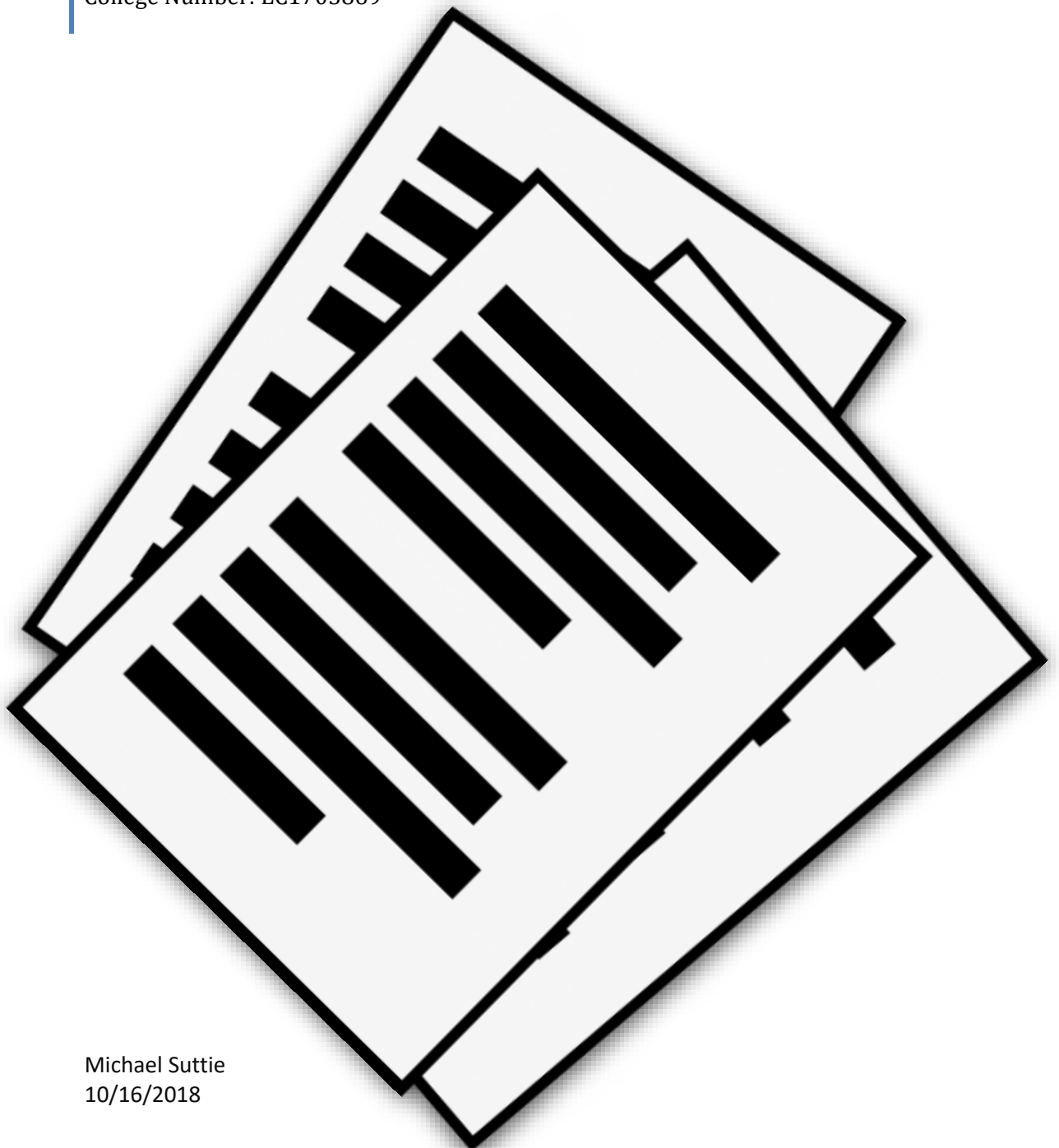


Bright Purple Resourcing

Bright Purple Personal Development Log

College Number: EC1703869



Michael Suttie
10/16/2018

Week 1 Development Goals

During the my first week at Bright Purple, one of my aims are to familiarise myself with the people and the way that the company operates. As the Company is an IT recruitment company, this will also mean learning more about that industry and how the skills that I am learning in the workplace / in college can be applied to the IT recruitment industry. Not only will this let me apply the skills that I have been developing in the year prior, but it will allow me to develop new ones and gain experience in a professional, technology based company.

