**DMIT2027 – Project Essentials**

**Journal 3 OUT:**

**Week 12; DUE:**

**Weight: 10%**

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 exactly 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. Please use 1.5 or double spacing, sans serif font [i.e. Arial, Verdana] no smaller than pt. 11. Use one inch margins, left justification only.
2. 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. Use a footer for your page number [bottom center or right hand side].
3. Grammar, punctuation, spelling, writing for comprehension are important [30%]
4. 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%]
5. Cover page: Course Name, Number and Section, Instructor Name, Student Name, Title: Journal 3.

**Topics to Discuss:**

In the first two journals, you were directed to answer questions about your team experience. For this last journal please reflect and focus on your own contribution to the team work For this journal please focus your reflection on the following topics:

1. My Contribution: How would you characterize your own contribution to your team’s effort? By contribution, we mean behavior like your use of helpful comments to other members that guided the team forward – without being asked or probed. Were there instances where you didn’t feel like contributing? Why was this so? [suggested heading ‘My Contribution’]
2. What I liked and didn’t like in this course: Did you get from the course what you expected? What would you have liked to learn from this course that was absent? Be as specific as you can. [suggested heading: What I liked and Didn’t like]
3. Important Concepts Learned: We have discussed and completed the Project Charter, the Scope Statement, MS Project, the WBS and have been exposed to an outline of the Project Plan. 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: Important Concepts Learned]
4. Team Issues: Part of the reflective process is to determine what you will do differently in the team should a similar situations arise. If you team functioned well, what do you believe were the reasons?
5. General Comments: Any other issues that you wish to discuss with an appropriate heading, or under ‘General Comments’.

Submission

Zip your project folder and upload it to Moodle.

**LATE ASSIGNMENTS WILL NOT BE ACCEPTED!**

Student Responsibility

Enrolment at NAIT assumes that the student will become a responsible citizen of the Institute. As such, each student will display a positive work ethic, and assume responsibility for his/her education by researching **academic requirements and policies;** and respecting expectations concerning attendance, assignments, deadlines, and appointments.