Module	Portfolio	Assessment type
Collaborative Development	1	Individual Report

Event Rental Management System – Project Manager

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Group: L5CG4

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Self-appraisal form

Student number	2332244	Name	Naomi Thing
Project	Event Rental Management System	Date	
Role	Project Manager	Team	L5CG4 (Group 4)
Sprint (1 or 2)	1		

Personal objectives – performance measurement

Objectives	**Evidence Provided**	**Evaluation** *Student/tutor*	
Risk Analysis	Although writing the risk analysis part was challenging, I was able to complete it with the help of my friends and tutors, who gave me research tips. I assure that this was not as easy process. Risk analysis is like wandering through a tunnel, aiming to discover and manage every possible threat to the products. However, with some patience, I was able to pull it off. Risk Analysis (Appendix A)	7	
Tutor Feedback:			
Project and people Management	Any project manager must have the ability to effectively manage projects and teams. Using application such as Jira Software and MS Excel has greatly improved my efficiency of task execution in my projects. The addition of these systems made workflow management easier, allowing the team members to collaborate and communicate more efficiently. My work as a project manager has been characterized by ongoing learning and development in management techniques, which has improved my leadership abilities.	8	

	Good Communication and file sharing:		
Tutor feedback:			
Good Collaboration	Good collaboration was essential to the project's success. We kept open clear ways of communication, allowing team members to freely share their ideas and concerns. Our commitment to help and encourage one another developed a positive team atmosphere, resulting in good collaboration throughout the project.	8.5	
Tutor Feedback:			
		/40	/40

Evidence of good collaboration

Good communication and file sharing

Our team developed excellent teamwork by conducting regular meeting, both in person and digital meetings, utilizing tools like Google Mail (Gmail). Clear ways to communicate enabled quick responses and feedback, and documented communication offered responsibility. We pointed out updating to ensure that everyone has access to the most recent updates.

Continuing Personal Development (CPD)

Teammates, tutors, and online resources have all aimed my personal development. I have seen improvement in my management and technical abilities as a result of their guidance. In appendix B of the report, I have highlighted the efforts I have taken to increase my talents through learning activities as evidence of this progress.

Evidence: Continuing Personal Development (CPD) (Appendix B)

Issue Tracking

Tracking issues presented some initial difficulties for me, but with the helping hand and direction of both classmates and tutor, I overcame these obstacles. During the Sprint 1st of our Project, I properly identified and tracked various difficulties. By actively engaging in issues tracking, I gained significant skills and helped the project go forward.

1. Risk Analysis (Appendix A)

1.1 Risk Report

Risk analysis is the process of identifying, evaluating, and addressing potential threats to the success of a project or business. It enables teams to proactively identify and address potential risks, lowering the likelihood of negative outcomes and boosting the project's chances of success.

Few possible risks that I have found and predicted for the project are listed below with its cause, impact, and risk event:

- **Training Risk:**
  - *Cause:* The threat originates from team members' lack of responsibility and knowledge in carrying out business analysis activities and executing their responsibilities.
  - *Impact*: This risk has the potential to cause a number of unwanted consequences, including project delays, misaligned deliverables, and higher project hazards. Incomplete or inaccurate requirements may cause misconceptions among clients and project team members, affecting project quality and success.
  - *Risk Event*: The risk event would occur if team members failed to fulfil deadlines for requirements collecting sessions or delivered incomplete or incorrect requirements documentation. This might be due to a variety of issues, such as inadequate training, poor communication, or a lack of knowledge of project needs.

  <u>Ways to overcome this risk:</u>

  - To reduce the risk of insufficient training, provide a thorough onboarding process for new team members and offer continuing training opportunities to improve skills and knowledge in business analysis jobs. Encourage team members to actively seek advice and help from more experienced colleagues, as well as to enhance their knowledge using online resources and training programmes.

- **Development Language Risk:**
  - *Cause:* This risk stems from developers' poor familiarity with the chosen programming language. Factors contributing to this might include new team members entering the project who are not fluent in the selected language or a change in project needs requiring the usage of foreign technology.
  - *Impact:* The consequences of this risk might emerge in a variety of ways. For starters, development time may occur since developers need more time to learn and adapt. Second, there is a higher risk of coding errors owing to a lack of competence, which might result in bugs and technical debt.
  - *Risk Event:* The risk event happens when the team has difficulty implementing project features or addressing technical challenges due to their unfamiliarity with the development language. This might cause delays in feature delivery, higher debugging work, and significant setbacks in fulfilling project deadlines.

  Ways to overcome this risk:

  - To address the issue of developers' unfamiliarity with the selected development language, consider organising focused training sessions or seminars to help team members become skilled in the language. Pair inexperienced developers with those who are more knowledgeable with the language to allow knowledge exchange and mentoring. Encourage team members to actively participate in documentation, tutorials, and online communities to improve their understanding and skills.

- **Story Creating for Project**
  - *Cause:* This risk occurs from mistakes or incompleteness in the project requirements described in the story. Improper client involvement, shifting project needs, or misunderstanding between project teams can all contribute to this.
  - *Impact:* There may be a mismatch between project expectations and deliverables, resulting in misunderstandings and unhappiness among clients. There is a risk of rework when new needs are recognized or current ones are identified, resulting in lost time and money. Finally, delays in project schedules may emerge as a result of resolving differences between the project story and real project needs.

- *Risk Event:* The risk event happens when missing information in the project's user story are found during the implementation stage. This finding may cause misunderstanding among clients and project teams, slowing project development and even risking the project's successful completion.

Ways to overcome this risk:

- To reduce the risk of mistaken or incomplete project requirements, prioritise robust requirements collection and validation processes from the start of the project. Encourage open communication between stakeholders and project teams to ensure that all needs are appropriately recorded. Implement frequent evaluations and feedback loops throughout the project lifecycle to quickly resolve any inconsistencies or changes in requirements.

- **Jira Software risk:**
  - *Cause:* This threat originates from team members' lack of expertise and experience with Jira Software, a popular application for project management activities. This might be due to new team members entering the project who are unfamiliar with Jira, or a lack of past experience with the programme.
  - *Impact:* This risk can have a considerable influence on many elements of project management. First, team members may have trouble accessing and utilizing Jira efficiently, resulting in inefficiencies in task management and project monitoring. There is also a risk of misunderstanding or overlooking since team members may not understand how to use Jira's capabilities for successful collaboration and coordination.
  - *Risk Event:* The risk even happens when there are mistakes in task tracking, or when project documentation is missing or incorrect owing to a lack of understanding of Jira Software functionality. This can lead to difficulties in communication among team members, slowing project development and perhaps delaying project delivery.