As it stands, I am most familiar with Paul - the Managing Director of Bright Purple, and Mark – the IT and Admin specialist. I will be working closely with Mark throughout my stay at Bright Purple but it is important that I meet the rest of the team and learn about what they do to gain a better sense of perspective and where I fit into the mix.

Another aim is to gain more confidence in my ability and in meeting / speaking with new people. I currently feel a bit out of place due to my lack of experience and familiarity with the team, however, I aim to overcome this and to become a better part of the team and to fit into the loop more.

In meeting these new people, I will be able to gather feedback on any work that I do – this feedback will allow me to make changes and improve on my work if there is anything that could be improved upon and will point out the things that I am doing well. The process of meeting these people and getting feedback on my work while gaining experience during this first week should set me up for the rest of my time here at Bright Purple.

My final main aim for the first week is to use the skills that I have developed both in college and during my first week to begin looking into the redesign of the Bright Purple Website.

I will focus on this after I feel comfortable in achieving the previous aims – the reason for this being that I will be more focused and comfortable in the workplace by this time and will therefore be more confident in my ability to produce some rough designs and ideas to pitch to the team regarding the website.

In addition to that, in being more comfortable with the team and my own abilities, I will be able to speak to the team and ask them if there is anything that they would like to see included in the redesign – the people working here should have a large input on how their website looks and functions and I plan to keep that in mind moving forward and take the thoughts and ideas of the team into account during the redesign.

Week 1 Development Goals – How Will I Achieve This?

Familiarise Myself with the Team

In order to familiarise myself with the team, I plan on speaking to them when they have a moment and aren't too busy on the phone with a client or looking up details in order to place a client. I could catch them for a moment during a lunch hour or if I happen to be passing by them when they aren't busy. So far, I have also noticed that the team function very well together and despite being a professional group, are always up for a bit of a laugh to liven up the mood – In joining in with the office banter from time to time, I should be able to put myself out there in a more laid back way instead of relying on purely on the more serious aspects of the job to get to know everyone.

Familiarise Myself with the Company

I will be able to familiarise myself with the company in a similar way to familiarising myself with the team, but shadowing them instead of simply asking questions. If I get to know the team and how they operate, I will gain a better understanding of how the company works and what their goals are. In addition to this, reading company documents and having access to databases that deal with clients will also give me an insight into what the team do and how the company works.

Gain More Confidence in my Abilities

In order to build confidence in myself and my abilities, the previous two aims must be completed. In addition to this, receiving feedback from any work that I produce will go a long way in pointing out my strengths and weaknesses. In doing this, my quality of work should improve due to my improvements based on the feedback of other members of the team.

Begin Work on the Website Redesign

Once I am confident that I have achieved all of the aims I have set myself for the first week, I will begin work on the website redesign. To do this, I will first begin to pick out aspects from the current website that I like and note them down – following this, I will then begin looking at the websites produced by the competition and see if there are any aspects that could be used as inspiration or aspects that don't work so well and would be best avoided.

Additionally, I will be able to further develop ideas by receiving input from other team members. This input will allow me to ensure that the website is up to the standards of the company and that the team are able to express their wishes for what they would like to see. At the end of the day, they are the ones that will be associated with the website frequently.

Week 1 Development Goals – Have I Achieved This?

Familiarise Myself with the Team & Company

At the end of the first week, I feel as though I have achieved these two points. I have managed to integrate into the team very well and feel much more comfortable both in working and during conversation with other team members. Having spoken to all of the team and gotten to know them better, as well as joining in with the office banter, I feel as if I have made a positive step forward in getting to know everyone and what they do here. I have received positive feedback from Paul regarding this via email to use as evidence of my development during the first week.

Hi Michael

Please can you save this as feedback from your 1st week.

'Michael has been a great addition to the office over the past week. Although seated slightly aside to the core team so that he can concentrate and have coaching sessions with Mark our IT Manager he has integrated well. He has spent time with the team discussing his objectives around redesigning our website and I have feedback from the team that he is bright and articulate.

Michael has been punctual and polite whilst having enough confidence to take part in office conversations and banter.

