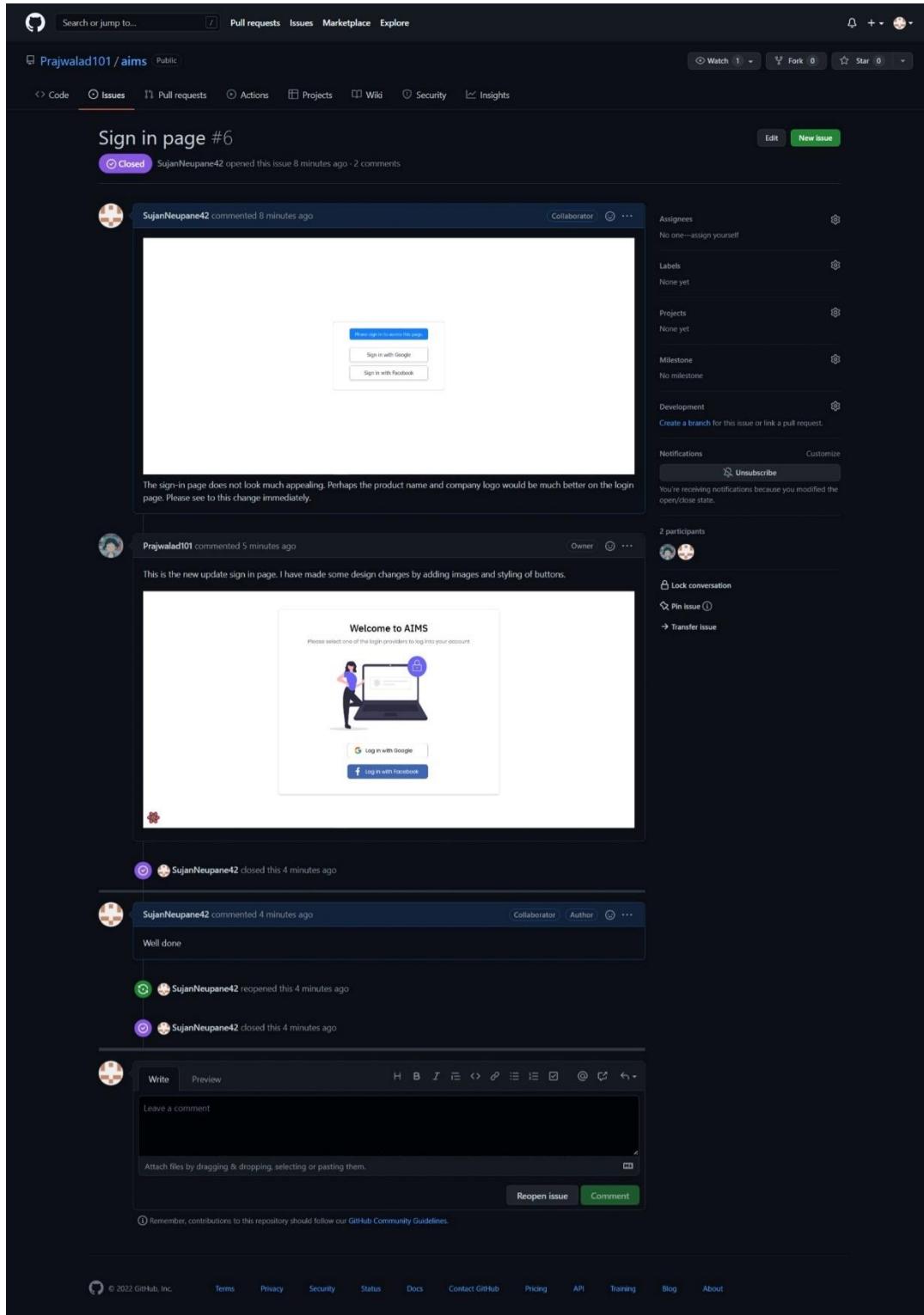


Figure 33 Sign up page

From the screenshot below, we can see that there was an issue of module not being found. I guided the developer to double-check the path of the utils folder and input statement. Doing so solved this issue.