Ways to overcome this risk:

- To reduce the risk of unfamiliarity with Jira Software, equip team members with extensive training and tools that will familiarise them with the tool's functionality and project management best practices. Encourage hands-on experience and experimentation using Jira to increase confidence and skill.

Create clear instructions and guidance for utilising Jira within the project team, and assign experienced users as mentors or resources for help and support.

1.2 Risk Register:

Risk ID	Risk Statement	Risk Category	Risk Owner	Probability	Impact	Risk Score	Response Type	Mitigation Plan	Remarks
1	Change in project requirements	Technical	Business Analyst	High (4)	High (4)	16	Mitigate	Regular meetings to identify and address changes early, and clear documentation of requirements.	Changes in requirements were addressed promptly through regular meetings and thorough documentation.
2	Communication gap between team members	Communication	Project Manager	Medium (3)	High (4)	12	Mitigate	Team-building activities and regular status meetings for open communication and addressing misunderstandings.	Communication improved through team building activities and frequent status meetings.
3	Project Management software crash	Technical	Project Manager	Low (2)	Medium (3)	6	Accept	Regular backups and alternative software solutions to minimize downtime.	Software crashes were mitigated by regular backups and having alternative solutions ready.
4	Issue in Version Control	Technical	Developer	Medium (3)	High (4)	12	Avoid	Implemented comprehensive procedures for version control along with routine reviews.	Version control issues were avoided through robust procedures and reviews.
5	Unsuitable weather conditions	Environmental	Project Manager	Medium (3)	Medium (3)	9	Transfer	Backup plans such as indoor workspaces or flexible scheduling.	Weather-related disruptions were mitigated by backup plans like indoor workspaces and flexible scheduling.

Figure 1Risk Analysis

1.3 Risk Matrix:

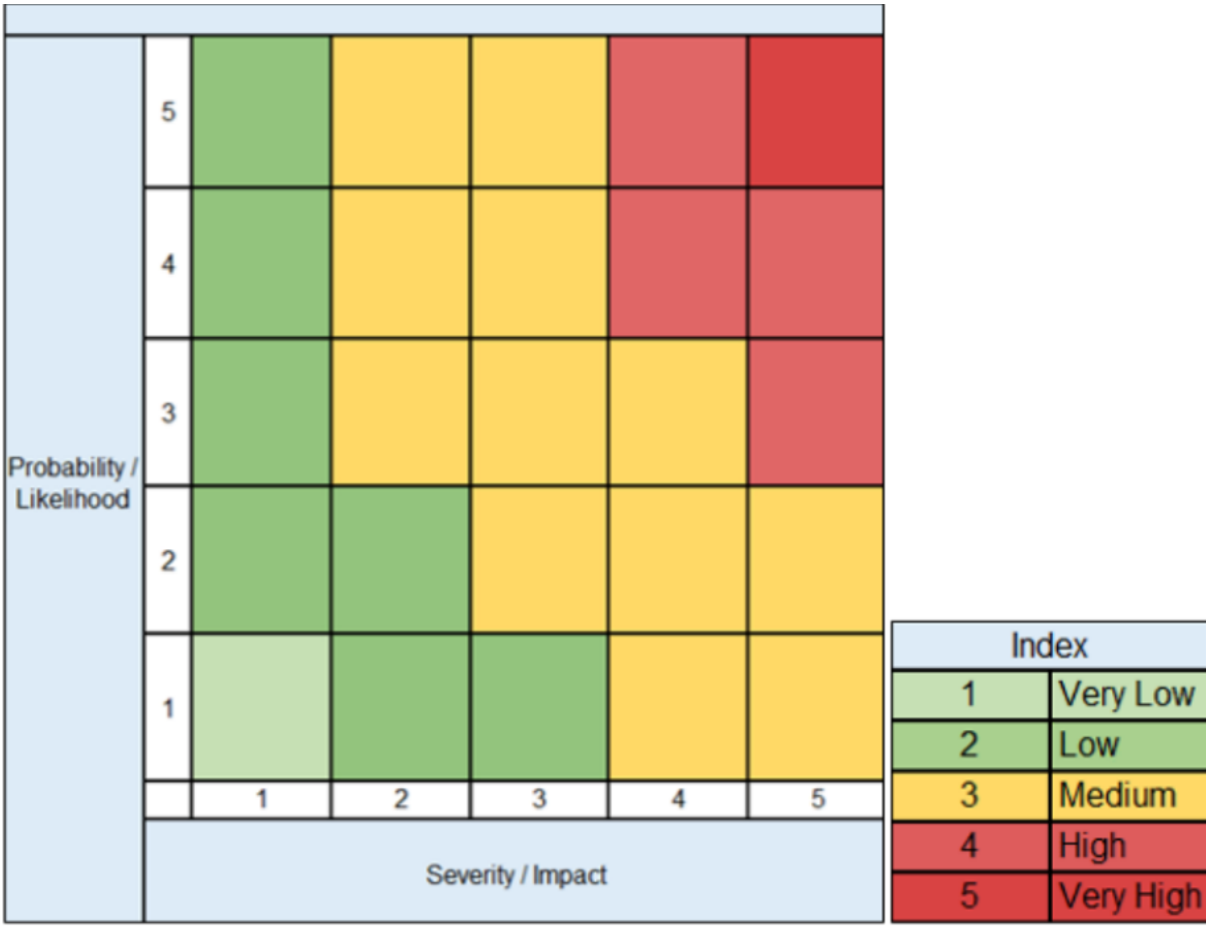

Figure 2 Risk Matrix

1.3 Project and People Management

Effective people management is important to the success of any project. Using technology such as Jira and Google Workspace makes work management easier. Jira simplifies real-time communication, file sharing, and task management. Google Workspace integrates seamlessly with Google Drive and Calendar, facilitating collaboration and time management. Using these tools promotes organisation, clear communication, and quick task completion, all of which help the project succeed.