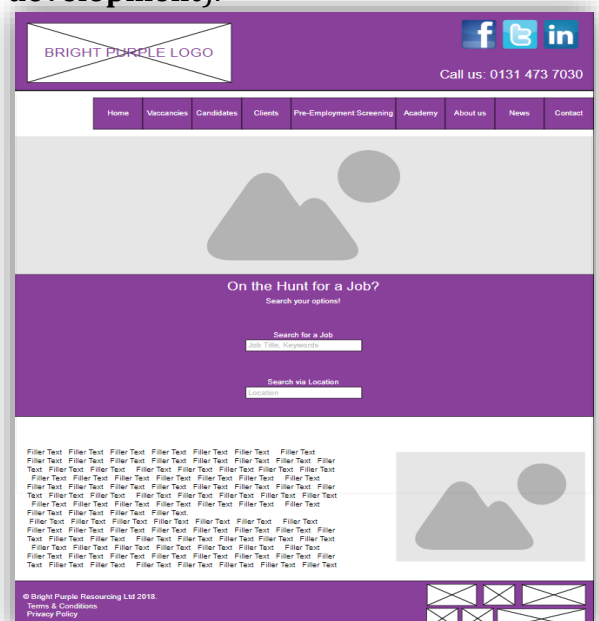
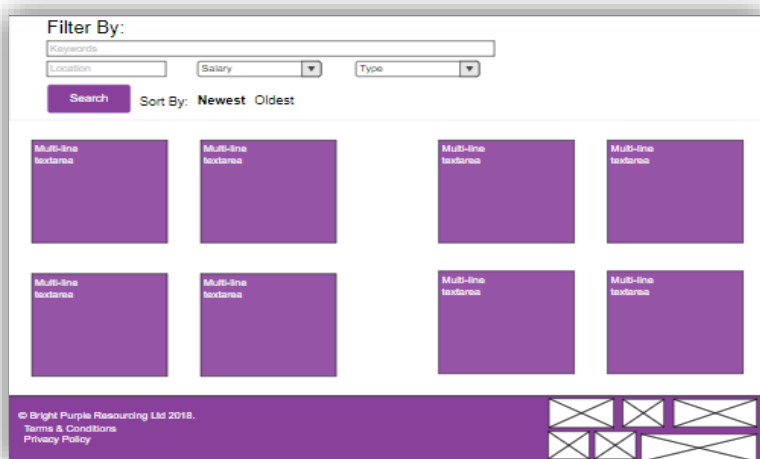
I look forward to seeing more of the work that he is starting produce.

Well done on a good start Michael!'

Paul Curry
Managing Director

Gain More Confidence in my Abilities

I have received verbal feedback on website mockups from both Mark and Nick. This feedback has allowed me to develop week 1 mockups so that I have rough idea for a direction in which I will take the website. The final mockups at the end of week one are a result of changes made due to feedback from team members (**Mockup is outdated as of week 2 but remains an important step in initial development**).



Week 1 Development Goals – Have I Achieved This?

Begin Work on the Website Redesign

The mockups shown in the last section were my first attempts at a website design for Bright Purple. In addition to this, I began to create a written document of things that I had observed about the current website. These ranged from functionality aspects through to aesthetic aspects.

Having these things written down allowed me to get a clearer picture of the direction I wanted to take the website in and then gave me an idea for week 2. I decided that it'd be a good idea to ask everyone else in the office what they thought of the current Bright Purple website, what they thought of rival websites, and what they would like to see on the Bright Purple website if it had not already been mentioned. (Below are small pieces of the document)

- Home Page – Redesign to allow the homepage to promote Bright Purple more and act as less of a secondary navigation page.
 - Make the Job Search Nugget a main focus on the homepage as opposed to a piece on the side
 - Remove all 'secondary navigation' features to make room for promotion of Bright Purple
 - Everything has a purple theme to it, naturally, but where does the ultra-blue come from?
 - Large video / GIF instead of a picture – have Arthur / RC Dalek run around the room with a go pro to get footage to use (Mark)

Week 1 Conclusion

As a whole, I believe that I accomplished all of the aims I had set myself for my first week at Bright Purple. Not only did I learn about how the company operates and get to know those that make the company tick, but I was also able to get those very people to voice their opinions on the work that I had produced and give me ideas on where I could take the website in terms of design and functionality when I eventually get around to working on it.

I was able to fire through the Health and Safety documentation during this first week as well as getting properly inducted into the team and beginning work on the design of the new website by creating a group of mockup pages and a document containing all of the ideas for future reference.