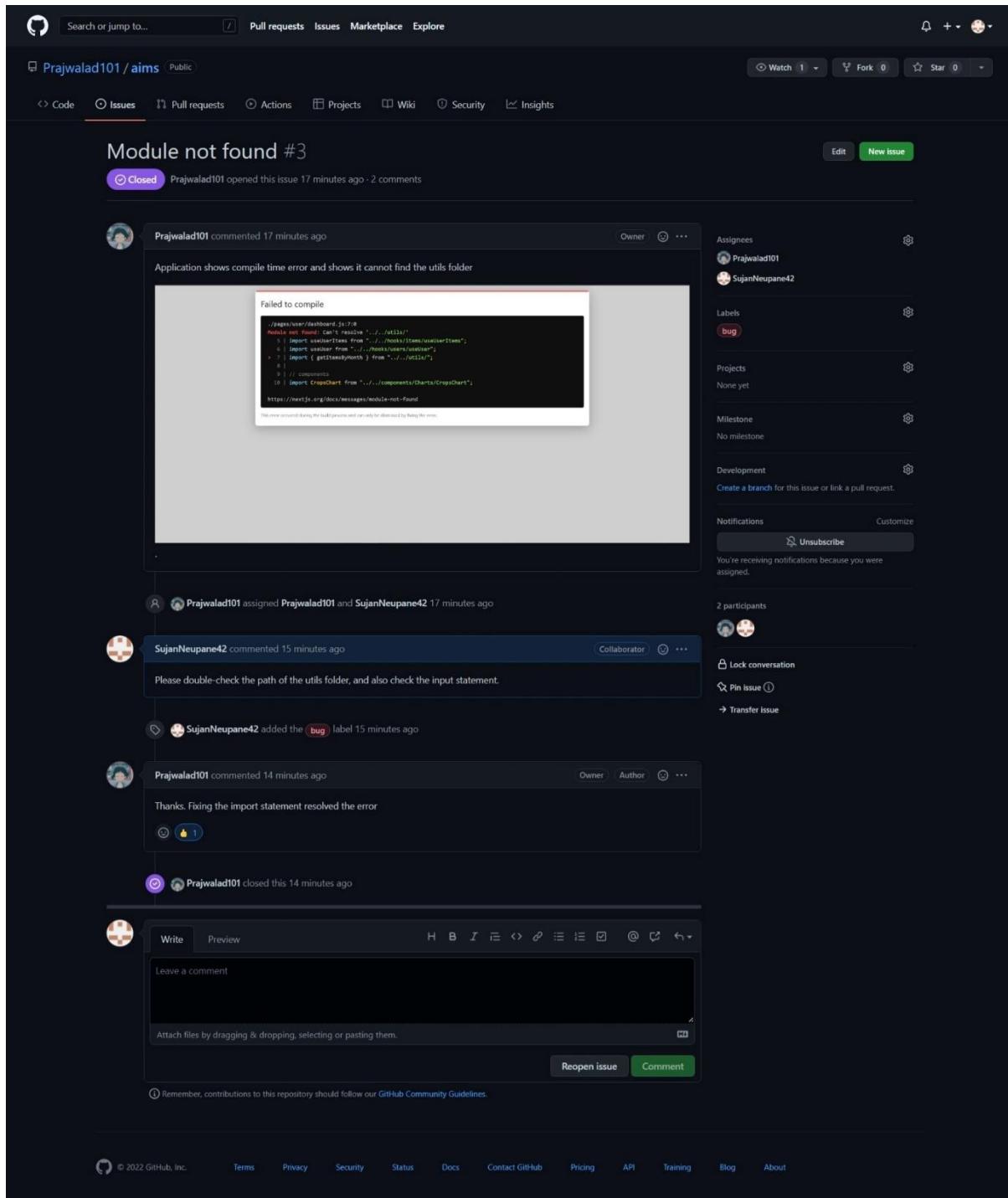


Figure 34 Module Not Found Issue on GitHub

From the screenshot below, we can see that there was an issue of chart not being displayed on the user's dashboard. I guided the developer to double-check if the data used had null values or not. Doing so solved this issue.

