# Project Logbook Template

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| **Name:** Saif Kamal Salim Haddad |
| **Project Title:** Paper business cards VS Near-field communication cards(NFC) |
| **Date:** 10/1/2022 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  As a project manager, I have done the cost management plan, by using a tool called project libre I have divided the project into milestones and I gave every milestone an opening date and closing date, which means I have fulfilled all the task requirements, and I'm surely on track with the final deadline. In this task, no changes were applied. |
| **Any risks and/or issues identified?**  **Points to consider:**  One of the issues that I faced was difficulty estimating the time required for each milestone, but it did not have any impact my project |
| **Problems encountered**  **Points to consider:**  One of the barriers that I faced was that I could not estimate how much time every milestone needs, but I overcome it by holding a meeting with the employee who will work on this milestone and take his opinion about how much time he will need to finish the task |
| **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 like I'm more pleased with myself since I'm performing so well and finishing all of my chores quickly. I sense that my self-confidence is growing as a result of the work, and I start believing in myself more and more. so, I consider it so useful because communicating with my team and taking their opinions, which builds a good relationship between us. I can see I performed better this week than the week before, and I can tell I have strong time management abilities. I would improve the relationship between me and my team more. This good relationship might help me in the future if I need a friendly team to work with for a new project |
| **Tasks planned for next week**  **Points to consider:**  My next part priority is to do risk management, and I've created a timetable that will enable me to complete the task in only two 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: :** Paper business cards VS Near-field communication cards(NFC) |
| **Project :** Paper business cards VS Near-field communication cards(NFC) |
| **Date:** 17/1/2023 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  As a project manager, I have done the Risk management plan, I identified all the risks that might happen and a mitigation plan for them also I calculate the probability of each risk and analyzed all the possible impacts that could come from each risk, and I have done a matrix that shows the relation between the probability and the impact of each risk. I have fulfilled all the needed requirements for the risk management plan, which is so good that I'm on track and within the deadline. So far I did not change anything in my project plan |
| **Any risks and/or issues identified?**  **Points to consider:**  I did not identify any issues in this task except that it was so hard to expect all the risks that I might face but it was not a big issue, this small issue I faced it impact on my project because it took time more than I expected |
| **Problems encountered**  **Points to consider:**  One of the barriers that I faced, was that I could not find good information about the impact of each risk if it happens, but I got over this problem by meeting an expert on this topic, he shared his career experience in this field, and he and he told me about what will happen if one of the risks happens |
| **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 of myself that I can manage the problem  I learned a lot of new stuff as a result of finishing the Risk management plan, which was quite helpful for me. My performance was excellent, and I completed everything to the best of my ability.  I'll manage my time better than I did this week. This section significantly increases my expertise, which will be helpful to me in future tasks. |
| **Tasks planned for next week**  **Points to consider:**  My next week priority is to finish cost management. I can see that I have plenty of time to finish the project's remaining tasks. |
| **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: 23/1/2023** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  I fulfilled all the work criteria this week and finished the scop management plan I have defined my project scop. As of right now, I believe I am on schedule for the deadline.  Everything went according to plan, and I didn't make any changes to this week's schedule. |
| **Any risks and/or issues identified?**  **Points to consider:**  I did not identify any risk in this planning part because I have prepared my scop for a long time before starting to work on it, and nothing impact this part of my project |
| **Problems encountered**  **Points to consider:**  The barrier I did face was time, I thought it will need less than 5 days but it took more, but I did come over it by working very hard on the fifth day so it doesn’t take more time |
| **New ideas and change of project direction**  No new ideas were added to my project |
| **What have I learnt about myself this week?**  **Points to consider:**  I felt this week so proud because I managed my time on the last day and I have done everything as I want in the best way it was so useful because it taught me how to deal with time and how to work hard, in the first 3 days my performance was not as must be but the last day my performance was very good, I have contributed that even if I am delay I can finish it in the supposed day, I will improve my time management more than what I have thought this week, this part will help me in my future projects to estimate the time in a more professional way |
| **Tasks planned for next week**  **Points to consider:**  My upcoming priority task is to do a very good cost management plan, and I have put sufficient time to complete with in 5 moths |
| **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:** 22/1/2023 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  As a project manager, I have completed cost management and calculated the ROI and Gross Profit Margin I fulfil all the task requirements 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 get the best deals on the resources and I did not find all the resources 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 estimate all the resources that I need, but I got over this problem by meeting an expert on this topic, he shared his career experience |
| **New ideas and change of project direction**  No new ideas or changes for this week |
| **What have I learnt about myself this week?**  I discovered that I can manage my time and do what I set out to achieve, which is a lovely talent even if I don't have enough time to work.  **Points to consider:**  I initially thought, "What the heck is this?" I can't do it or figure it out, but after taking some time to unwind and reflect, I think it was fine. What makes me especially happy is that the tasks were very useful and I believe my performance was excellent despite the numerous obstacles I encountered. However, I should create a schedule for my time to better manage my time than this week so I can finish before the deadline.  For me, the knowledge I gained from completing the first session this week was quite beneficial. |
| **Tasks planned for next week**  **Points to consider:**  I want to complete the change management plan, which includes awareness and resilience, and readiness  Based on the facts I learned this week, I anticipate needing 5 days from the next week to complete it. Have you set aside sufficient time for completion? |
| **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: 27/2/2023** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  This week I completed the change management plan and I fulfil all the task requirements. Until now, I consider that I'm on track with the deadline.  This week, I didn't alter the plan in any way. |
| **Any risks and/or issues identified?**  **Points to consider:**  There are currently no problems with my project other than the fact that I don't have enough time to work on it. I did not identify any concerns with my skills other than the fact that I am unsure of how to evaluate whether or not my awareness strategy is the best one. |
| **Problems encountered**  **Points to consider:**  Finding information about my employees so i can put my plan based on their needs was one of the challenges I encountered, but I overcame it by visiting with him in person to receive the details I needed. |
| **New ideas and change of project direction**  Nothing new or different for this week. |
| **What have I learnt about myself this week?**  **Points to consider:**  I was really pleased of myself because I had completed the most of the job and there wasn't much left.  Finishing the change management section brought a lot of knowledge to my knowledge, which was quite helpful for me. My performance was excellent, and I completed everything to the best of my ability.  I'll manage my time better than I did this week. This section significantly expands my expertise, which will be helpful to me in future tasks. |
| **Tasks planned for next week**  **Points to consider:**  The scop management is what I want to finish this next week. I can see that I will have plenty of time to finish the assignment. |
| **Project plan status to date ( on, ahead, behind): on** |
| **Supervisor comments to address** |
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