1.4 Gantt-chart:

A Gantt chart is a valuable tool for project managers. It's a graphical representation of our project schedule, showing when tasks start and conclude and how they relate to one another. When we finish a task, we shade it in, making it easy to see how far we've come. This tool is essential for project planning, scheduling, and progress tracking. Check out the Gantt Chart below to see how we're progressing in this sprint.

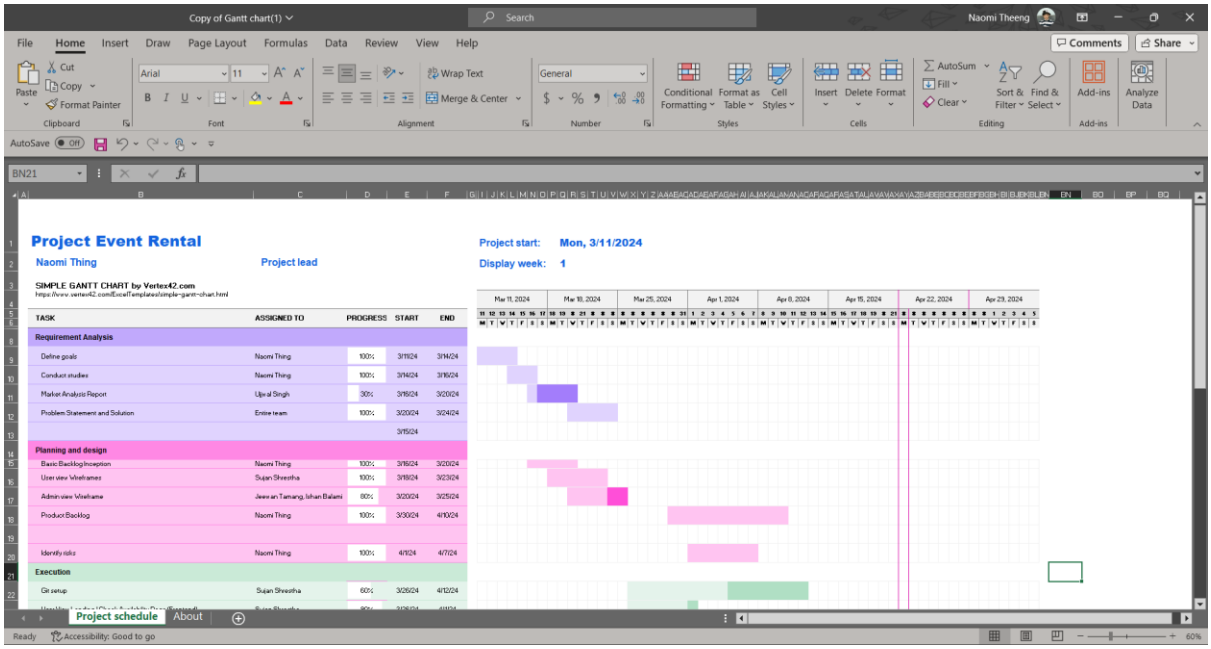

Figure 3 Gantt Chart

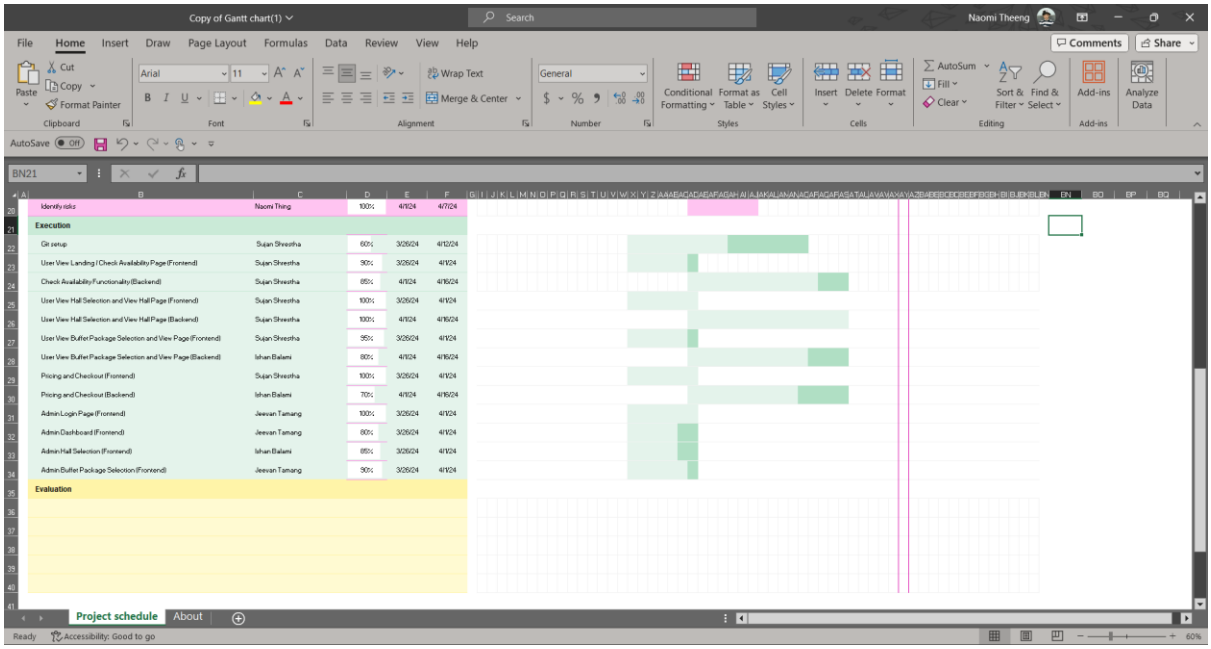

Figure 4 Gantt Chart

1.5 Meeting Minutes (Informal/Formal)

Here is the link for meeting minutes that has the record of what we discussed on or did for Sprint 1:

https://drive.google.com/drive/folders/1SN10AsPK1HPIQHSTl5ywUrK71Xfia9Ds?usp=drive_link

