

REPORT OF PERSONAL WEBSITE AND VIDEO CV

Digital Content Retrieval

By Professor Maria Grazia Albanesi

Academic year 2022-2023



Sepideh Hayati
University of Pavia

Contents

Introduction	2
Report: Video Curriculum (Video CV)	3
Project	3
Project Management	4
Project Scope	4
The principles and fundamentals of project management.....	4
Project plan	6
WBS	6
Plan (GANTT Chart).....	9
SWOT.....	11
Risk analysis	12
Reaction to risks	13
Report: Personal Website (PWS)	14
Project	14
Project Management	15
Project Scope	15
The principles and fundamentals of project management.....	15
Project plan	17
WBS	17
Plan (GANTT Chart).....	26
SWOT.....	29
Risk analysis	30
Reaction to risks	31
Conclusion	32

Introduction

In these projects, I have made efforts to apply the knowledge acquired from theoretical lessons. The main objective of these projects is to put into practice the principles and concepts learned in the course. To achieve this, we will utilize classical project management methods to learn how to effectively organize, plan, and execute a project.

The first project involves designing a personal website using WordPress, where we will be able to display the skills and abilities we have acquired in a practical and organized manner on the created website.

The second project focuses on creating a video resume (CV), which provides an exciting opportunity to present our talents and display ourselves in a professional manner. Through this project, we will learn how to effectively present our skills and experiences concisely and attractively, how to edit the video, and produce an impactful output for conveying resume information in a video format.

Both projects hold significant value beyond our academic studies. They can serve as valuable assets in our future careers after graduation. The practical skills gained through these projects will contribute to our professional growth and set us apart in a competitive job market.

Report: Video Curriculum (Video CV)

Project

The project aimed to create a Video CV with a duration of 2 minutes and 49 seconds. This project followed the defined beginning and end of a temporary endeavor, focusing on producing a unique result. The Video CV will serve as a valuable tool for showcasing skills and qualifications beyond the project's completion. To watch my CV video, please click on the video below. (Figure 1)



FIGURE 1: MY VIDEO CV ON YOUTUBE

Project Management

The primary goal using project management techniques is to reach the Project Goals with the available resources, on time, and on budget (costs). The project followed the five groups of project management processes: initiation, planning, execution, monitoring and controlling, and closing. It had a defined start and end time and involved various phases of execution and organization.

Project Scope

- Objective: Create a Video CV displaying the individual's education, achievements, skills, and professional experiences to improve job prospects.
- Goal: Produce a visually compelling Video CV utilizing video editing skills to effectively highlight qualifications and experiences.
- Limits/Constraints: The project does not guarantee job placement.

The principles and fundamentals of project management

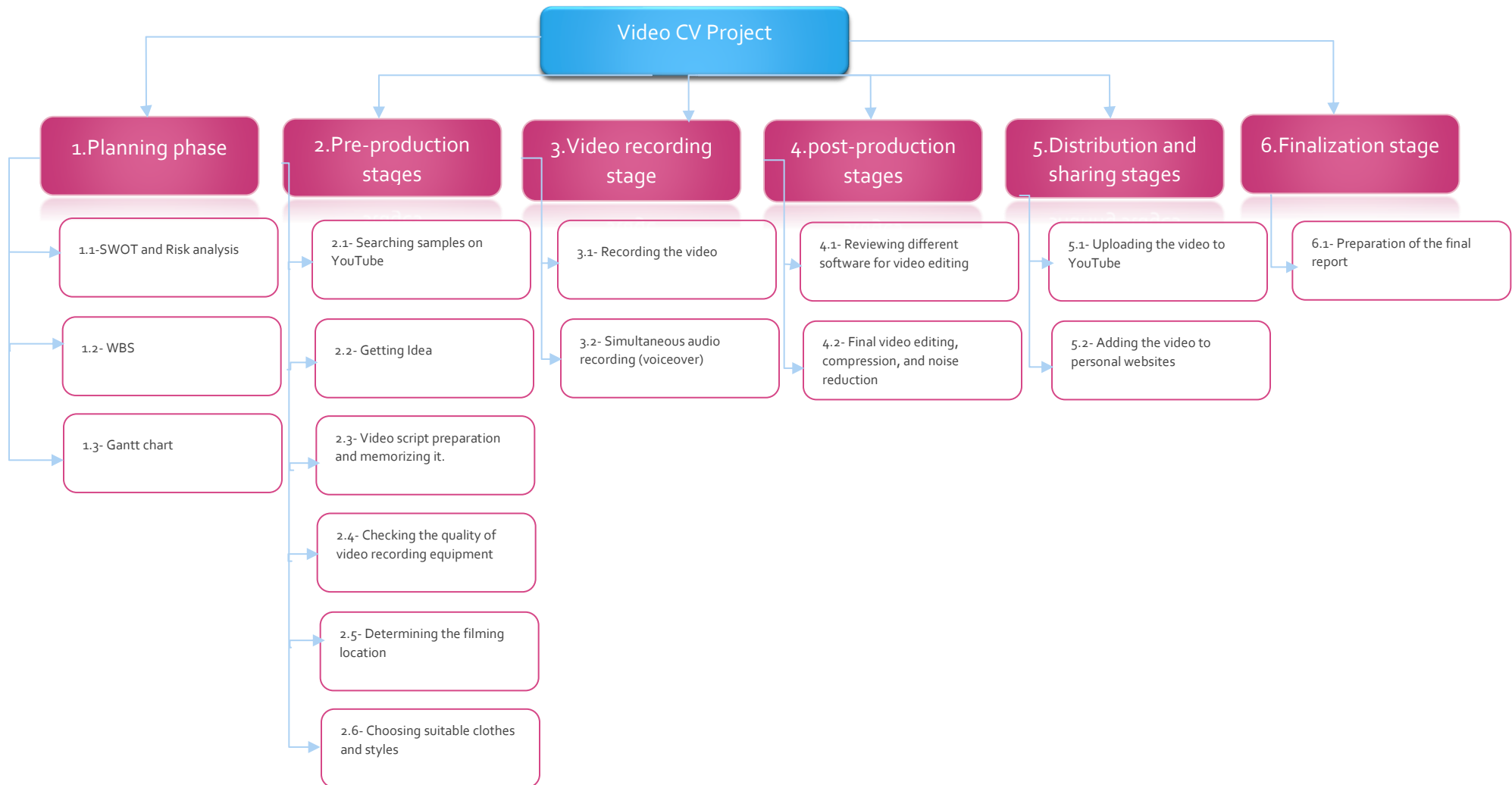
- Specific: The objective is specific and clearly defined in the Project Scope step.
 - The maximum duration of the produced video is set to 2 minutes and 49 seconds.
 - The video includes both live footage and documentary-style segments to enhance its attractiveness and engage the audience through the display of relevant films and images.
 - The video provides useful information in English, highlighting aspects such as "*About me*," "*Skills*," "*Education*," and "*Experiences*" to secure an internship job position.
 - With the aim of displaying the video on a website, it has been compressed to 720 pixels with an acceptable quality, ensuring appropriate loading speed for web viewing.
 - The video and the initial footage of the video were captured using a professional Nikon camera.
 - Additional enhancements to increase the video's attractiveness include:
 - The utilization of effects, subtitles, and subsection for different sections of the video.
 - All selected images and music respect copyright laws.
- Measurable: The success of the project can be measured by evaluating the effectiveness of the Video CV in presenting the desired qualifications and experiences.
- Achievable: The project is considered achievable as it considers the initial resources available and the necessary capabilities for appearing in front of the camera.
- Realistic: The objective of creating a Video CV is realistic, taking into consideration the available resources, skills, and constraints.
 - Budget: I had a budget of 0 Euros for this project.

- Human resources: I did not need any additional human resources for assistance.
- Time-based: The project follows a time-based approach by adhering to specific deadlines outlined in the Gantt chart. This ensures the timely completion and release of the Video CV. By using the Gantt chart, I can effectively monitor the execution timeline of tasks and allocate resources accordingly. The project started on the 18th of June and ended on the 27th of June. (8 days)

Project plan

WBS

In the continuation we see the Work Breakdown Structure (WBS) break down the production of my Video CV project into smaller, manageable tasks or activities.