- Contact Page – Dynamic google map on page instead of a link
 - Make the contact form more dynamic (more fluent input validation messages)
- Academy Page – Tidy up the way in which previous events are displayed
- Job Search Nugget – Candidates, News, About us, Contact (Include on these pages only)
 - Remove from all other pages
- Job Alert Nugget – Candidates, News, About us, Contact (Include on these pages only)
 - Remove from all other pages
 - Edit "Thanks" message after submitting details
 - GDPR – Active opt in for data storage
- Footer – Add links to other businesses (Currently only glassdoor has a working link)
- Navigation Bar – Drop down (Assuming it still works on phones / tablets)
 - Makes navigation to child pages more obvious (Eg. About us > Meet the Team)

Week 2 Development Goals

During the my first week at Bright Purple, my aims were to familiarise myself with the people there and the way that the company operates. As the Company is an IT recruitment company, this also meant learning more about that industry and how the skills that I am learning in the workplace / in college are applied to the IT recruitment industry. Not only did this let me apply the skills that I have been developing in the year prior, but it will allowed me to develop new ones and gain experience in a professional, technology based company.

After last week, I am confident that I have settled in and am confident in myself and around the other team members. This week, my aims are more work and skill based as opposed to the confidence building of last week and as such are more concise.

This week I aim to make more progress on the design of the website that I started last week. I plan to use the connections I made with the other team members to get their input into what the website should / should not include and add these suggestions into the document that was started last week.

In doing this, I will be able to further improve my skills in web design (both in terms of the documentation phase and the eventual implementation of these ideas).

I'd also like to gain a better understanding of the Bright Purple Network:

- Hardware – Server, connections etc
- Software – Backend management,
- Virtual Machines

Another aim of mine is to learn more about different types of CMS – this will allow me to determine which one will be best for me to use during my redesign of the Bright Purple Website.

- WordPress
- Joomla!
- Drupal
- Etc...

Learn more about the company and how it operates – with this understanding, it will allow me to gain a better insight into the IT Recruitment industry as a whole and will allow me to tailor the new website to the needs of the company (In short, I'll be able to expand my knowledge of an industry as well as working on my ideas for the development of the website).

Week 1 Development Goals – How Will I Achieve This?

Continue to Work on the Website Design Process

At the end of week 1, I had the idea of incorporating the ideas of the team in with what Mark and I had already discussed. The idea here was to allow the team to have an input into what their future website will look like and how it will function – it would also give me a chance to work with some of the members of the sales team on a common issue in which I had experience in. As I spent most of week one learning the ropes of roughly how the recruitment process worked, I would now be able to give the other members of the team an insight into what I'd be doing and allowed them to ask any questions they may have about the redesign process.

Gain Understanding of the Bright Purple Network

In order to learn about the way the Bright Purple Network operates, I will have to learn about both the Hardware and Software used in order to make it function.

To do this, I will need access to the server room and discuss it with Mark to learn more about the hardware in the server room. I've had brief experiences in the room before but a more in depth discussion and look at the inner workings will go a long way in helping me to understand how everything works.

In addition to this, learning about the software that is used to manage the server will allow me to better understand how everything is linked and what it does to benefit the company.

Learn about Different Types of CMS

Learning about different types of CMS and how they work will broaden my future choices in terms of design and will give let me compare the different types in terms of functionality and power. To do this, I will spend some time looking up the most popular CMS's and spend some time using them and familiarising myself with them.

Week 2 Development Goals – Have I Achieved This?

Continue to Work on the Website Design Process

During the second week, I got around to speaking to most, if not all, of the Bright Purple team about what they wanted to see included in the new website. Some comments were based around the current website and acted as a good pointer as to what to avoid, what to add and what worked.

Not only was I able to get more ideas for the website through this, I was also able to speak to the team members about what I was doing and gave me a chance to potentially teach them a thing or two instead of me learning from them. (Below are small pieces of the document)

- Kane's focus suggestion:
 - **MEET THE TEAM #1 ("The product is the people")**
 - **VACANCIES #2**
 - **CLIENTS / CANDIDATES #3**
- Improved share function for the News (Social media sharing tends to cut out content)
 - Fix the cutting of content on social media (Usually only the BP logo is displayed)

Gain Understanding of the Bright Purple Network

During the second week, I spent a significant amount of time getting familiar with the way the network operated. This was mainly due to a slowdown issue that occurred in the database (both the recruitment and finance). The issue turned out to be a memory issue in that the recruitment database in that the entire database was essentially shifted to the RAM. This left no space in RAM for any other operations to take place. Due to this, the writing speed was increased and had a knock on effect for the finance database which caused a slowdown over both databases.

