INFO1111 2021 Sem 1 : Self-Assessment Instrument

Individual Strengths and Needs + Planning

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*Enter the **three strengths** that you believe you have that are most significant to your ability to work in the computing field.*

Teamwork
Fast learner
Thorough work

Additional notes

Enter here any additional explanatory notes regarding these strengths and weaknesses and how they should be interpreted.

Through many previous jobs etc. I have learnt how to work well in a team and learn fast on the go. It has been a important lesson that I have learnt through these many jobs, which have resulted in my learning of these skills. I have also learnt to become very thorough with my work, which, coupled with my teamwork skills, and because I'm a fast learner, should be very beneficial in the computing industry.

*Enter the **three area for further development** that you believe are most important in improving your ability to work in the computing field.*

Programming
Multitasking
Written/typed communication

Whilst written communication as such is not extremely important in the current world with the prevelance of computers. Typed communication, programming (or at least an understanding of), and the ability to multitask will be extremely important in the computing industry. For this reason I have flagged these three areas for further development.

Previous Experience, etc.

Prove a brief outline of your previous experience

Retail (3yrs) - Gave me experience in custromer service and teamwork skills. Hospitality (6 months) - Gave me further experience with teamwork and customer service. Administration (6 months +) - further skills in customer service as well as data handling as organisation skills. 2 week work experience at Qantas head office - gained insight into many aspects of the airline such as loading systems, baggage handling, aircraft maintainance etc.

Career Ambitions

Provide a brief summary of your career ambitions

Hopefull the Cyber security industry.

Plan for undertaking development

Area 1:

Programming

Analysis of the need	***Plan for undertaking development***
Whilst I am currently undertaking a Python programming course, my skills are still very basic. This is because prior to the course, I had no experience in coding at all. Whilst I may no be directly needed to code moving into the computing field, a good understanding of programming will be paramount.	**Work hard in the programming course and seek out new materials to further my programming skills. I will likely need to do extra reading outside the course in order to stay ahead, keep my skills up to date, and learn as much as I can in order to have a solid understanding of coding.**

Area 2:

Multitasking

Analysis of the need	***Plan for undertaking development***
I have always struggled to balance multiple tasks at once. I mostly lack multitasking skills when it comes to assingments and exams previously at school and now at univeristy. Whilst I do not need to be great at it, the ability to work on many different things at once is extremely important to keep myself on track with my workload and also keep my thoughts flowing.	**I will do my best to stay up to date with work and assignments etc. such that I don't need to prioritise work. This way I will be free to move about my work and work on multiple things at once. I will also look to teach myself about some platforms (e.g. JIRA) which help organise tasks, allowing for easier multitasking.**

Area 3:

Written/typed communication

Analysis of the need	***Plan for undertaking development***
Whilst my verbal communication (as well as my listening skills) are to a good standard, my written and typed communication skills are lacking. Whilst the written aspect is not terribly detrimental with the dominance of computers, my handwiritng is still very poor, making any handwritten communication on my part hard. But, most importantly, my general vocabulary and grammar when communicating needs to improve to be more consice and formal.	**I will do my best to improve my handwriting by writing more. As for my use of formal language when communicating, I will try me best to read more and think about what im writing in advance to make sure I'm being clear and consice in my communication. This should hopefully improve my written communication skills which should allow me to better communicate within a team.**

Self-learning topic proposal

Primary/Computing Tool Domain:	Software Development
Domain of Application	Logistics - Staff Management and Team Communication
Topic:	Jira

Description	Jira was developed by Australian company Atlassian. It facilitates a software development team to work on bug tracking, issue management and project management.
Why is this relevant:	As I have chosen to do Software Development as my second major, this platform could be very relevant to me in any future group projects that revolve around this domain.
Why will this be beneficial?	It will help me improve on the areas which I have previously outlined (multitasking, written/typed communication & to a lesser extent programming). This development of skills will be vital as I move through my software development major.