1. In the planning phase
 - I identified various dimensions of the project and risks.
 - I used *Microsoft Project* for creating the Gantt chart and *Microsoft Word* for the WBS chart.
 - This part was one of the most important aspects of the project as it contributed to a better start by providing a suitable and effective mind mapping.
2. In the Pre-production stages
 - After watching different videos of students and job seekers and evaluating the impact of each video, I found my initial idea. Seeing examples also helped enhance my creativity and mature perspective on this project.
 - For filming, since I did not have professional lighting tools, I preferred using a white background wall near a sunlit window.
 - Additionally, to improve the image quality and create a more engaging experience for the audience, I positioned the camera close to the study table.
 - I chose to wear a simple, plain, and non-patterned outfit to draw the audience's attention solely to my words and the subtitles displayed in the video.
 - Lastly, for the video's content, I utilized the comprehensive information I had already provided on my website regarding my skills, work experiences, and educational background.
3. In the Video recording stage
 - I experienced significant noise in various filming instances. Therefore, I decided to separately record the audio using headphones while simultaneously recording the video. During the video editing stage, I merged the audio with the video and even utilized the noise reduction feature in the highly practical *DaVinci Resolve* software. This provided me with a much better output.
4. In the Post-production stages,
 - I preferred using online tools and free platforms. However, for video compression and noise removal, I used *DaVinci Resolve*. As the online platforms offered more up-to-date and attractive features for final editing, I opted for a free version that includes the online tool's logo. The utilization of effects, subtitles, and subsection for different sections of the video, achieved through an online video editing platform called <https://www.veed.io>
 - To “compress” the video, “remove noise,” and “merge the recorded video and audio” (captured via Bluetooth headphones to reduce noise during recording), I utilized the widely used software, *DaVinci Resolve*.
 - All selected images and music respect copyright laws, with the music downloaded from the <https://www.chosic.com> website and the images sourced from the highly functional website <https://iconscout.com>

- The video begins with an image of myself, with the background removed and replaced with a PNG background obtained from the widely used <https://www.remove.bg>
 - As you can see in the video, the logo is displayed on my film because I utilized the non-paid and free version.
5. In the Distribution and sharing stages
- I uploaded the video on YouTube and my website. For sharing on YouTube, I used certain keywords and tags to improve discoverability by the audience.
 - Additionally, I selected a specific frame from the video as the cover image.
6. In the Finalization stage
- I completed the report and added the challenges encountered at each stage. It is worth mentioning that the report was continuously prepared throughout the video production process.

Plan (GANTT Chart)

Developing a plan using tool Gantt chart that helps in scheduling and visualizing the project timeline. It provides a clear overview of the sequence and dependencies of activities. (Figure 2)

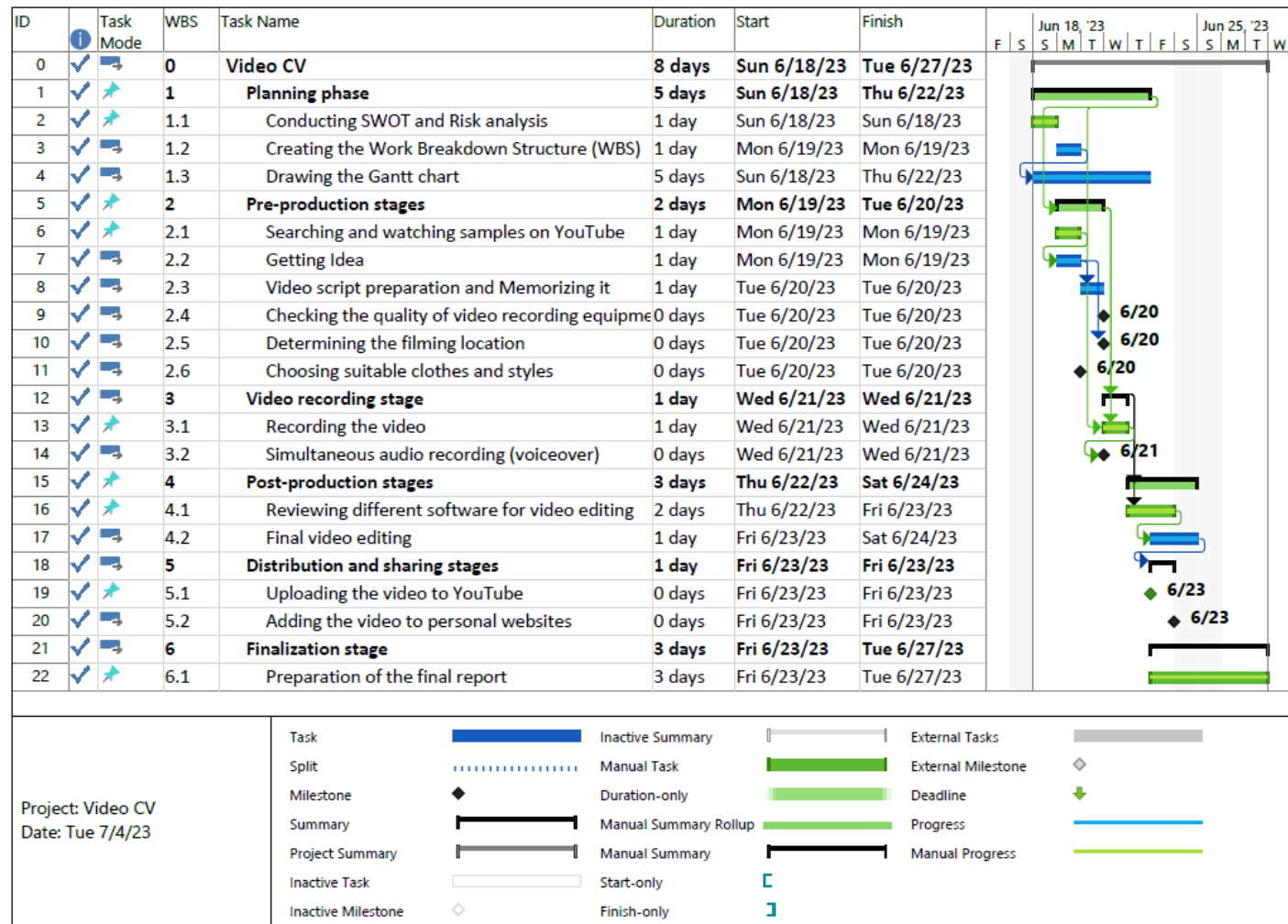


FIGURE 2: VIDEO CV GANTT CHART

- According to the chart, the project has a specific start and end date, starting on June 18th and concluding on June 27th, with the final product being prepared and used for the intended purposes.
- The task categorization and work breakdown structure (WBS) in the Gantt chart are entirely based on the WBS chart.
- Throughout the project execution, certain aspects of the schedule were updated in the revised chart due to unforeseen circumstances such as camera battery failure, reconsideration of some actions, etc.
- The final file was uploaded on YouTube on June 23rd, but due to a minor change in the video, it was re-uploaded on the day 29th June. The update on YouTube upload was not reflected in the Gantt chart, as it was not deemed significant.
- During this process, I requested feedback from various viewers to incorporate their suggestions for improving the video, which played a crucial role in the final edit.

SWOT

SWOT analysis is a strategic planning tool used to evaluate the internal and external factors that can impact the success of a project.

STRENGTHS

- Having a YouTube channel and a personal website resume for video sharing.
- Integration with social media networks and content production platforms like YouTube.
- Easy access to websites with copyright-free music videos and illustrations.
- Experience and expertise in video production
- Familiarity with necessary software and tools for video editing
- Ability to create engaging content.

WEAKNESSES

- Limited financial and technical resources, such as professional filming equipment.
- Need for further technical skills in video editing.
- Difficulty in pronouncing English words fluently and feeling stressed while recording videos.
- Lack of formal cloths like a suit for on-camera appearances.