1.6 Meeting Schedule:

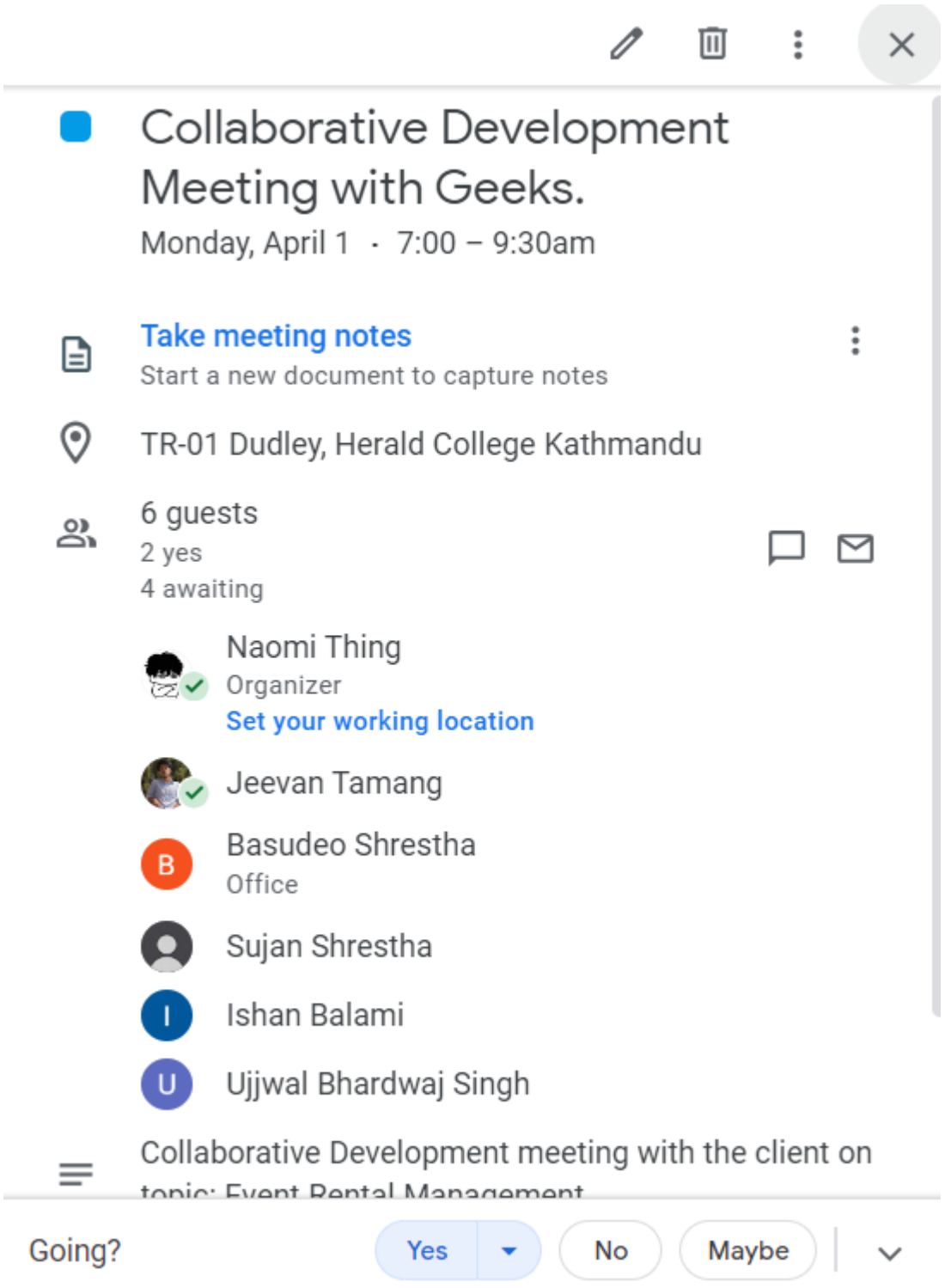

Figure 5 google meet

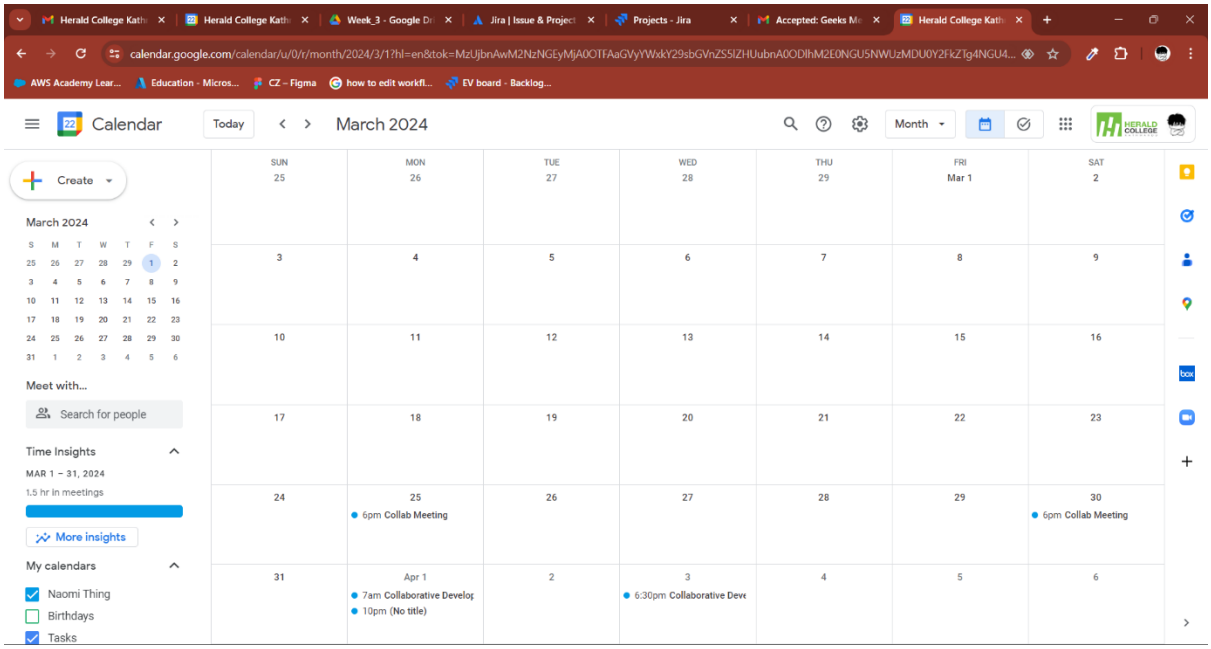

Figure 6 google calender for meeting

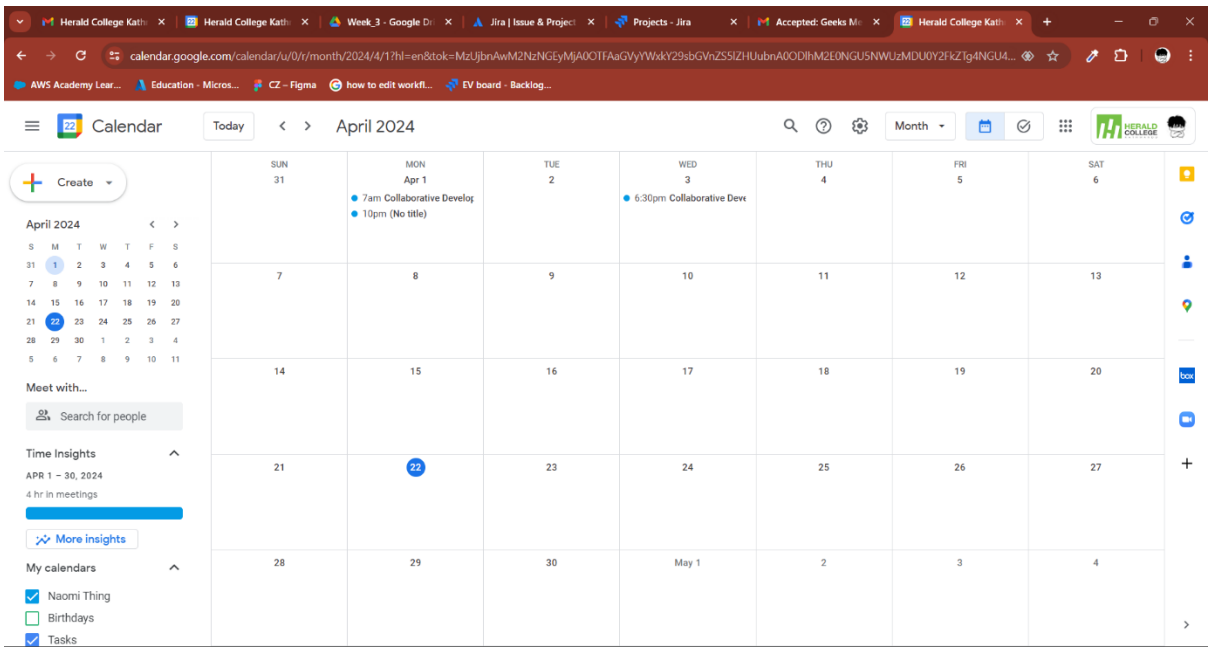