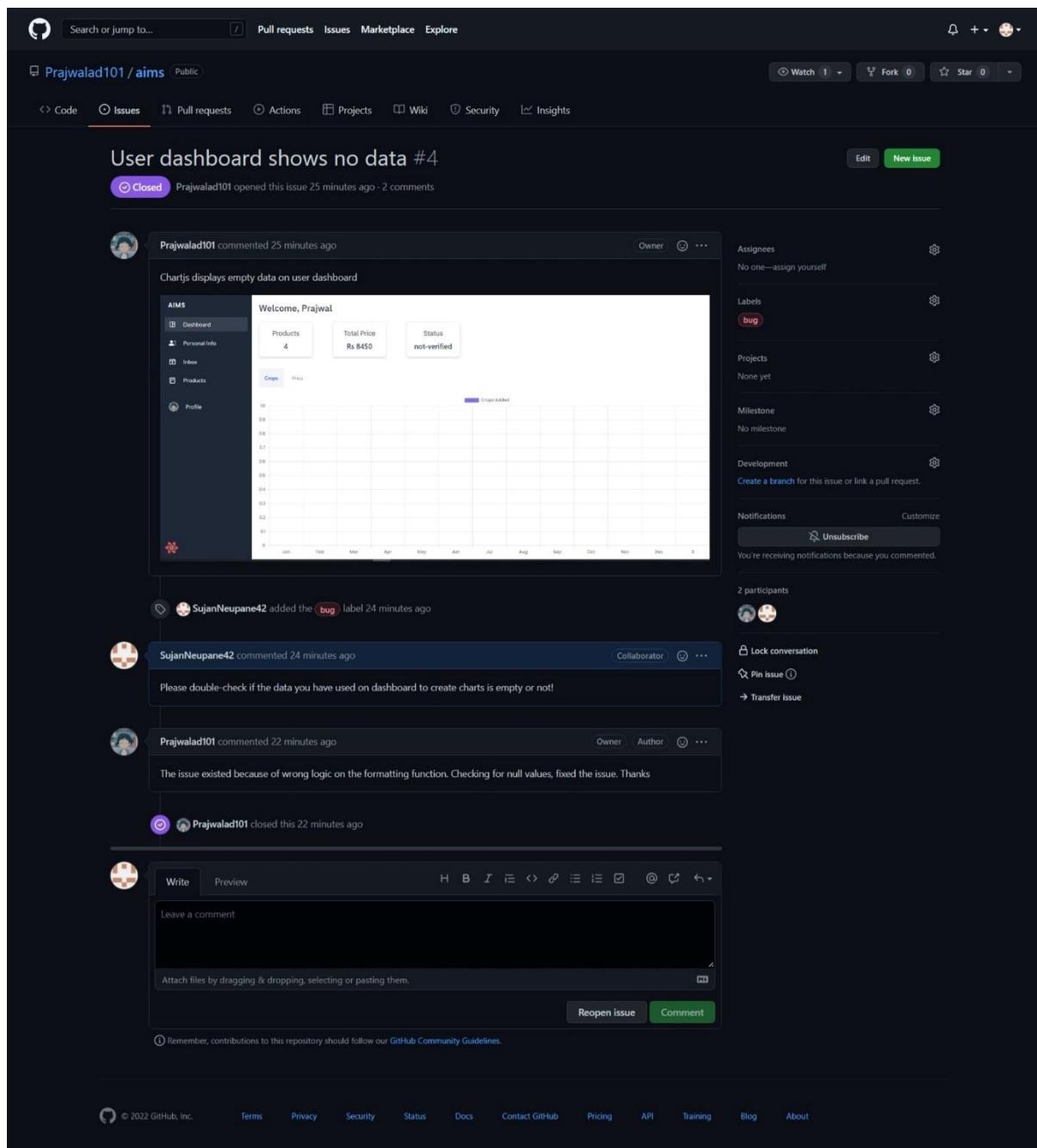


Figure 35 Dashboard Issue on GitHub

From the screenshot below, we can clearly see that, we as a team have collaborated with each other and solved several issues on GitHub for the first sprint. Such collaboration among team members removed barriers that could have delayed the project's progress.

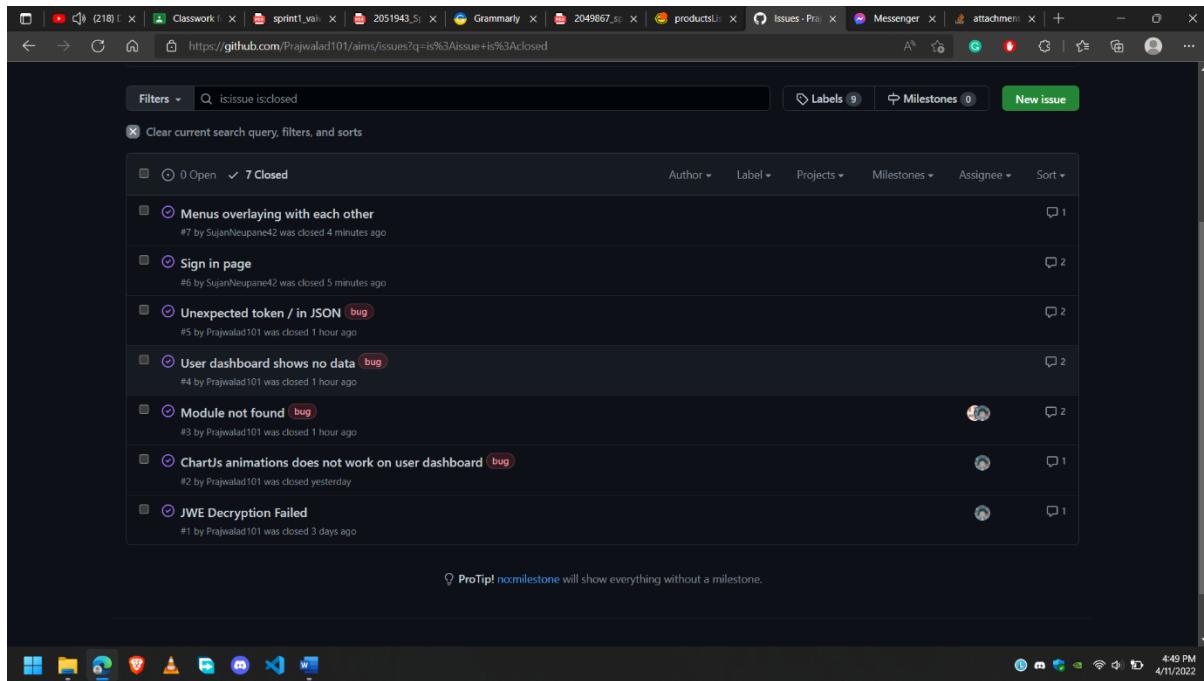


Figure 36 Solved 7 issues on GitHub

In this way, I, with the collaboration with the business analyst and the developer, tracked and solved several issues that, otherwise, would have disrupted the flow of the project.

References

- Bridges, J. (2022, February 25). *Risk Analysis: Definition, Examples and Methods*. Retrieved from Project Manager: <https://www.projectmanager.com/training/how-to-analyze-risks-project>
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- MindTools. (2022). *Risk Analysis and Risk Management*. Retrieved from MindTools: https://www.mindtools.com/pages/article/newTMC_07.htm
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