SWOT

OPPORTUNITIES

- Passing the DCR course.
- Adding this experience to my personal resume on GitHub.
- Practicality of a video resume for job market introduction.
- Displaying my YouTube videos in Google searches and creating desired job opportunities.
- Building confidence to create diverse videos in the future.
- Offering video production services to students and job seekers.
- Improve content production through YouTube video views and post analysis.

THREATS

- Decreased video quality due to the use of free online video platforms
- Presence of noise in filming and inability to remove it through software.
- Migraine headaches due to prolonged focus on video editing.
- Possibility of data loss on the online video editing platform..
- Project disruption in case of internet issues while editing on the online platform.
- Mediocre camera quality, the risk of an unsatisfactory final video evaluation.
- Insufficient project evaluation overall, resulting decrease in the final GPA.
- Inadequate presentation of the report text due to the large size of the WBS chart.
- Negative evaluation due to grammar errors in the video script and typographical errors in creating video subtitles

Risk analysis

Risk analysis involves identifying, assessing, and managing risks that may affect the project. After assessing the risks and potential threats in the Video CV production project, I have utilized a three-by-three matrix to analyze the likelihood of occurrence and the impact of each risk on the project.

In the risk analysis table, yellow-highlighted risks should be considered, while red-highlighted risks are more significant. Proactive measures should be taken to address and minimize the impact of these red-highlighted risks.

	LOW (likelihood)	MEDIUM (likelihood)	HIGH (likelihood)
LOW (Impact)	<ul style="list-style-type: none">Negative evaluation due to the absence of formal attire, such as a coat.	<ul style="list-style-type: none">Negative evaluation due to presenting the report in landscape format.	-
MEDIUM (Impact)	<ul style="list-style-type: none">Negative evaluation for the presence of an additional logo related to the free version of the editor in the video.	<ul style="list-style-type: none">Migraine headachesLegal and privacy issues in using personal videos	<ul style="list-style-type: none">Internet issuesMediocre camera quality
HIGH (Impact)	<ul style="list-style-type: none">Inability to pass the DCR course.	<ul style="list-style-type: none">Negative evaluation due to grammar errors in the video script and typographical errors in creating video subtitles.	<ul style="list-style-type: none">Presence of noise in filmingUsing online video platforms<ul style="list-style-type: none">a. Video Qualityb. Backup

Reaction to risks

Once risks are identified and analyzed, it is important to plan and implement appropriate risk response strategies. This involves developing strategies to address negative risks or threats (such as avoiding, transferring, mitigating, or accepting the risks) and leveraging positive risks or opportunities (such as exploiting, enhancing, sharing, or accepting the risks).

Based on this analysis, I have developed the desired strategy for addressing each risk. As shown in the table below, in some cases, I have accepted the risk, while in others, I have mitigated it through different approaches and by reviewing certain procedures.

N	Risks	Type	Likelihood	Impact	Strategy	Action
1	Internet issues	Negative	High	Medium	Mitigating	Using dormitory internet if necessary.
2	Mediocre camera quality	Negative	High	Medium	Mitigating	Borrowing a video camera from a friend for one day
3	Presence of noise in filming	Negative	High	High	Mitigating	Borrowing a high-quality headset and recording audio simultaneously during filming to reduce noise
4	Using online video platforms (Video Quality)	Negative	High	High	Mitigating	Selecting a platform with the least impact on the final video quality
5	Using online video platforms (Backup)	Negative	High	High	Mitigating	Advancing a portion of the work using DaVinci Resolve software and taking backups
6	Negative evaluation due to grammar errors	Negative	Medium	High	Mitigating	Writing the script and remembering
7	Migraine headaches	Negative	Medium	Medium	Mitigating	Implementing the project incrementally and working on it at separate times
8	Legal and privacy issues in using personal videos	Negative	Medium	Medium	Accept	-
9	Inability to pass the DCR course.	Negative	Low	High	Mitigating	Requesting guidance from the professor via email to implement important decisions

Report: Personal Website (PWS)

Project

In this report, I will describe the activities and outcomes of my website project. The objective of this project was to create a professional website to display my resume and personal skills. It followed the defined beginning and end of a temporary endeavor, focusing on producing a unique result. WordPress, a content management system, was used for the development of this project.

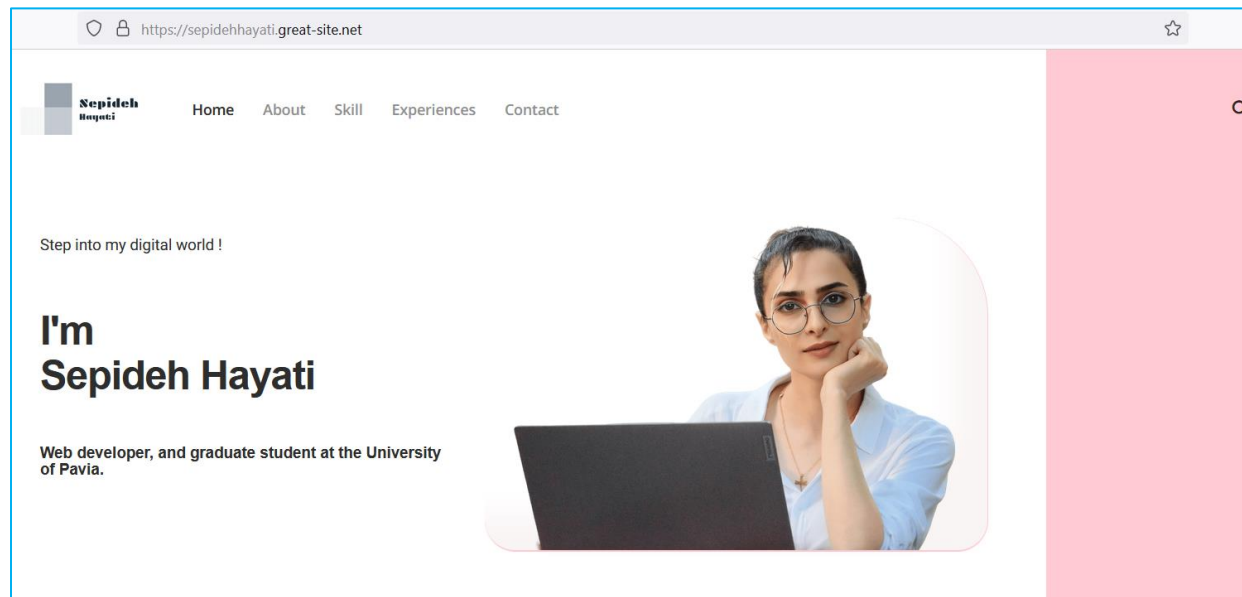


FIGURE 3: MY PERSONAL WEBSITE (HOME PAGE)- [HTTPS://SEPIDEHHAYATI.GREAT-SITE.NET/](https://sepidehhayati.great-site.net/)

Project Management

Using project management techniques, the primary goal was to achieve the project's objectives with the available resources, within the specified time limit, and within the allocated budget. The project followed the five groups of project management processes: initiation, planning, execution, monitoring and controlling, and closing.

Project Scope

- Objective: Build a professional website to display education, achievements, skills, and professional experiences, improving job prospects.
- Goal: Create an engaging and visually appealing website using WordPress to highlight qualifications and experiences.
- Limits/Constraints: The project does not guarantee job placement.