Figure 7 meeting schedule in google calender

1.7 Jira Task

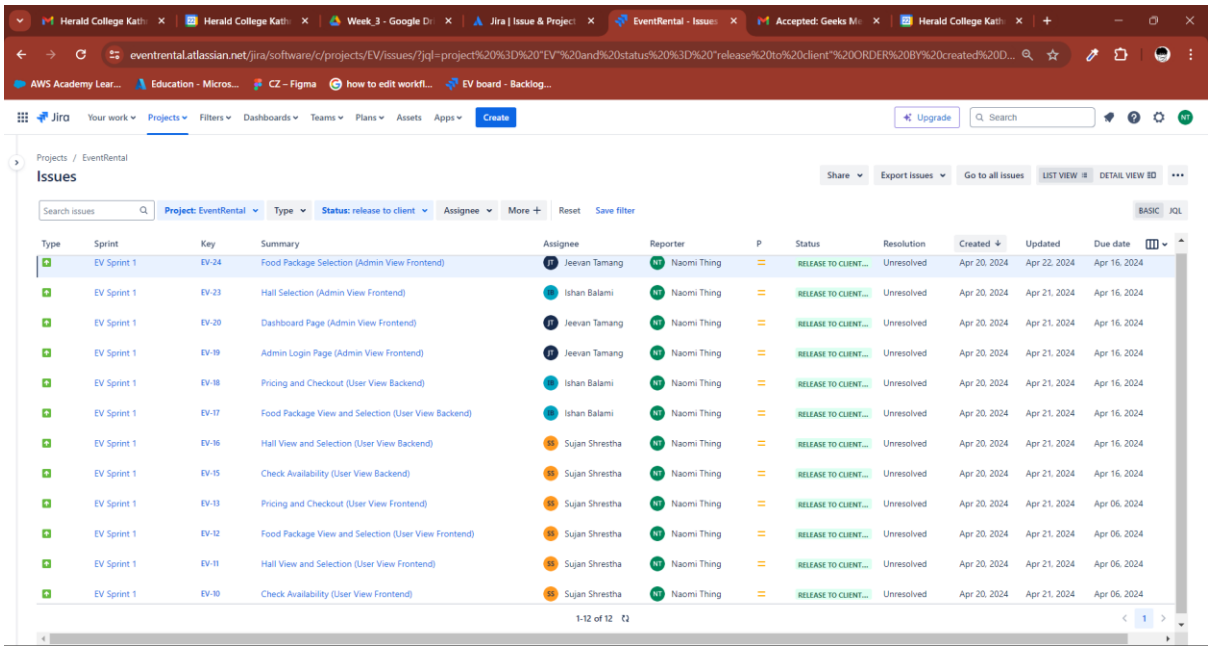

Figure 8 Jira task in Jira issues

Good Collaboration

1.1 Good Communication and file sharing:

Google Chat:

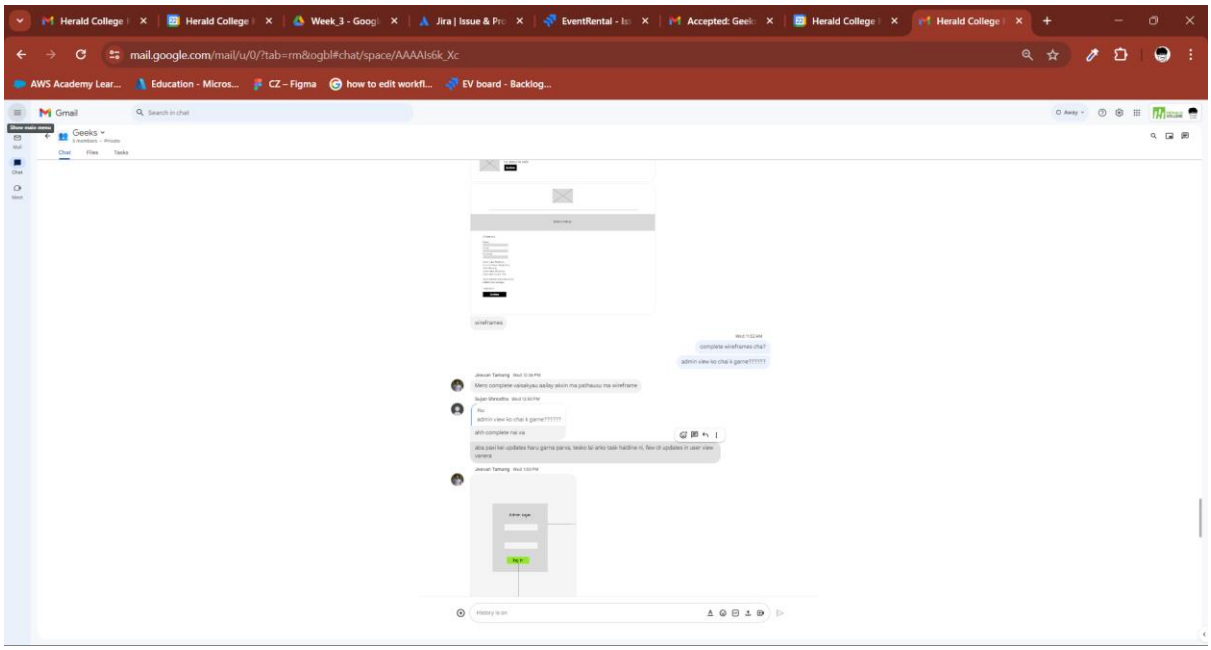

Figure 9 google space to communicate

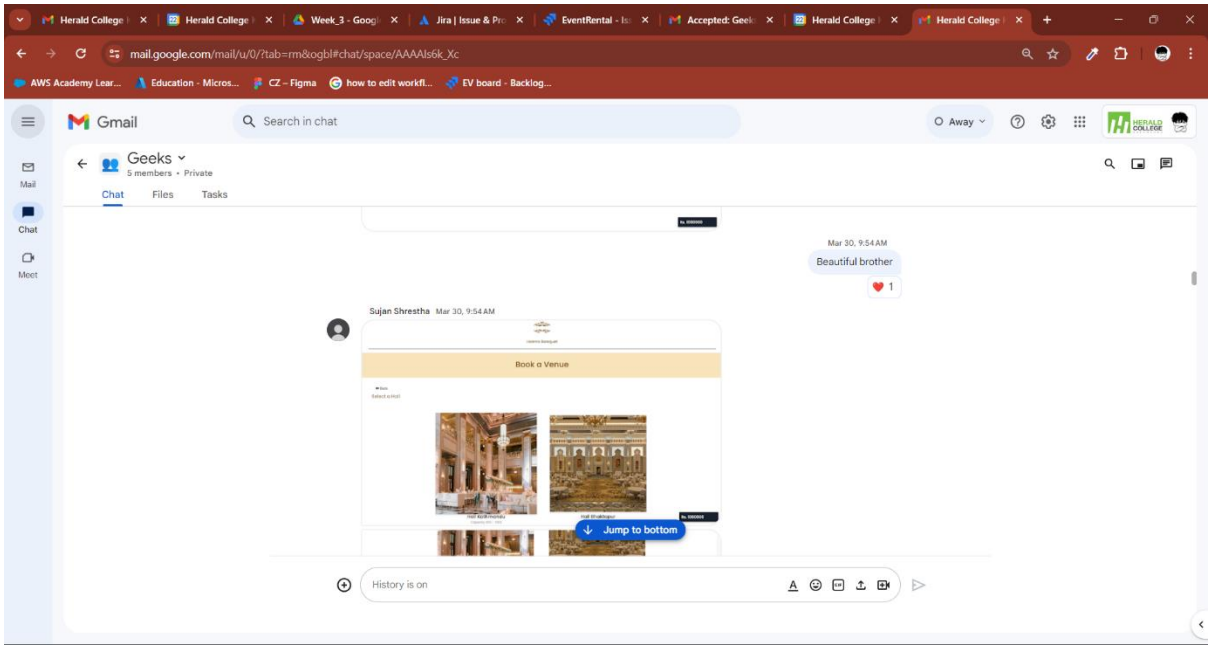

Figure 10 google space for communication

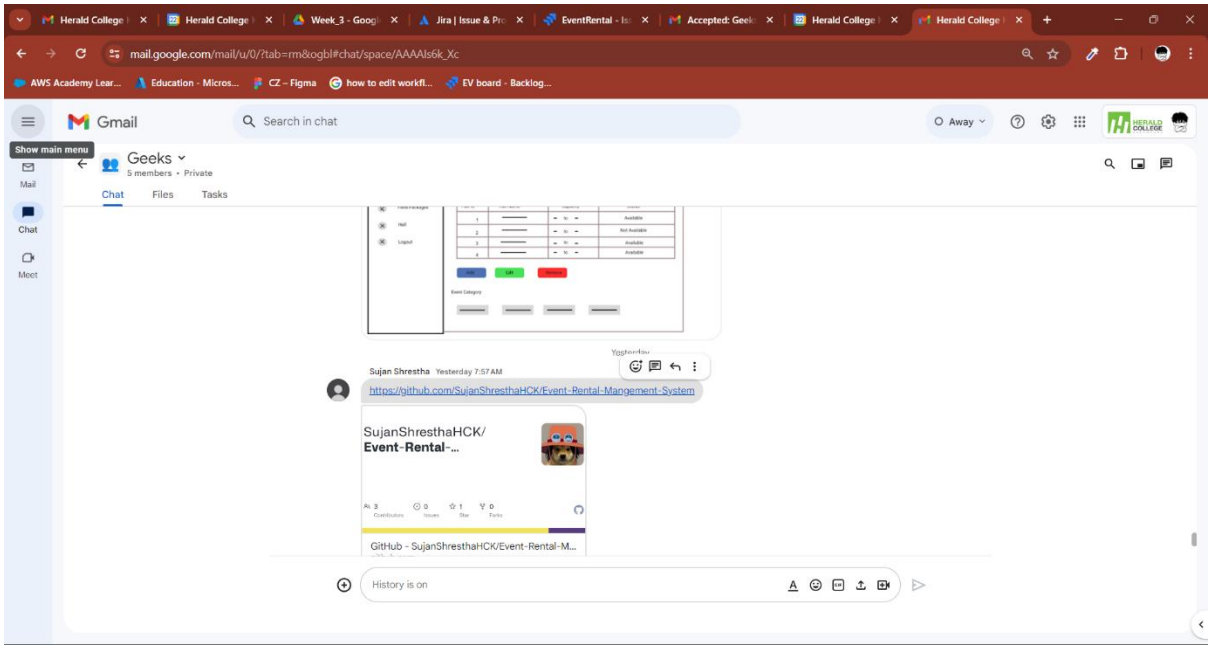

Figure 11 google space

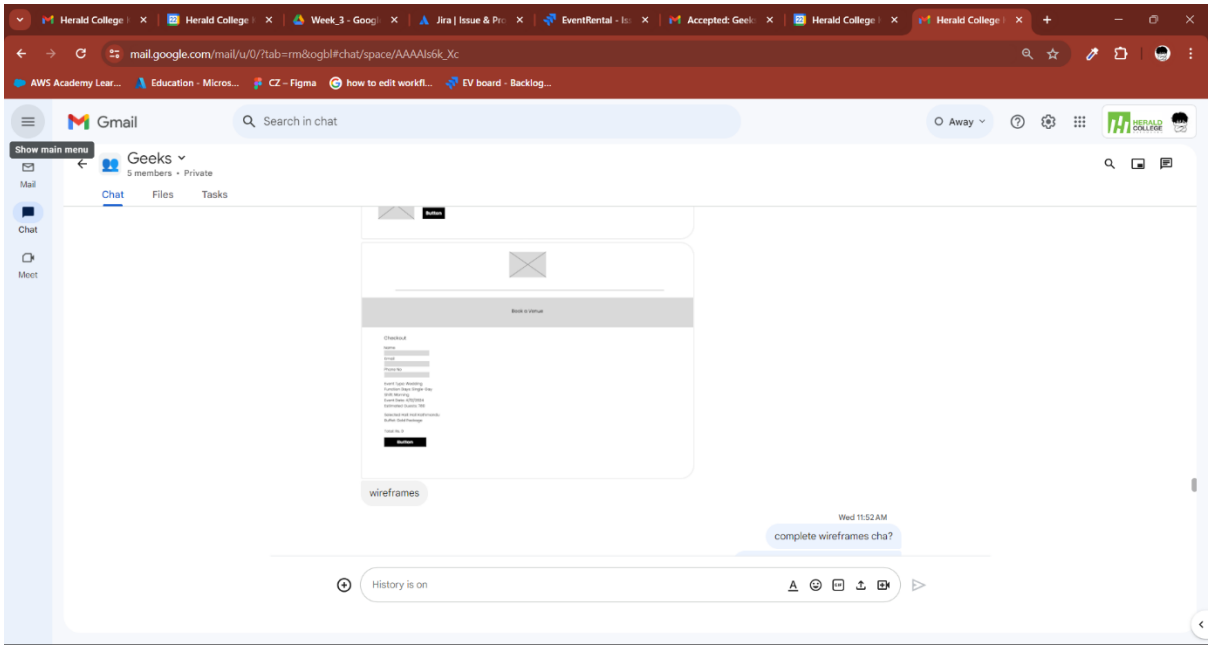

Figure 12 google space

2. Continuing Personal Development (CPD) (Appendix B)

A project manager's personal development is crucial for ensuring effective project management. Adopting appropriate methods for improvement led to the acquisition of various talents.