This was found to be the issue a while after it was thought to be fixed – at first, more memory was assigned, which ironically made the situation worse as the more memory we added, the higher the space taken up would become. We also found that two of the discs within the server were close to failure and had to order two new ones in order to replace them so that no data was lost. Luckily, the server runs a RAID 10 configuration, meaning that if two were to fail, the data held inside them would still be safe and would be returned to their respective disk once the disk had been replaced and the array had been rebuilt.

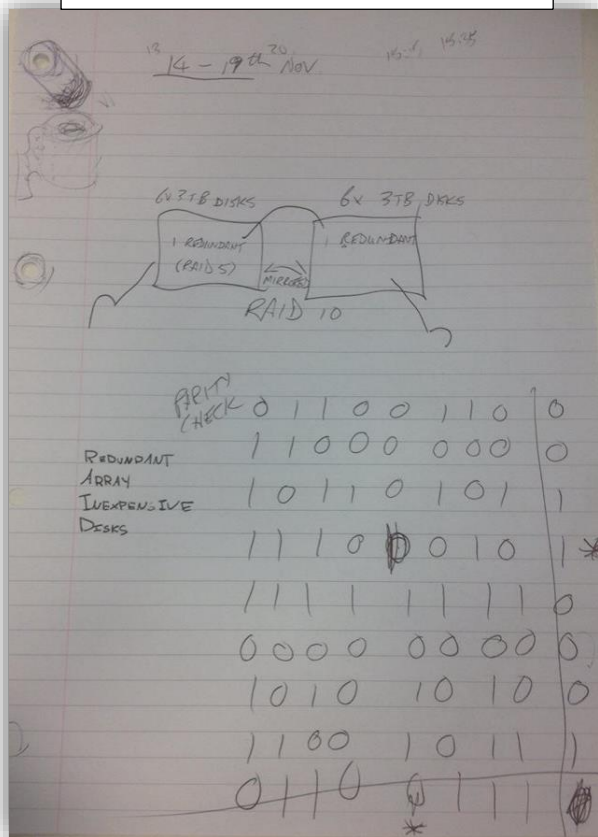
- Work on the "Meet the Team" section, what needs doing?
 - Make the pages more aesthetically pleasing (New team pictures / Green Screen)
 - Add an OBVIOUS link to the team **LinkedIn** profiles
 - Half questions would be personal, Half work related
 - **MAKE THIS A LARGE FOCUS, THE TEAM IS CRUCIAL**
- Too wordy in current state, tone down the amount of words on the pages and organise the information on the pages more efficiently
 - Ties in with the website not making enough use of space, maybe the information isn't too wordy but just seems overwhelming due to the full space not being utilised?

Week 2 Development Goals – Have I Achieved This?

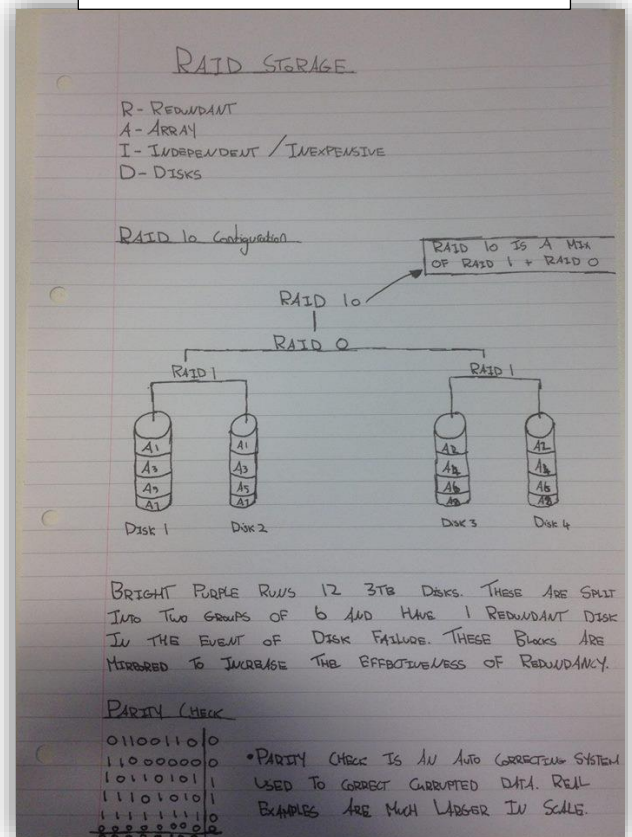
Gain Understanding of the Bright Purple Network (Continued)