The principles and fundamentals of project management

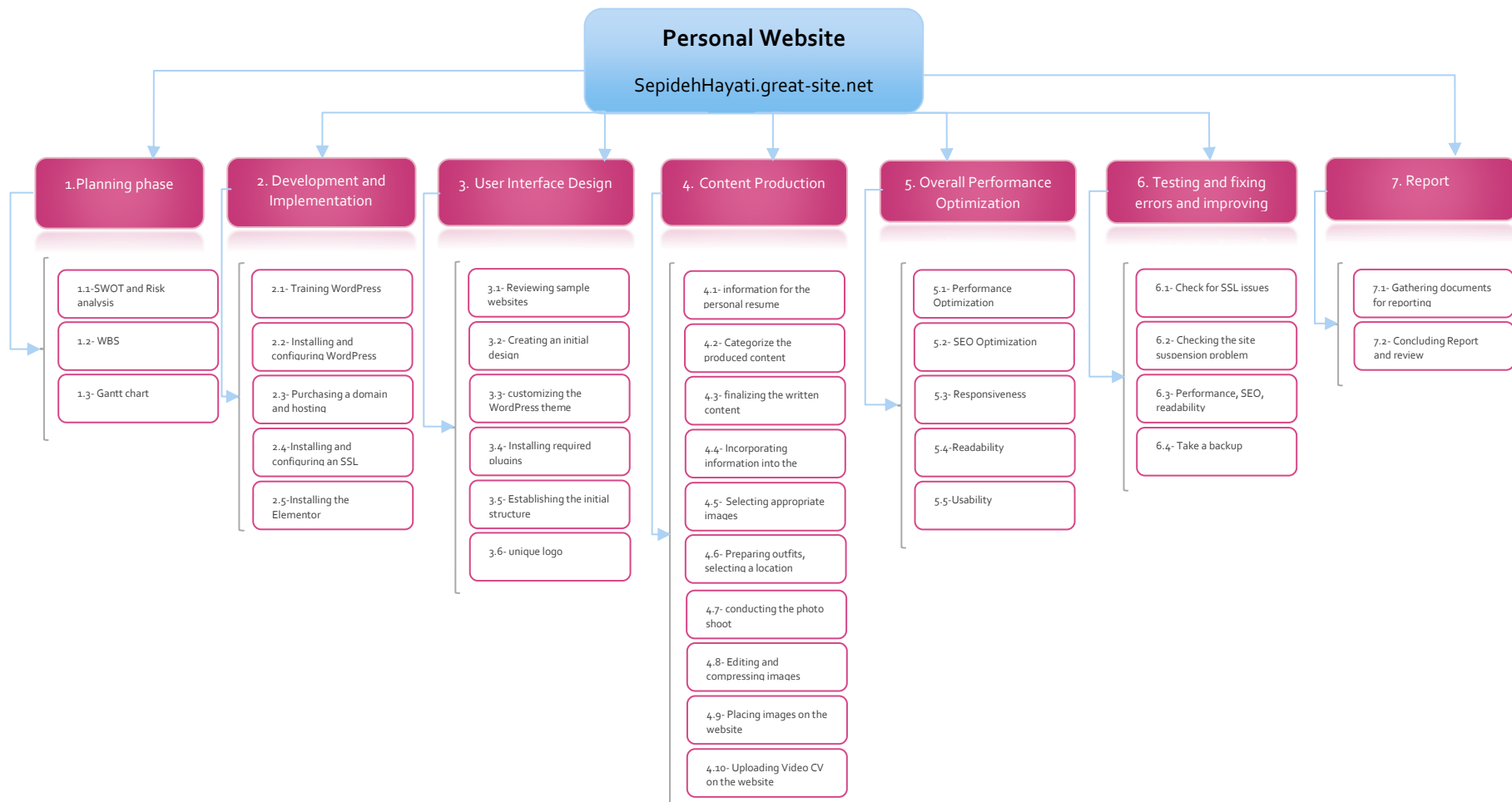
- Specific: The objective is specific and clearly defined in the Project Scope step.
 - The personal website I have created consists of five pages that provide access to my resume information, structured according to my personal preferences.
 - I have presented my actual resume information on the website, and in the "Contact Me" and "About Me" pages, I have explicitly expressed my interest in collaboration opportunities if my experiences align with the requirements.
 - The website content is presented in English, and a link to the video CV is placed on the "about me" page.
 - Regarding SEO, page loading time (PLT), and Google ranking, I have implemented certain actions and settings, which will be discussed in detail in the report.
 - My personal resume website is designed using WordPress and is also responsive for mobile and tablet devices.
 - All other images used on the website are copyrighted.
 - Additional enhancements to increase the Website's attractiveness include:
 - took professional photographs within two days.
 - Create a unique logo for my personal website.
 - I designed a unique radius border in pink for my images on the home page and about me, which helps to make my website design unique.
- Measurable: The success of the project can be measured by evaluating the effectiveness of the website in presenting the desired information and engaging the target audience.

- Achievable: The project is considered achievable as it considers the initial available resources and the necessary capabilities for building a website using WordPress.
- Realistic: The objective of creating a website is realistic, considering the available resources, skills, and constraints involved in using WordPress.
 - Budget: I had a budget of 0 Euros for this project, utilizing free WordPress themes and plugins.
 - Human resources: I had one person help me as a photographer to capture professional images for this project.
- Time-based: The project follows a time-based approach by adhering to specific deadlines outlined in the Gantt chart, From 29th May to 7th of July. (30 days)

Project plan

WBS

In the continuation we see the Work Breakdown Structure (WBS) of my Personal Website project into smaller, manageable tasks or activities. The first level of the user breakdown structure for the personal website project is the parent box, where the project name is placed. In the second level, the main boxes of the project are placed, which in this case started with the Planning phase. The last level of the work breakdown structure is related to project implementation activities.



1. Planning phase

- At this stage, the initial planning was prepared, which I needed to update along the way as my knowledge of the project process increased.
- I designed the WBS chart with *Microsoft Word* and the *Gantt* chart with *Microsoft Project*.
- I encountered many risks and threats to design the website, and the *SWOT* matrix was constantly revised.

2. Development and Implementation

- Since I had never worked with WordPress before, I started learning based on the available material. For example, I used useful videos on YouTube for basic and step-by-step installation of WordPress and SSL.
- To buy a host and domain, I first selected a list of servers and after searching and asking questions from people who had experience using different servers, I decided to choose Infinityfree for hosting and website loading speed.
- Then I installed plugin named “*WP Encryption - One Click SSL & Force HTTPS*” and activated SSL according to the guides available on YouTube step by step and checked the status of SSL activation of my website from the relevant panel as well as the website <https://www.sslshopper.com/> as shown in the image below (Figure 4). The SSL certificate was activated for 3 months.

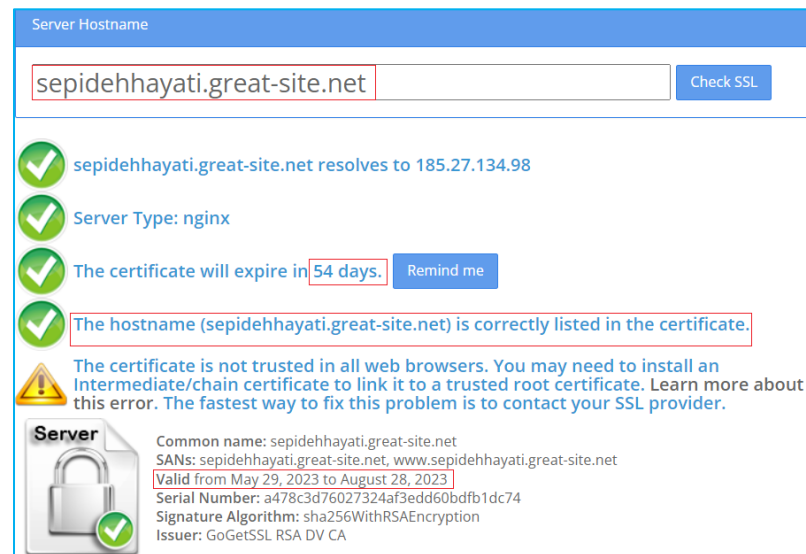


FIGURE 4: SSL CHECKER

d. Then I installed "*The Elementor Website Builder*" plugin to edit the pages easily.