	Outcomes	**Description of what will be delivered**	**Included Artifact**
Level 1 - Basic Application	I will be able set up a Jira domain. Within this domain, I will be able to add a team member, and add a Git repository (as well as push code through to this repository, such that it can then be managed through my Jira domain). Furthermore, I will be able to use the roadmap and project board to schedule tasks and move them between each stage (to do, in progress and complete) to show how a task can be issued, worked on and reviewed by different members of a team.	A report outlining the steps involved in learning how to and actually how I set up the domain, added team member(s) and added a Git repository and subsequently pushed code to the repository into the Jira domain. In addition to this, I will describe how I was able to learn how to utilise Jira from the perspective of different Software Development team members and how the use of Jira potentially helped or hindered their ability to effictively communicate and work towards their goal(s)	A link to my Jira domain, showing the project setup, added member(s), Git repository and pushed code. As well as showing the roadmap, project board, and tasks that have been worked on and reviewed. + Report
Level 2 - Basic Knowledge	I will understand how Jira allows for Software Development teams to interact when undertaking issue managemet whithin my chose domain of application (logistics), and how this is more/less beneficial than individual communication between members of a given Software Development team. I will also understand how Jira adds depth in commiunication compared to using Git as a standalone tool within a Software Development team.	In addition to the above report, I will provide details as to the steps I took to learn this information, analysis on the benfits/drwabacks of Jira and how it compliments the use of Git by improving communication and task managing for any given Software Development team. in addition to this, I will also provide a SWOT analysis of Jira to better understand its benefits/drawbacks.	Report (including SWOT analysis)
Level 3 - Advanced Application	I will be able to use Jira and Confluence concurrently in order to maximise efficiency within Jira. I will teach myself to set up a Confluence space and create pages which can then be linked to my Jira domain. I will also be able to use Confluence to help organise multiple Jira projects.	In addition to the above report, I will explain how I taught myself to set up a Conlfuence domain, including all the important features (spaces, pages etc.). I will also outline how I learnt to orgaise Jira project by using pages to allocate team members to different projects and specific issues within those projects (by linking the issues from Jira). Moreover, I will be able to explain the organisational benefit of having multiple Jira projects managed through one Confluence space.	A link to my Confluence domain with an overarching space containing multiple pages that each represent a Jira project (similar to the one provided in level 1) + Report
Level 4 - Advanced Knowledge	I will understand how Jira is used within the boundaries of a large coporation, split up into many smaller teams with separate projects, with each team having multiple projects. Furthermore, I will understand how effective it is/can be for a large coporation to use Jira in such a capacity. I will also be able to discuss the benefits/drawbacks (and security risks) of public domains/projects. I will also seek to compare Jira to other issue management software (Asana, Rally, Trello etc.) and discuss where Jira is more/less beneficial then its counterparts	In addition to the above report, a report outlining my understanding of the process by which a large would operate a given Jira domain between multiple teams and projects, and a view on the possible benefits of public domains and projects. I will also discuss Jira's competiton, the similarities and differences between them, and where and when Jira is more suitable (i.e. in my given domain of application).	Report
Next step	Use Jira to access public domains and utilise the skills attained to view and work on projects as a team member.	An outline of how my previous learning of Jira has allowed me to undertake this task, and the relevent skills learnt that were needed to do this.	A link to the relevent Jira domain with a report that outlines my contribution, if any.

Resource	**Link**	**Notes**
Jira Tutorial	https://www.atlassian.com/software/jira/guides/getting-started/basics	A tutorial from the parent company, Atlassian, that should help me get a broad unsertanding of JIRA and its many functions
Atlassian Youtube	https://www.youtube.com/channel/UCL1yMVRMh3vxitPiVaXfkoA	Will have further informative videos on how to use Jira
Best practices for Jira	https://www.atlassian.com/software/jira/guides/getting-started/best-practices	A guide for how to use Jira to a high standard
Effective use of Jira	https://blog.hubstaff.com/jira-project-management-guide-beginners/	An outline of how to best utilise Jira effectively

Introduction

This is a report whereby I will track my learning of a particular computing tool. I will be discussing the steps I undertook to learn the given tool, and my progression of knowledge and application of the tool.

Furthermore, I will investigate the extent of the usefullness of the tool within a non-computing domain of application, focussing on the areas in which it can benefit the given domain, and areas in which it could present as a potential drawback over other tools, practices or methods.