After hearing discussing the RAID 10 system a little inside while working on the replacing of the disks, Myself and Mark went over what the RAID 10 system actually was. Afterwards, I came up with this using the things we had discussed and diagrams that had been drawn:

Initial Discussion Diagrams



Final Notes



Learn about Different Types of CMS

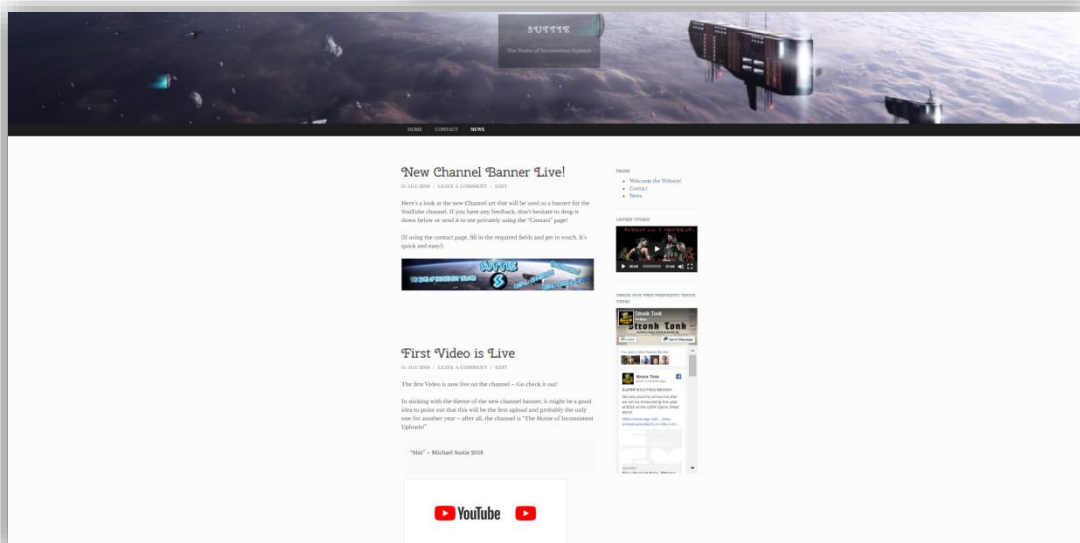
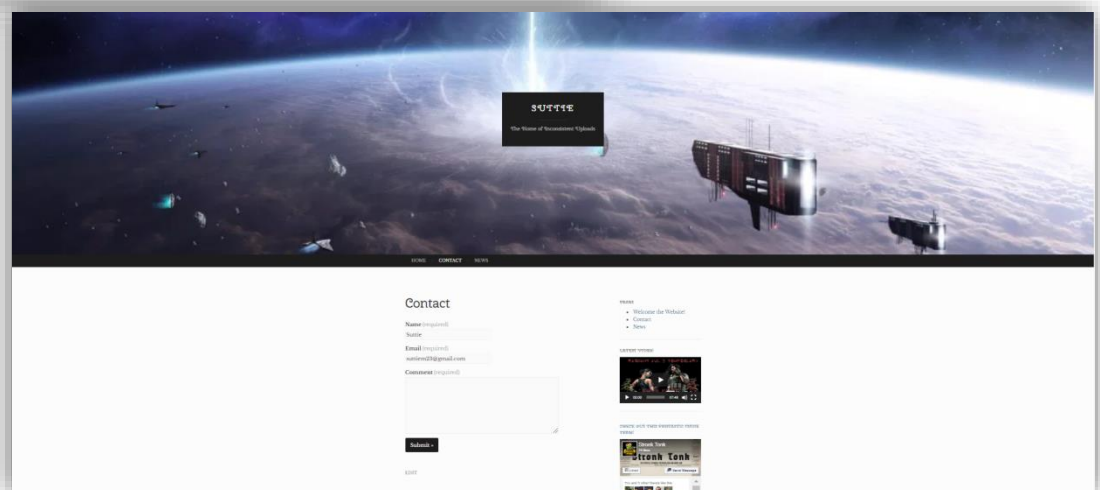
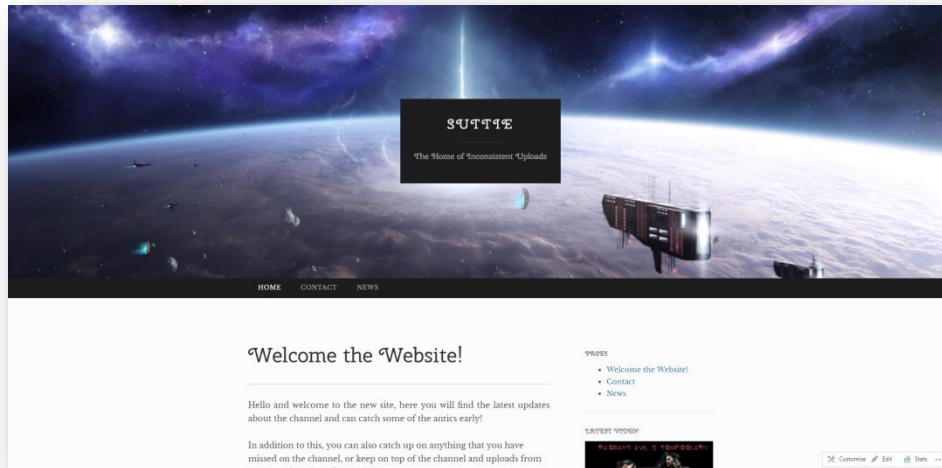
Towards the end of the week I began to look into different types of CMS and eventually settled with WordPress as I felt it was the best in terms of functionality and potential. As a CMS, it allows quick and easy changes to anything that would need to be changed on the fly and would allow more people within the office (mainly the admin team) to add things to the website if they wish.