3. User interface design

- a. To master the main components of a resume website, I checked the personal website samples of students or working people who are studying in the same field as me until I reached my final and unique idea.
- b. Using special online tools for mind mapping, I arranged the overall structure of the site.
- c. In the next step, I used WordPress themes, blocks, and elements to implement the final design according to the idea, and as a result, I needed to install some plugins, "*WPForms Lite*", "*Change WordPress login logo*", "*UpdraftPlus - Backup/Restore*", "*Yoast SEO*", "*WP-Optimize - Clean, Compress, Cache*", "*WP Reset*".
- d. And finally, after implementing the idea, I decided to create a logo for myself to be more unique. Although it was possible for me to create a logo using the powerful *GIMP* software and I had learned it in the web and multimedia course last semester, the speed of design and the variety of online platforms made me use them.

4. Content Production (Textual and Graphic)

- a. In the content production stage, which included three sections of text, graphic and video content production, I prepared my real resume.
- b. To ensure the correct writing of my resume in English, I used *Grammarly* software, which helped me a lot to produce more professional sentences.
- c. For the website to be more professional, I decided to take some pictures of myself in various locations with the help of a special person, with a professional photography camera, specifically for this project. Finally, I edited the images, removed their background through the <https://www.remove.bg> and saved them in PNG format, and after compressing them through the WP-"*Optimize - Clean, Compress, Cache*", (Figure 5, Figure 6) I used them on the website.

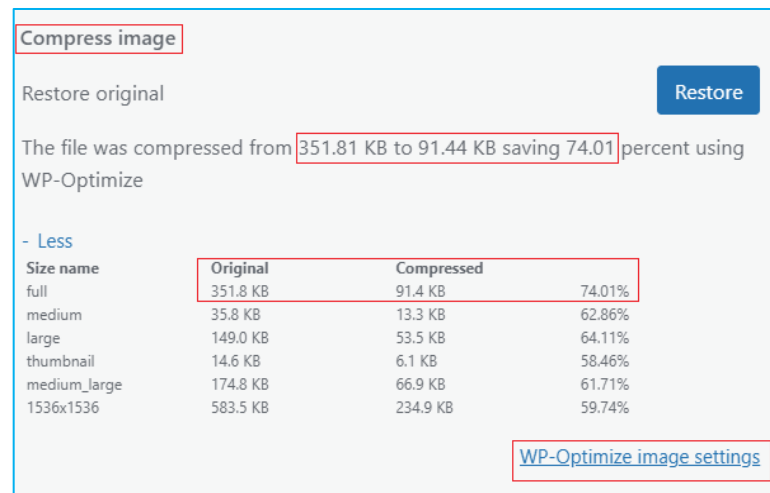


FIGURE 5: COMPRESSED IMAGE IN WORDPRESS USING WP-OPTIMIZE

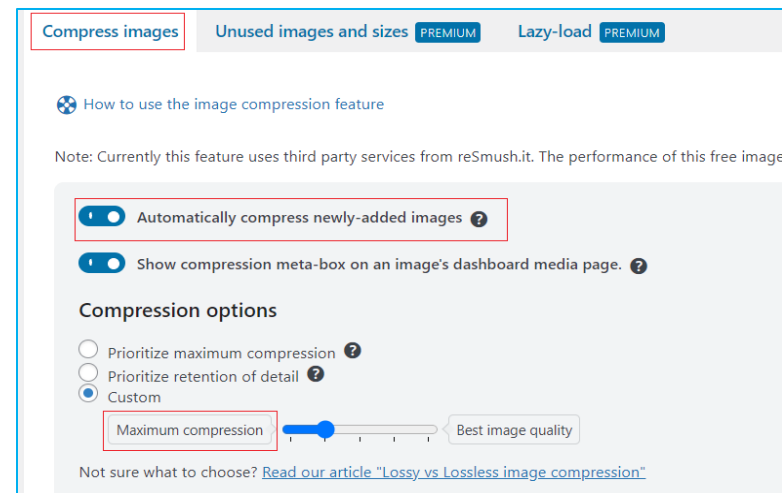


FIGURE 6: THE SETTING OF WP-OPTIMIZE

- d. Since the video CV was being prepared in another process, after finishing the final edit and sharing it on [YouTube](#), I shared its link on my website on the relevant page.
 - e. For creating the logo, I also utilized free websites, www.shopify.com, that provide the option to generate and customize logo.
 - f. All other images used on the website are copyrighted and obtained from the website <https://iconscout.com>.
5. Overall Performance Optimization
 - a. To improve the page load time (PLT),
 - i. I first deleted all the additional plugins that were installed by default at the same time as WordPress, as well as the plugins that I decided not to use at the end of the work.
 - ii. Then I re-optimized my images. As mentioned in the previous section, by installing the plugin "WP-Optimize 3.2.16I" made optimizations in different sections according to the image and activated page caching. I installed a plugin for free caching named "WP-Optimize 3.2.16." (Figure 7)

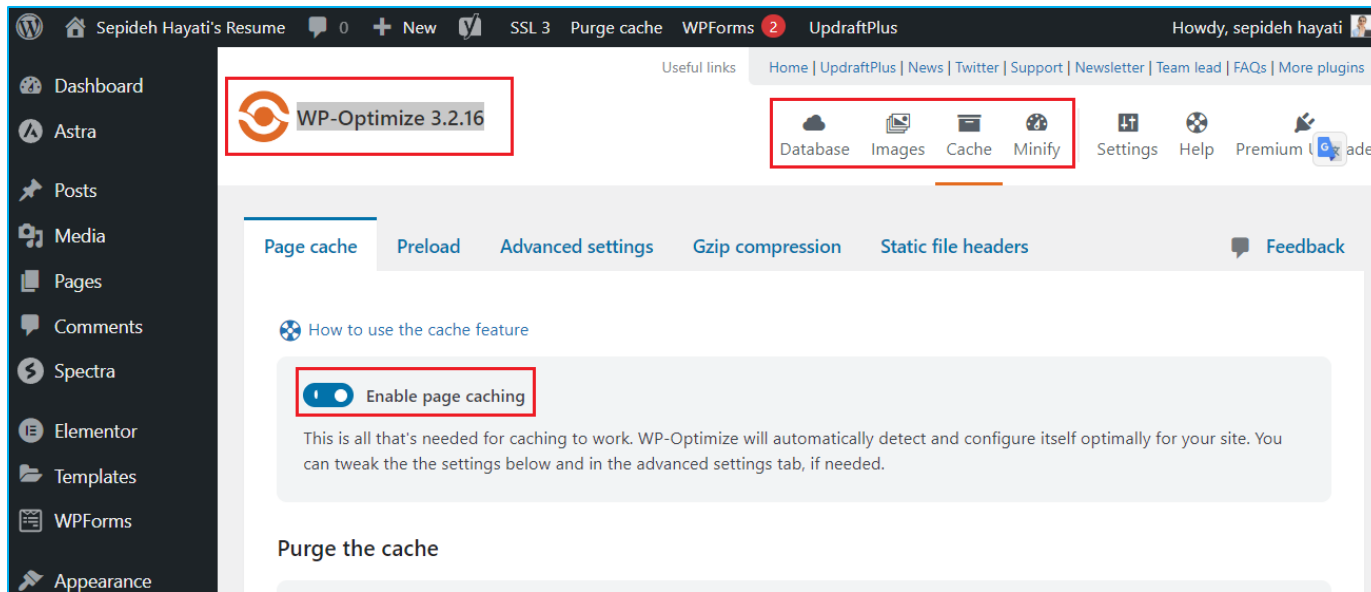


FIGURE 7: WP-OPTIMIZE (ENABLE PAGE CACHING)

- b. To improve **SEO** and **Google ranking**,
 - i. I first installed a plugin named “*Yoast SEO*,” including on-page content analysis (Figurer 8), which also reported readability at the same time.
 - ii. I checked the SEO of all pages and according to the guides that the plugin showed me, I could apply the desired changes to improve SEO (Figure 9). For example, as shown in the picture, to increase the percentage of SEO on each page, you need to define a meta description, clear and related tags to the page, add an image, increase the number of words to 300, add ALT for images, define SEO titles, slug, etc., which I applied step by step.