Jira

Jira is an agile project management platform developed by the Australian company *Atlassian* in 2002. Described as a "flexible issue tracking tool that helps teams plan, manage, and report on their work" (Cprime, 2021), Jira was originally targeted at software developers for use in issue management. But has since been widely adopted by a wider range of computing domains and non-computing domains (for example, in large corporations such as Qantas). However, it still remains most prevalent in the Software Development domain (which is where it is most applicable to myself).

Justification

As I have outlined in my **Self-Assessment** and my **Self Learning Proposal**, my biggest weaknesses relevant to the professional computing industry are my poor written/typed communication, lack of ability to multitask and lack of programming skills.

Jira, being a project management tool, should allow me plenty of opportunity to work on improving my communication skills, as I work towards learning how it allows for ease of communication between computing teams.
Furthermore, in learning how to effectively use Jira, I will hopefully be able to improve my multitasking skills. Through being able to plan projects and concurrent tasks within those given projects (which will allow me to better manage my time, making it easier to work on multiple tasks at once). Finally Jira should be able to provide me with more programming experience through the use of Git repositories for Python code. Being relatively inexperienced with Python (and just programming in general), my debugging skills are rather poor. Thus as I begin to learn Jira, interpreting the depth of its efficiency to aid computing teams in Issue Management, I should be able to get more hands-on experience with debugging. Bringing my overall programming skills to a higher level than I would otherwise be at.

In order for me to best teach myself how to efficiently use Jira and improve these skills, I will need to have some basic understanding of programming and the use of Git. Since Jira revolves around the movement of code between team members in a computing environment, it is vital that I have at least a basic understanding of programming and how it works. Moreover, it is also greatly important that I be familiar with Git (the creation of Git repositories, and the use of Github to push and pull files from/to repositories), as it is the primary tool used to share code through Jira. Fortunately, as I do have basic programming skills and understanding of Git, I should be able to effectively teach myself Jira, and thus improve on my skills that have been marked for improvment.

Resource Search

In order to teach myself how to utilize Jira to a high standard, I will need to view and interpret various resources. In terms of learning Jira, there are a vast array of resources, spanning from articles, blog posts, websites, youtube videos (in particular the videos created by *Atlassian* on their channel), and scholarly articles (through Google Scholar). This depth of resources will likely be sufficient for me to potentially teach myself Jira in detail and thus demonstrate such subsequent knowledge.

Furthermore, as stated in my **Self Learning Proposal**, the *Level 1 - Basic Application* of my learning of Jira will cover a lot of the general functions and use of the tool. However, further application of my knowledge will require a understanding of how to ***effectively*** use Jira. Which therefore means that there is a large scope for high level understanding of this tool, should I use appropriate resources.

Logistics - Staff Management and Team Communication

The domain of application that I have to chosen to represent is Logistics. I feel that Jira, while still being primarily targeted towards Issue Management within Software Development, has great potential to be used in the non-computing domain of Logistics, and in particular, Staff Management and Team Communication. Logistics, in my case here, is referring to a given corporation's ability to effectively manage teams and staff members and to provide clear chains of command that allow for ease of communication.

Jira will be specifically applicable to Logistics since it allows for such management of teams and staff members, and efficient facilitation of clear chains of command. Moreover, it has the potential to greatly improve team communication and overall communication at all levels within any large corporation.

> Products and apps built on top of the Jira platform help teams plan, assign, track, report, and manage work. The Jira platform brings teams together for everything from agile software development and customer support to start-ups and enterprises
>
> — (Atlassian, 2021)

To this extent, in this report I will discuss the extent to which Jira can benefit Logistics within large corporations, and the potential limits Jira may have in maximizing communication and efficiency.

References

1. Atlassian. (2021). Jira Overview | Products, Projects and Hosting. Retrieved March 27, 2021, from Atlassian website: https://www.atlassian.com/software/jira/guides/getting-started/overview

2. Cprime. (2021). What is Jira? Learn about the tool to plan, manage and report by Atlassian. Retrieved March 27, 2021, from Cprime website: https://www.cprime.com/what-is-jira/