# Project Logbook Template

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| **Name: saif Kamal Salim haddad** |
| **Project Title:** Paper business cards VS Near-field communication cards(NFC) |
| **Date: 18/11/2022** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  This week I completed the Introduction of the technical report and I fulfil all the task requirements. Until now, I consider that I'm on track with the deadline.  Everything went well and I did not change anything in my plan of this done week. |
| **Any risks and/or issues identified?**  **Points to consider:**  I have faced just one issue, which was that I do not have enough skills to make research and I did not find all the data that I need during my research.  But for now, there was not a big issue that affected my plan. |
| **Problems encountered**  **Points to consider:**  One of the problems that I faced, was that I could not find good information about devices that can be reused, but I got over this problem by meeting an expert on this topic, he shared his career experience, and he showed me some devices that can be reused and how he reused them. |
| **New ideas and change of project direction**  This NFC card can be reused but what I found that I can refurbish them also |
| **What have I learnt about myself this week?**  I learned that even if a don’t have enough time to work, I can manage my time and I can finish what in my mind which is a very nice skill  **Points to consider:**  At the first, I feel like, what is this? I can't do it or I can't solve it but after an take some time to relax and think I consider that it was fine and what is make me happy is that with every step I do in the task I learned something new not just skills and new information so the tasks were very useful and I think my performance was very good even I faced a lot of hurdles but I should make a schedule for my time to manage my time more than this week so I can finish before the deadline.  All the information that I got from the completion of the first section this week, for me was very valuable and will help me in the next week greatly |
| **Tasks planned for next week**  **Points to consider:**  I want to finish the research study which contains a giving a survey to the organization and collect primary and secondary data in the best way that I can because in my point of view it is the main  One of my priorities for the upcoming week is to finish the organizational study  Depend on the information that I got from this week I think I will need 5 days from the next week to finish |
| **Project plan status to date ( on, ahead, behind):** on |
| **Supervisor comments to address** |
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# Project Logbook Template

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| **Name: saif kamal salim haddad** |
| **Project Title:** Paper business cards VS Near-field communication cards(NFC) |
| **Date: 22/11/2022** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  This week I completed the research study which include a survey and I send it to my organization I collected my primary data and I made research and I collected the secondary data and then I analyzed the data, and I fulfil all the task requirements, but I have faced some issues with the time so I wish I will be on the track of the deadline, but the thing that is making me comfortable is that I did not face any issues in my plan so I did not make any changes on the plan this week. |
| **Any risks and/or issues identified?**  **Points to consider:**  I did not identify any issues in my skills except that I don’t know to consider if my report is in the best way or what, but up to now there is no issues that have any impact on my project except that I don’t have enough time to work on it |
| **Problems encountered**  **Points to consider:**  For this week I have faced one barrier which is that it was very hard to find the secondary data about my topic, but I have overcome this barrier by reading a lot of articles related to the topic and the theme |
| **New ideas and change of project direction**  No new ideas or changes for this week |
| **What have I learnt about myself this week?**  **Points to consider:**  This week I feel I'm more proud of myself because I'm doing so well and I have completed all tasks in their best way in a very short time I feel that my self-confidence is rising and I start believing in myself more and more because of the task so I consider it so useful and the second reason is communicating with the company and to see all the employees opinion by a survey is useful too.  I can feel that this week I did a better performance than the previous week and see that have some good skills in managing my time. But I see that I can improve some research skills for the upcoming week. Also, I see that the responses of the employees can help me in the organizational study fo the next week |
| **Tasks planned for next week**  **Points to consider:**  My priority for the next week is to finish the organizational study and to do a part of the proposal which based on this part , and I have made a time schedule that well help me to finish on time in just 4 days. |
| **Project plan status to date ( on, ahead, behind):** on |
| **Supervisor comments to address** |
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# Project Logbook Template

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| **Name: Saif Kamal Salim Haddad** |
| **Project Title:** Paper business cards VS Near-field communication cards(NFC) |
| **Date: 29/11/2022** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  For this week I have finished the organizational study part and have did some small edits to the primary and secondary analysis. I did fulfil all the task requirements for the third week.  And hopefully, I'm on track with the deadline of the project.  Up to this week, I did not make any changes to my plan. |
| **Any risks and/or issues identified?**  **Points to consider:**  The biggest issue that I faced this week was that I have lack of information on the stakeholder's roles, which affected my deadline for this week to find all the information that I want |
| **Problems encountered**  **Points to consider:**  I used to write in detail, but it took a lot of time and there was no that time for the deadline, and I overcome this barrier by just writing the needed details that would help me in my project |
| **New ideas and change of project direction**  No new ideas or changes for this week |
| **What have I learnt about myself this week?**  **Points to consider:**  I felt very proud that I have done most of the work and I don’t have that much left.  Finishing the organizational part was so useful for me because a lot of information was added to my knowledge. The performance was very good I finished everything in the best way.  I will improve my time management more than this week. This part improves my knowledge a lot which will help me in other projects in the future. |
| **Tasks planned for next week**  **Points to consider:**  My next week priority is to finish the proposal. I can see that I have much time to complete what is left from the project |
| **Project plan status to date ( on, ahead, behind):** on |
| **Supervisor comments to address** |
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# Project Logbook Template

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| **Name:** Saif Kamal Salim Haddad |
| **Project Title:** Paper business cards VS Near-field communication cards(NFC) |
| **Date: 1/12/2022** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  I have completed the proposal report, which means I have fulfilled all the task requirements, and I'm surely on track with the final deadline. One of the changes that I did to my plan is that I left a small task on the organizational study which was the organization's requirement to make sure to finish the proposal before the deadline and hopefully, I did go back and finished it |
| **Any risks and/or issues identified?**  **Points to consider:**  One of the issues that I have faced is a lack of converting what is in mind into a written and comprehensible idea, this issue was faced while I'm telling my project idea, and it affected my project time plan but not that much. |
| **Problems encountered**  **Points to consider:**  One of the barriers that I faced was that I could not find much information about my sponsor, but I overcome it by holding a meeting with the sponsor to get the information that I want |
| **New ideas and change of project direction**  No new ideas of changes for this week |
| **What have I learnt about myself this week?**  **Points to consider:**  I felt very proud of myself and very happy because I have finished the last task needed which means I have finally finished the required project. The proposal task was very useful because this part taught me how to make a summary of my work, and what makes me happy more, is that I performed very well. For the next week, I want to improve some skills such as the way of converting an idea in my mind into a written idea. This knowledge that I got from this task would help me with other upcoming proposals for other projects. |
| **Tasks planned for next week**  **Points to consider:**  My priority for this week is to overcheck all that I have done in the previous weeks to make sure that I have covered every single needed detail. I don’t have much time, but I will surely finish it before the deadline |
| **Project plan status to date ( on, ahead, behind):** on |
| **Supervisor comments to address** |
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