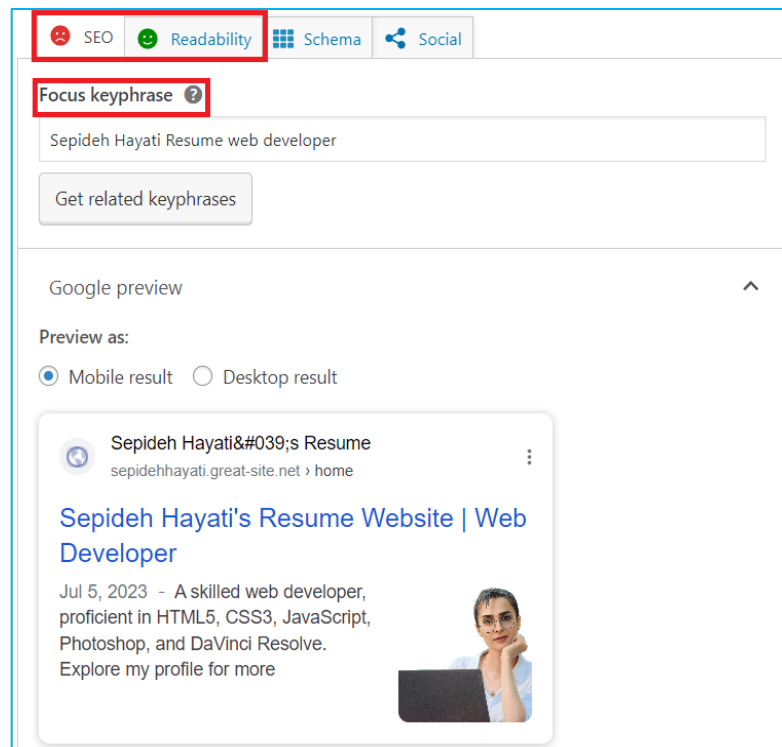


FIGURE 8: YOAST SEO- ON-PAGE CONTENT ANALYSIS

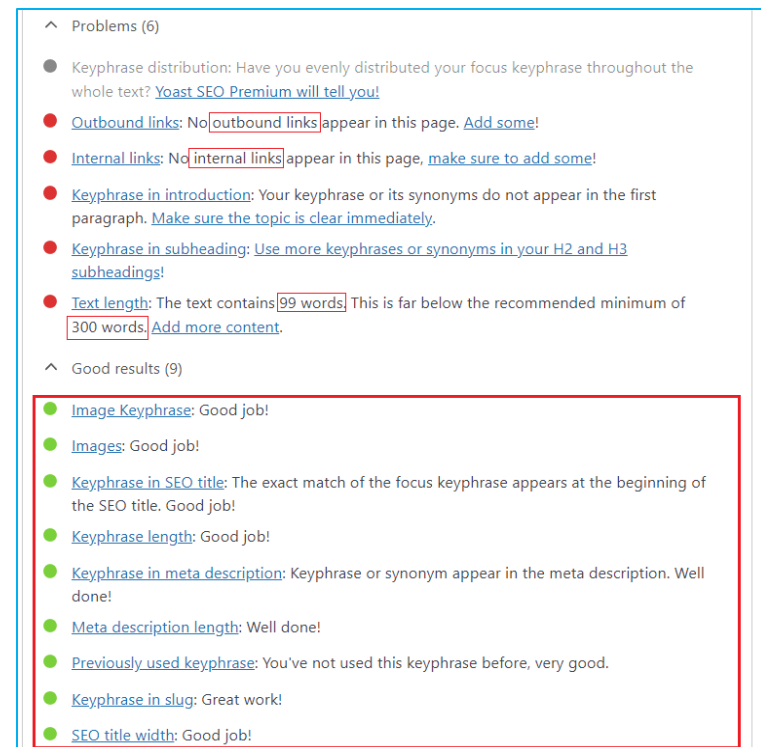


FIGURE 9: YOAST SEO- APPLY THE DESIRED CHANGES TO IMPROVE SEO

- iii. One of the things that I decided not to change in order to improve SEO was the number of characters on the page, because the pages would become very crowded, and the audience might have less patience to read the important information of my resume and pass through the busy pages quickly.
- c. To make the website **Responsive**
 - i. I checked all the pages through the relevant WordPress panel in tablet and mobile formats.
 - ii. Also, in some cases, I would open my website through a mobile phone and if I needed to set it in a specific format, I would select the relevant element and apply the necessary edits.
- d. To improve **Usability** and **Readability**

- i. I have optimized the user interface of my website to be simple and user-friendly, ensuring easy navigation and well-organized pages. Moreover, I have significantly reduced the page loading time by implementing various techniques mentioned in the "Improving Page Load Speed" section. Additionally, I have focused on enhancing the website's visibility on Google search through improved SEO strategies.
- ii. To cater to my audience, I have categorized valuable content and presented it in a clear and organized manner on the website pages. Furthermore, I have incorporated contact forms as a means of establishing two-way communication with visitors. Additionally, I have prominently displayed my email and phone number, allowing for swift and efficient contact within the pages. To foster engagement, I have included various communication platforms such as Telegram and Facebook on every page.
- iii. To assist users in accessing relevant information, I have provided informative explanations throughout the website. For instance, I have employed H1 headings to tag videos and accompanied them with concise descriptions, elucidating the content they offer. Furthermore, I have ensured that the videos are seamlessly integrated within pages relevant to their respective content.
- iv. In summary, I have devoted considerable attention to improving the overall user experience and usability of the website.
- v. Then, to check the above, I used the website <https://pagespeed.web.dev/> which shows the overall performance according to the picture below. (Figure 10, Figure 11)

