**DMIT 2027 – Project Essentials**

Journals are a great way to allow you to reflect on what has happened in the past. Because it is written, it gives you time to think about what influenced your thoughts and feelings and what you learned or can learn from these experiences. There is no right or wrong response within a journal because it is based on your perceptions, understandings and experiences.

Interpersonal skills, the ability to communicate effectively, build bridges and resolve issues are fundamental skills in project management. While much of the content in this course is technical in nature, as a student, you need to track issues encountered, conflicts resolved, and lessons learned from the early stages of the course all the way to its completion.

As instructors we want to know how you have interpreted the material we have covered and how you can see it applying to your school, work, and to your personal life as well. Please give some thought to what you write down and remember, this journal is unique to you; no one else will have the exact same thoughts and feelings, nor interpret the course information in the same way.

Mechanical requirements for the journal:

1. A key requirement in a journal is its personal “voice”. Avoid describing what you did in the class. Instead, write about your thoughts, feelings and experiences throughout the project management life cycle. Write using the ‘I’ word. See following examples.

Example of not so good journaling: In our class, we formed a team by instructor allowing us to self-organize in groups.

Example of good journals: I was uncertain how the group selection would pan out. For one, I did not want to….

The former merely describes what happened, while the latter personalizes it. The goal of a journal is not to report, but rather to reflect. The combination of this reflection and instructor feedback can help you identify some of your strengths, as well as enhance some of your skills, as a project team member, and eventually a project manager.

1. Organize your thoughts and use headings as appropriate. (i.e. Title, Introduction, Topic headings, etc.). Check spelling and grammar – a well-written journal shows the effort expended. **The journal should be no less than 750 words, and no more than 2,000**. Strong journals link your personal experience to the course materials. Use examples from your own life – family, school, associations – to articulate your thoughts.

Journal Specifications:

1. Use topic headings to identify topic changes. For example: Topics Important to Me, Team Issues, General Thoughts. Use a header that contains your name and the journal number.
2. Grammar, punctuation, spelling, writing for comprehension are important [30%]
3. The depth of your topic discussions (don’t merely explain or report what happened, but rather how it impacted your learning, team process and outcomes, and an analysis of how to improve) [70%]
4. Cover page: Course Name, Number and Section, Instructor Name, Student Name, Title: Journal 2.

Topics to Discuss:

* What you expect / would like to learn from this course; be as specific as you can. [suggested heading: My Expectations]
* We have discussed the Project Charter, the Scope Statement, and the outline of the Project Plan, WBS and MS Project. From these, identify at least three [3] different concepts that have become important to you and why. How do you think you would or could apply these PM concepts to your professional or school situations? Provide examples [Suggested heading: Topics Important to Me]
* Team issues: [suggested heading: Team Issues]
  + How did you feel about the team now that you have had a chance to work together? What has changed? Have you had to use the team norms contract to enforce task completion?
  + What surprises have you encountered as a result of interacting with your team members?
  + Do you feel you can contribute and speak out? How is the participation of your team members? How do you handle any differences between members?
  + Your thoughts about your team’s overall strengths and weaknesses of your team
  + Are there any project-related issues down the line that need addressing?
  + Has the instructor been supportive when needed?
  + Any other issues that you wish to discuss with appropriate heading

Submission

Submit your Word document to Moodle before the deadline.