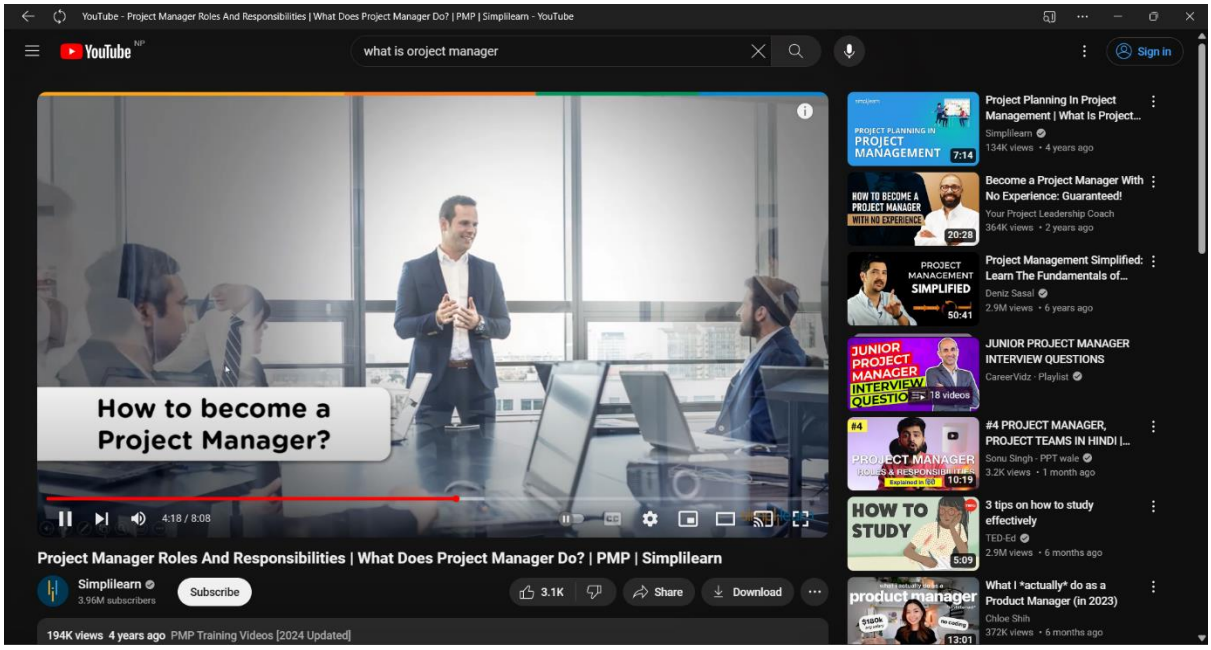

Figure 13 project manager tutorial

As I was appointed as a project manager for this module, I had many doubts about how I should be leading my teammates throughout the project life-cycle. To clear my dilemmas, I researched through many journal articles and YouTube videos. Due to all these references and helpful platforms, I was able to successfully lead my team and complete the system in the 1st Sprint.