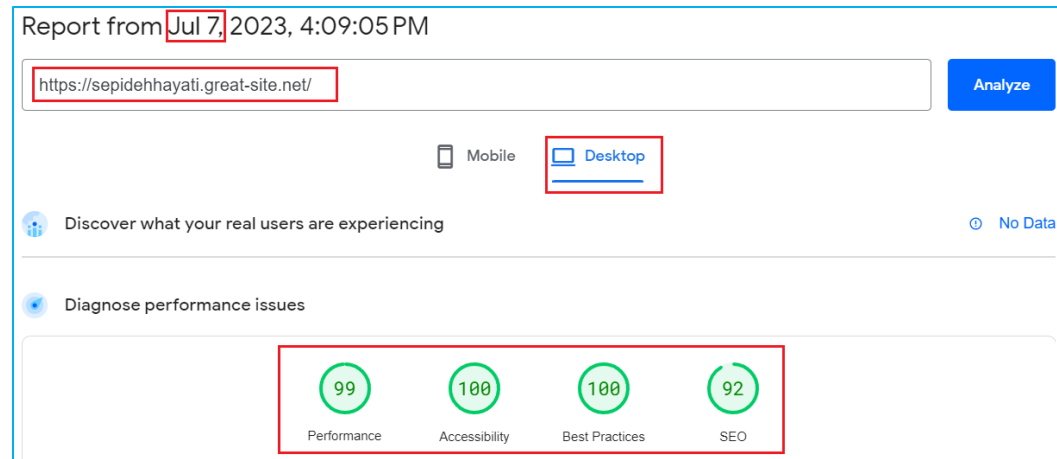


FIGURE 10: PERFORMANCE, ACCESSIBILITY, SEO FOR DESKTOP

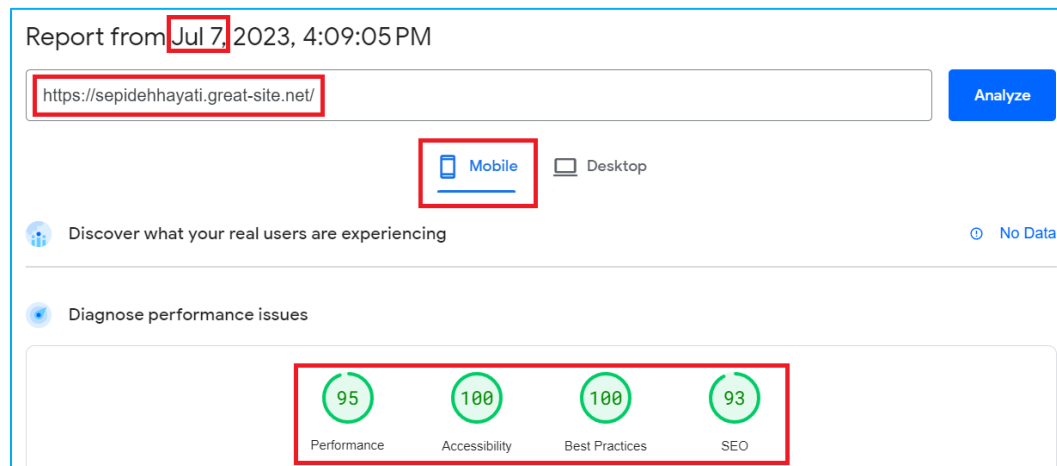


FIGURE 11: PERFORMANCE, ACCESSIBILITY, SEO FOR MOBILE

6. Testing and fixing errors and improving pages.
 - a. At this stage, I had to reinstall and activate SSL again due to an issue that occurred, and I accidentally deleted the SSL plugin.
 - b. Since the initial activation of SSL on my website resulted in a temporary unavailability, I decided to install a specialized backup plugin "*called UpdraftPlus - Backup/Restore*" (Using my dropbox) before reactivating SSL. I made a complete backup of my website as well.
 - c. Then, I proceeded to reinstall SSL and implemented the necessary actions and settings. Unfortunately, a few hours later, I received an email notifying me that my website was suspended for 24 hours following the changes I made.
 - d. Considering the potential risks, I had already anticipated this situation and made a backup of my website. As there were only two days left until the project deadline, I decided that if I could not access my website after 24 hours, I would utilize the backup and migrate to another server. But fortunately, after 24 hours, the website was taken down again.
7. Report
 - a. To draft the report, I needed to prepare documentation in advance, such as finalizing the Gantt charts and WBs. This was necessary because during the project's progress, I had to update both charts at times.
 - b. To provide a comprehensive explanation, I also took pictures of important measures like SEO to include in my report. Starting from the middle of the project, I began drafting the report step by step and made revisions each time. Due to the extensive nature of the WBS chart, I had to use the landscape format in Microsoft Word.
 - c. As the explanations for each section grew, I added a table of contents to the file to facilitate access to content titles. Finally, I selected a cover for the opening page and chose a text format for the report.

Plan (GANTT Chart)

The image below displays the Gantt chart of my project, where the tasks are precisely aligned with the WBS. In this stage, an estimated duration was assigned to each task, allowing me to effectively manage the project and deliver the final output by the deadline.

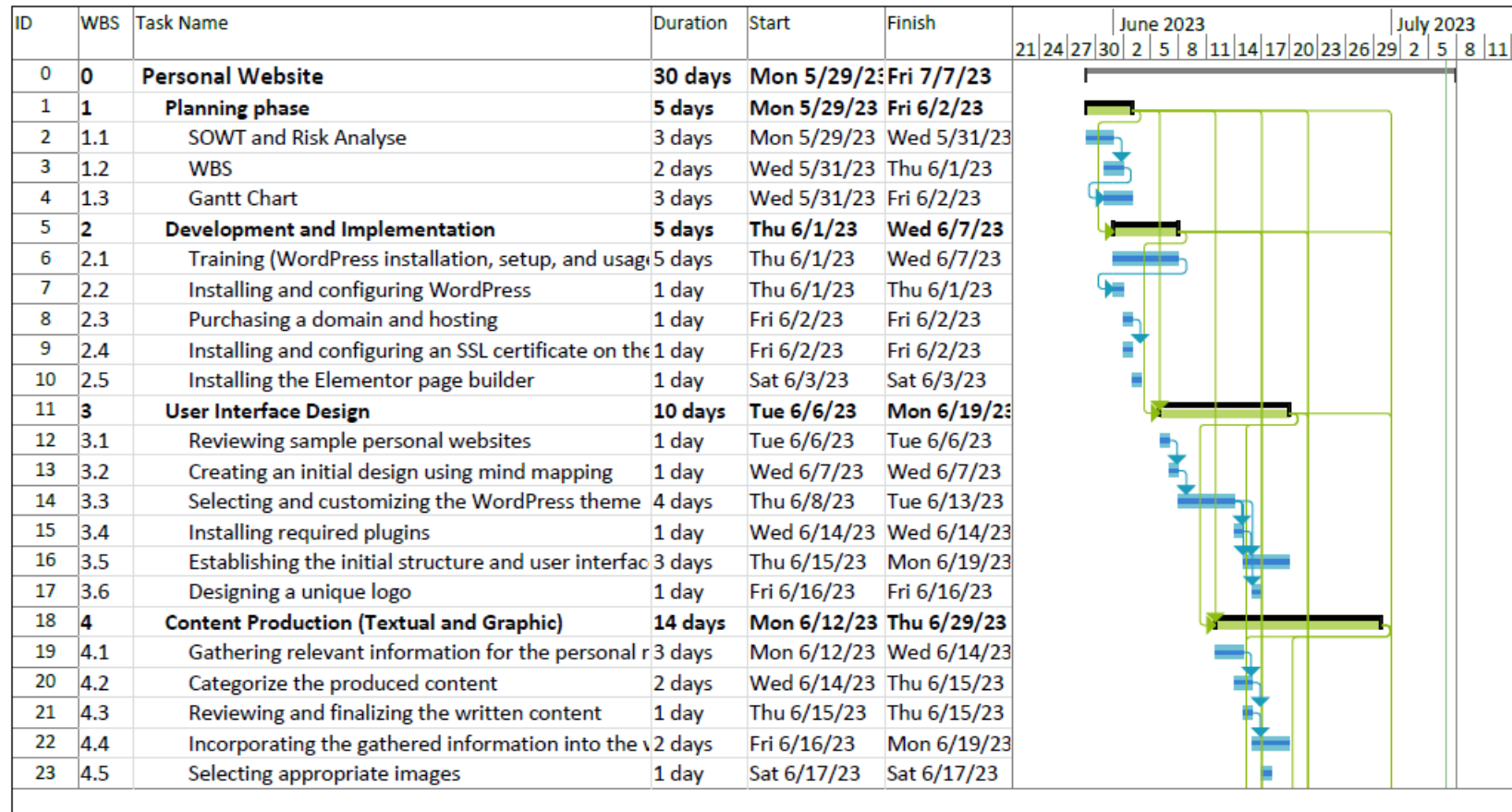


FIGURE 12: PERSONAL WEBSITE GANTT CHART (1)

