Learning Journal Template

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Dates Rage of activities: 7 October 2024 to 21 October 2024

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Key Concepts Learned:	**Application in Real Projects:**	**Peer Interactions:**	**Challenges Faced:**	**Personal development activities:**	**Goals for the Next Week:**
I gained insights into Project Planning and Monitoring & Control, focusing on techniques like Work Breakdown Structure (WBS), which breaks projects into manageable tasks. We explored top-down and bottom-up planning to structure timelines, either by setting an overall timeframe first or building from individual tasks. The Critical Path Method (CPM), which identifies the longest sequence of essential tasks, is useful in projects like construction, where delays in critical tasks can affect overall deadlines.	Applying project planning and monitoring concepts can greatly benefit our "Digital Skill Training Platform" project. A Work Breakdown Structure (WBS) can organize the project into modules like content development, platform design, and outreach, ensuring clear tasks and timelines. Top-down planning lets us set a project completion date and break it down into timeframes for each module, much like planning a semester curriculum.	During this week we collaborated with peers and emphasized the challenges of balancing task dependencies in project scheduling, especially in iterative models where dependencies shift with each cycle, much like stages in product development where one phase relies on the previous. We shared insights on using resource allocation metrics, a concept essential in	One of the challenges I faced this week was accurately estimating task durations and handling dependencies in dynamic environments. Estimating timelines is particularly complex when task difficulty is unpredictable, similar to adjusting schedules in retail for unexpected surges. Managing dependencies proved tricky, especially in projects where later tasks rely on earlier completions, much like a	To improve my project management skills, I studied resource levelling strategies to gain a better understanding of task and resource optimization, similar to how retail stores manage staff schedules to meet peak times without overloading employees. I also practised creating Gantt charts for task visualization, which helps in tracking dependencies and setting realistic timelines.	During the coming weeks, I aim to master EVM calculations by practising on small projects, enhancing my ability to track costs and schedules, much like managing expenses in finance. I'll focus on dynamic scheduling techniques, learning about activity networks and dependency management to handle shifting tasks, similar to dependency coordination in supply chains.

		industries like healthcare staffing to prevent workload imbalances.	restaurant where food preparation timing depends on ingredient availability.		
In project monitoring, Earned Value Management (EVM) was highlighted as a key tool to compare planned vs. actual values, helping assess budget and schedule deviations. Milestones and Deliverables offer checkpoints to assess progress and outcomes, ensuring tangible results meet expectations at set intervals. Monitoring also includes variance analysis, Performance indicators like schedule and budget variance and resource utilization metrics which help measure workload distribution, preventing underuse or burnout.	For monitoring, Earned Value Management (EVM) helps track budget and timeline adherence, while milestones (e.g., prototype development, and user testing) serve as checkpoints for early issue detection. Variance analysis can quickly address delays and resource utilization metrics ensure balanced workloads across tasks. Additionally, the Critical Path Method prioritizes resources for tasks crucial to timely delivery, similar to managing key processes in manufacturing.	Another discussion on bar charts and activity networks in project scheduling revealed the benefits of visualizing task dependencies, similar to a logistics team tracking inventory flows. These exchanges deepened our understanding of organizing and adapting project workflows for different project types.	Additionally, understanding EVM calculations for budget and schedule tracking also required practice, as it involves comparing planned versus actual figures, similar to tracking expenses against budget in an event. Finally, accounting for unforeseen delays emphasized the need for contingency planning.	Additionally, I reviewed case studies on Critical Path use in construction projects, which illustrated how to prioritize critical tasks effectively. These activities have strengthened my grasp of project scheduling tools and techniques.	Additionally, I plan to deepen my understanding of resource allocation by studying optimization techniques in iterative models, akin to balancing healthcare shifts to prevent overload. Finally, I plan to collaborate with my project teammates on case studies, applying monitoring techniques and exploring project tracking examples from tech startups to improve my skills in adaptive planning and control