

1.An Interview with Mr.Deven Ravaliya - senior project manager in Aritzia

Question:- “thank you very much for joining , to start with I would like to ask that can you please describe how you currently monitor the progress of your projects and the workload of your team members ?”

Senior PM:- “I track project progress using tools like Jira/MS Project to see how we’re doing against our goals and deadlines. For the team I keep an eye on workload through sprint boards and capacity planning to make sure no one is overloaded. We have daily standups and weekly checkins to discuss progress and clear any blockers. I also share updates with stakeholders using simple dashboards and reports while keeping a log of risks and issues to deal with them early. On top of that I regularly check in with the team to get feedback and re visit work if needed.”

Question :- “How do you currently manage non-billable but essential time, like internal meetings or training? How should a report differentiate between billable and non-billable hours ??”

Senior PM:-“Non-billable but essential time example internal meetings or training by planning for it in advance and making sure it’s part of the team’s overall schedule. Billable time and non billable time should always be separate for reporting since billables are related to client projects.”

Question:- "How important is it for you to have a visual dashboard that compares a project's estimated budget versus the actual tracked time and costs in real-time?"

Senior PM :- "It will be great if I have a visual dashboard. In fact, I'd go as far as to say it's absolutely essential for modern project management. It fundamentally changes how we operate."

Question :- "Could you briefly describe the tools and steps you currently use to create your most important weekly or monthly project report ?"

Senior PM :- "I usually start by reviewing data on progress, completed tasks, open issues and upcoming milestones. Then I review risks, blockers, and team workload that could delay the completion. I use dashboards to make the information clear and easy to read, and summarize key points in a short status update. I share the report with stakeholders and team".

Question :- "If a feature could automatically generate a first draft of that summary for you, how would that impact your work?"

Senior PM :- "it will be great as It Allows More Time for Proactive Problem-Solving."

Question :- "Beyond client reports, what data do you need to see internally to understand your team's productivity and capacity? For example, would you want to see a breakdown of hours by task type, or individual performance metrics?"

Senior PM:- "I'd want to see a breakdown of hours by task type to understand where the team's time is going. I also like to see

workload distribution to see overall productivity and capacity of individuals within the team".

2. An interview With Raj Bhut - SDE at silkate solutions

Question :- "How do you currently report your progress on a task to your project manager? What does that communication look like?"

SDE :- "Currently, we use tools like Jira. The project manager assigns tasks with certain deadlines, so I log my time manually in Jira. We have daily standup meetings in which we inform the team lead about tasks we've completed."

Question :- "What is the biggest interruption or hassle about the way you are currently asked to track your time?"

SDE :- "We have to log time manually, and it would be better if this could be done automatically. Another hassle is that we don't currently differentiate time that is billable from time that is not, like when we take a break or have a meeting."

Question :- "From your point of view, what is the most important information your manager needs to see on your timesheet to understand the work you've done?"

SDE :- "I report progress formally by updating Jira tickets with hours and comments. Informally, I give verbal summaries in our daily stand-up and use Slack for urgent matters." *(This answer was already grammatically correct and well-phrased.)*

Question :- "When you think about a tool that tracks your work activity for your employer, what are your biggest concerns, if any?"

SDE :- "My biggest concern would be privacy. The tool that tracks our activity will get all of our data. Someone from another company could easily manipulate this if it is not handled correctly, so it must consider privacy as a fundamental function."

Question :- "What level of control do you believe you should have over your automatically tracked data? For example, should you be able to delete a tracked entry before it's submitted to your manager?"

SDE :- "We should also be able to verify if the time that has been logged by the tool is accurate or not, so if there were manual start/stop buttons, that would be very helpful."