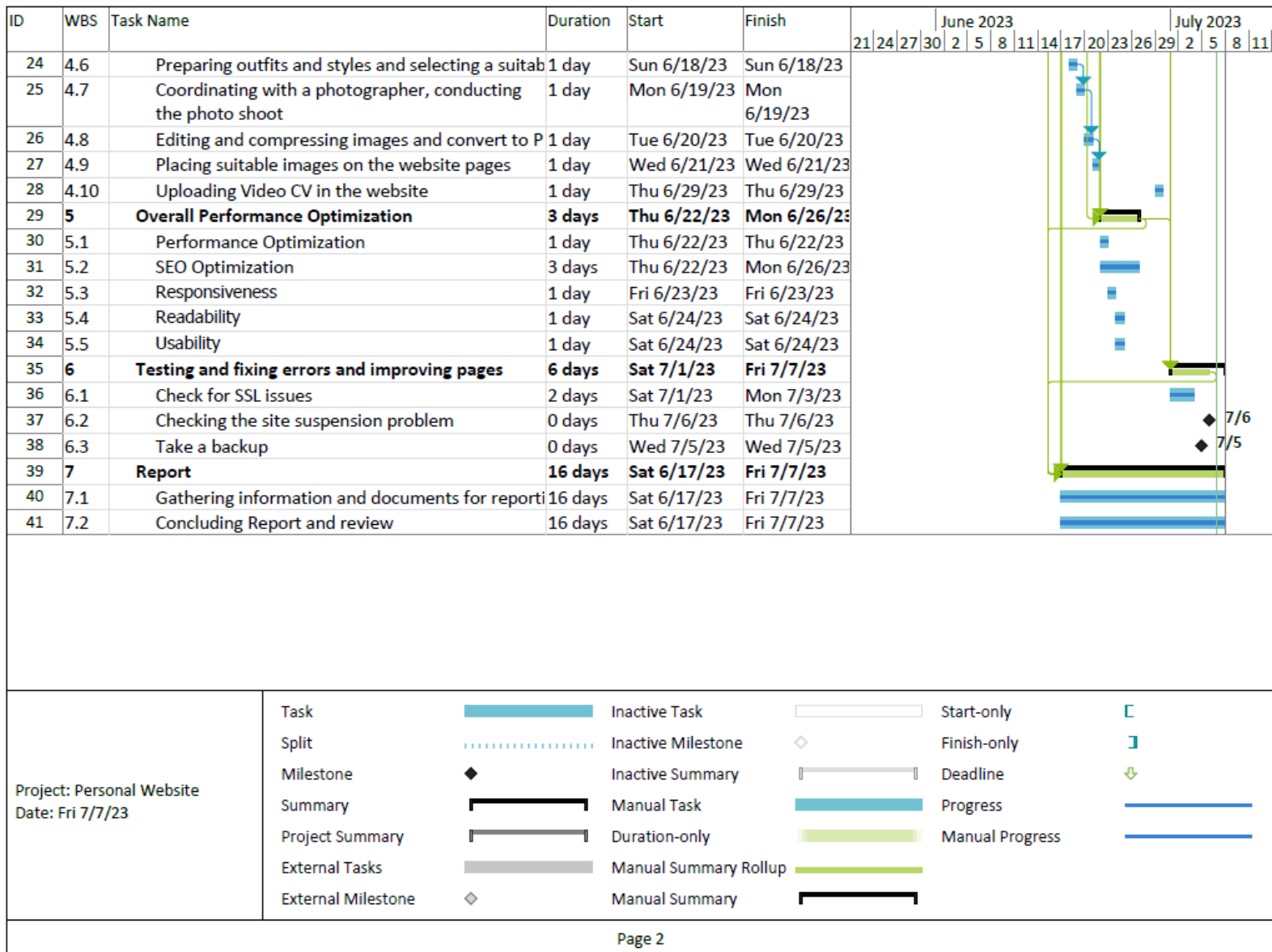


FIGURE 13: PERSONAL WEBSITE GANTT CHART (2)

- According to the chart, the project has a specific start and end date, starting on June 29th May and concluding on July 7th, with the final product being prepared and used for the intended purposes.
- During the project, I needed to make changes on Gantt Part and even WBS scheduling. Because some events, such as SSL failure and website suspension, were not included in the timeline at the beginning of the work and were later included in the Gantt chart under the title of fixing errors and optimizing the website.

SWOT

SWOT analysis is a strategic planning tool used to evaluate the internal and external factors that can impact the success of a project.

STRENGTHS

- Familiarity with online platforms for improving graphic images.
- Quick learning of new concepts and software, with a project-oriented mindset.
- Unique web design with high-quality images and distinctive logos.
- Focus on SEO, PLT, Usability, and Readability.
- Crisis management skills when facing sudden problems.
- Clear and concise resume writing for the target audience.
- Effective categorization of pages across different sections.
- Utilization of various plugins to enhance project progress and final output.
- Ability to find and view my website on Google search, as well as seeing the website's initial image in the search results associated with my name.

WEAKNESSES

- Limited proficiency in WordPress initially, requiring time for learning.
- Insufficient additional text content on pages to meet the recommended word count of 300 and lack of images on all pages for further SEO improvement.
- Insufficient knowledge of hosting, domain activation, and SSL activation.

SWOT

OPPORTUNITIES

- Passing the DCR course and receiving an additional 12 credits, leading to an annual scholarship.
- Acquiring web design skills using WordPress and adding projects to my work experiences and resume.
- Income generation and the potential to create a part-time job alongside my studies by utilizing my expertise in website development from start to finish.
- Possibility of receiving job opportunities through the website.

THREATS

- Losing all website data.
- Accidentally deleting plugins and encountering errors.
- Deactivation of SSL after 3 months from installation and activation.
- Slow website loading speed and losing points related to this aspect.
- Missing project deadlines due to unforeseen issues and being unable to pass the DCR course.
- The possibility of the report not being approved due to including excessive and lengthy detailed information.
- Possibility of broken links on various pages.
- Slow PLT and losing points related to this aspect.
- Risk of getting sick and disrupting the schedule due to project delays.

Risk analysis

In the risk analysis table, I have used a three-by-three matrix. According to the principles of risk analysis, the yellow highlights indicate items that should be taken into consideration, while the red highlights indicate important items that require preparedness and planning to address them.

	LOW (likelihood)	MEDIUM (likelihood)	HIGH (likelihood)
LOW (Impact)	-	-	8. Insufficient knowledge of hosting, domain activation, and SSL activation procedures
MEDIUM (Impact)	9. Risk of getting sick and disrupting the schedule due to project delays.	<ul style="list-style-type: none"> Deactivation of SSL after 3 months from installation and activation. 	<ul style="list-style-type: none"> Accidentally deleting plugins and encountering errors.
HIGH (Impact)	<ul style="list-style-type: none"> Possibility of broken links on various pages. Slow PLT and losing points related to this aspect. 	<ul style="list-style-type: none"> Missing project deadlines due to unforeseen issues and being unable to pass the DCR course. The possibility of the report not being approved due to including excessive and lengthy detailed information. 	<ul style="list-style-type: none"> Losing all website data

Reaction to risks

In the risk and threat reaction table, there is a corresponding solution provided for each case. The table specifically focuses on the risks and threats that were highlighted in yellow or red during the risk analysis. These are the important items that require a special plan to be considered.

N	Risks	Type	Likelihood	Impact	Strategy	Action
1	Losing all website data	Negative	High	High	Mitigating	Install the backup plugin
2	Missing project deadlines	Negative	Medium	High	Accept	Scheduled for delivery on the next deadline
3	The possibility of the report not being approved	Negative	Medium	High	Mitigating	Reduce some extra descriptions and images
4	Accidentally deleting plugins and encountering errors.	Negative	High	Medium	Mitigating	Install the backup plugin
7	Insufficient knowledge of hosting, domain activation, and SSL activation procedures	Negative	High	Low	Mitigating	Spending time watching educational videos
8	Deactivation of SSL after 3 months from installation and activation.	Negative	Medium	Medium	Mitigating	Buy the paid version and reactivate SSL
9	Possibility of broken links on various pages	Negative	Low	High	Mitigating	Including the project testing phase in the Gantt chart
10	Slow PLT and losing points related to this aspect.	Negative	Low	High	Mitigating	Re-optimizing images and installing plugins for free caching

Conclusion

During the 12-unit DCR course, we worked on two projects: “*Designing a Personal Website*” and “*Producing a CV Video*”. After learning various project management techniques such as creating a work breakdown structure to break down major tasks into smaller subtasks, risk analysis, taking proactive actions to address risks, using Gantt charts for scheduling project activities, and delivering the final output in large projects, we reviewed these projects.

Each project had a specific start and end date. The website design project, using *WordPress*, took 30 days, while the CV video production took 8 days. Both projects were planned, executed, and reached the final stage within a month.

In addition to the mentioned topics, I achieved several milestones in these two projects, including learning video production and editing, working with WordPress, plugins, acquiring hosting and domain, and most importantly, improving website performance, page load time, SEO, usability, and readability.

Upon completing these two projects, I have decided to utilize the final outputs for real-life opportunities and gradually improve various aspects. I intend to add them to my resume as a showcase of my skills.