In order to get familiar with WordPress, I created a mock website as if I were promoting a YouTube channel. This was mainly to get an understanding of what I could do with the free version of Wordpress and to see if I could produce a functional website with as

Week 2 Development Goals – Have I Achieved This?

Learn about Different Types of CMS (Continued)

little coding as possible. This worked out well, and I am under the impression that when given access to the full version of WordPress and access to the HTML and CSS that I will be able to produce a high quality website. (Below are screencaps of the website)



Week 2 Development Goals – Have I Achieved This?

Week 2 Conclusion

To conclude week 2, I believe that I achieved the goals that I set for myself – I was able to completely fill both sides of the two page written plan document, one of the pages being filled with suggestions from the other team members at Bright Purple.

In addition to this, I was able to get some hands on experience with the Bright Purple network by assisting in the replacing of the two failing disks and trying to find out why both the recruitment and finance databases were running slowly in the first place as well as getting to know how the storage system worked (RAID) through discussion and a bit of research.

Finally, I was able to familiarise myself with the CMS “WordPress” and was able to throw together a quick test website within a few hours by simply using the features of the free version to gauge how useful and responsive it would be as a CMS during the development of the new website. This also gave me an idea of how maintaining the new website once it is live will take place – Once thing I know for sure, is that WordPress is much better than the current CMS; “The Lane”.

As a bonus, I was involved in a meeting with Mark and Paul to summarise what I had been doing during my first and second week at Bright Purple. The video will be submitted as evidence.



Week 3 Development Consolodation

The third week of my placement will be focused around working on consolidating the skills and tasks that I have completed in the first two weeks of my placement. As this is my last full week here at Bright Purple, I want to make sure that all of the work that I have done is up to a high standard and to witness the developments that I've made by checking over everything from the beginning of my placement up until this point.

The aim here is not to go back and change old work, but to see the difference in quality from the beginning up to this point and see which areas I have developed in and which areas I still have room to improve on. There are some things that I won't be able to check over in an obvious way such as how my attitude and confidence may have improved, so for that I will discuss that with other members of the team and receive their feedback on how I may have developed as a person.

Hopefully, by the time I have reviewed these factors, I will be able to see and clearly map my improvements and shortcomings during my time in full time placement at Bright Purple and use this to think of new goals for my part time placement (Once a week) for the next 6-7 months.

Week 3 Consolodation Notes