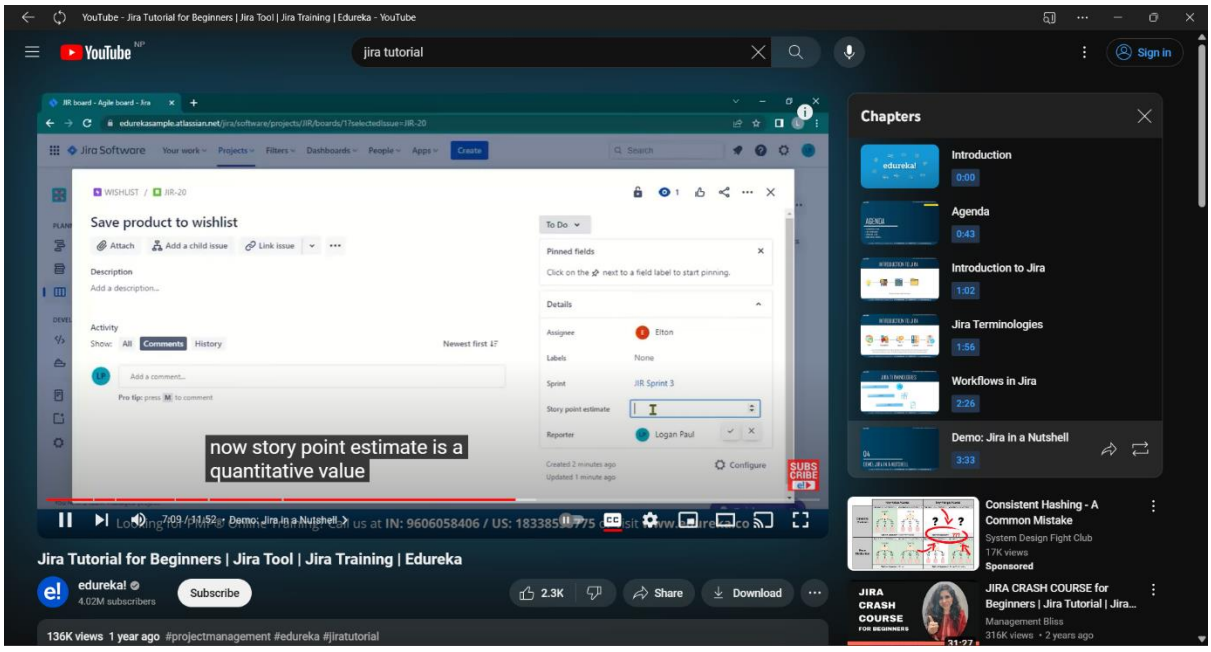

Figure 14 Jira tutorial in youtube

Jira as a powerful project management tool was used to document and allocate tasks in our project. As I was unfamiliar with this software, I looked through various tutorials in order to learn and use Jira for systematic documentation.

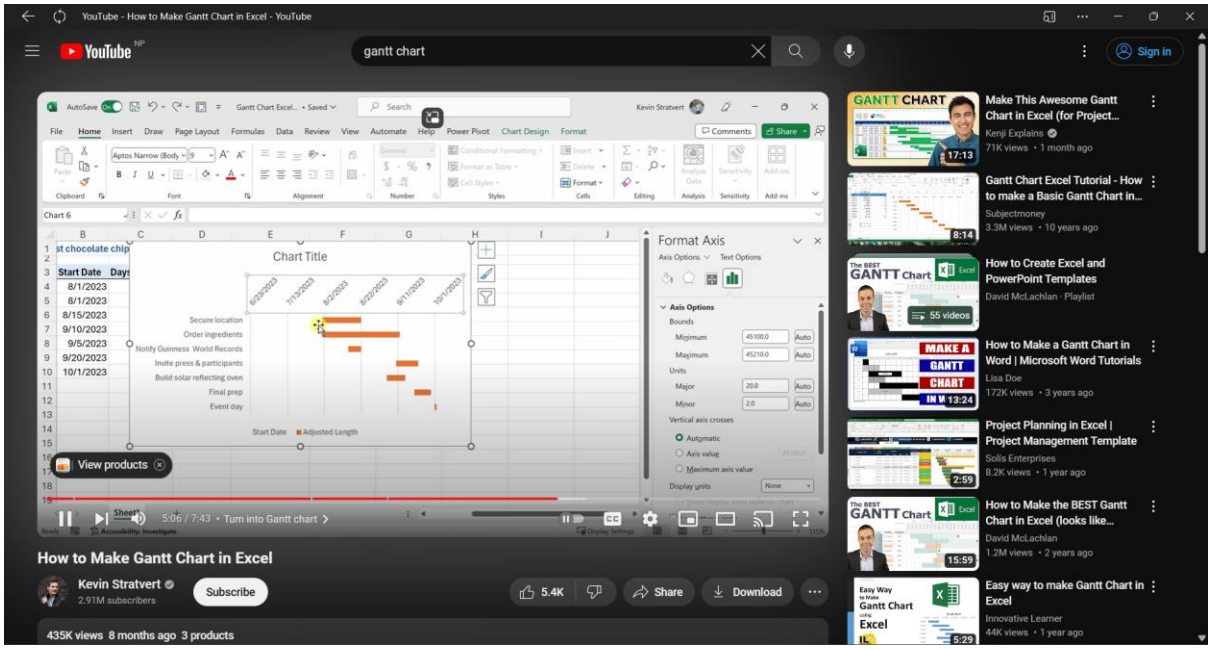

Figure 15 Gantt chart tutorial in youtube

Gantt charts were utilised to document all tasks allocated in Jira. Because I was unfamiliar with this chart, I looked up several tutorials to learn how to make a gantt chart for systematic documentation.

3. References

https://youtu.be/KG5cltHpbYs?si=2N7kGwe5mWx01ssD

https://youtu.be/1RilyCsxp7U?si=of6F1Y4nERxypOPA

https://youtu.be/zC22yPmc6Kw?si=ZOWvZQnl6yjLV5NV