

Section 1: Provide a detailed description of the following elements

How much time did you spend on Technical Development tasks? (hours)20.....

How much time did you spend on Documentation tasks? (hours)35.....

How much time did you spend on Self-Directed Learning tasks? (hours)10.....

How much time did you spend on the Final Presentation tasks (hours?)10.....

What tasks did you TAKE A LEADING ROLE ON that contributed to the completion of the assignment task? *(Please fully describe your contribution)*

Completed 100% of the Executive Summary, as well as all associated research for this section.

Completed 100% of the Introduction, as well as all associated research for this section.

Completed 100% of the Technical Testing, as well as all associated research for this section; including Appendix A and conducted all tests.

Completed 100% of the Quality and Compliance, as well as all associated research for this section.

Completed 100% of the Post-development Review, as well as all associated research for this section.

Completed 100% of the Conclusion, as well as all associated research for this section.

I recorded the meeting minutes for all formal meetings.

I managed all meetings aside from one.

Security Firm Dashboard

Completed 100% of the Assigned Businesses and Business Details, as well as all associated research for this section.

Completed 100% of the Incident Reports and Incident Details, as well as all associated research for this section.

Added password hashing to both the dashboard and application, as well as all associated research for this section.

What other tasks did you CONTRIBUTE to that helped towards the completion of the assignment task? *(Please fully describe your contribution to each task)*

Participated in Client Feedback by assisting in the meeting/interview.

Participated in User Testing by creating questions regarding the Dashboard, taking notes, and contributing to the conduction of the interview.

Participated in Functionality by writing the Security Firm Dashboard section.

Participated in the User Manual through writing the software operation components regarding the Business Owner portion of the Mobile Application, and all associated Security Firm Dashboard details.

Participated in writing the Reference Manual by co-writing the Information Pool, Model, View, Global components. As well as providing a description for the development tools used, and relevant information required to change/modify the system.

Contributed to proofreading, editing, and document formatting.

Contributed to the presentation -> creating slides, getting the project ready for demonstration, discussing video concepts.

What Self-Directed Learning tasks did you undertake that helped towards the completion of the assignment tasks? *(Please fully describe activities)*

I researched password hashing.

I researched Javascript and HTML to complete the Security Firm Dashboard code.

Section 2: Rate yourself on how often you achieved these tasks, over the course of the creating the assignment (using the following scale):

0 = Not at all	1 = Sometimes	2 = Usually	3 = Nearly Always	4 = Always
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Criteria	Rate Yourself (0-4)	Provide an explanation of your self-rating
Did I work as hard as I could have?	3	I worked hard but I could have worked harder. I finished all of my assigned work but could have contributed further to other sections.
Did I set and maintain high standards for myself?	4	All my work was completed to a high standard.
Did I spend enough time to do quality work?	4	I put in sufficient time to produce quality work.
Did I regulate my procrastinations, distractions, and temptations in order to complete my work?	3	Throughout most of the cycle I managed distractions and completed my work on time. There were a couple instances of being late to

		finalise work or finish up meeting minutes. However, the cause was due to other unit demands.
Did I make good use of available resources?	3	I used resources where necessary. I could have benefitted by looking at examples of user and resource manuals.
Did I ask questions if I needed help?	4	I always asked questions if I needed help.
Did I review, and re-review my work for possible errors?	3	For both the code and the report I was careful to review my work to ensure high quality of work.
Did I examine best practices for similar work?	3	I could have benefitted by looking at examples of user and resource manuals. Other than that, I examined best practices.
Is my work something for which I am proud – that I would proudly show to a large global audience?	3	My work is of a high standard but I'm not fully confident in displaying the technical implementation due to some incomplete features.

Section 3: Self-Improvement

Refer to your goals for improvement as described in your last self-review. Describe the activities you have undertaken to improve in this area.

In the last self-review I identified that our group had lost a lot of time due to poor communication, hesitance to begin work without all group members, and lack of efficient task management.

To help improve these flaws, I aimed to follow the Project Schedule more closely and begin having two meetings per week rather than one. This would enable more frequent task progress check-ins and allow for task distribution if necessary. Overall, this method worked quite well. We were able to meet deadlines, have more consistent communication, and relieve some of the anxiety about not knowing where others were at with their tasks.

As an overall summary of your experiences in ICT Project, please document your personal lessons learned – relate to the three ILOS of the unit.

Setting clear expectation, and adhering to them, and communication are probably the most important personal lessons I learned during this project. It was quite difficult to design and develop a technical system whilst participating in a group. Group members changing resulted in delays in schedule due to collaboration with the client – negotiating changes to project scope, giving new group members time to become familiar with the framework and proceeding documentation, all negatively impacted how the project ended up. Due to this, our group maintained regular contact with the client (only stakeholder) throughout the entire project. This regular communication meant we could deliver a project that was usable by the target-users.

Adhering to best-practice system design was surprisingly difficult. As each group member was on a different page with design paradigms, the resulting code ended up not following a clear model. As deadlines approached and code further piled up, the task of cleaning the entire structure became unachievable. This was an important lesson as a future software developer – highlighting the importance of maintaining best practices, as well as ensuring that all group members are on the same page.

I regularly participated in self-guided learning and helped other group members where I could. I maintained professional conduct throughout all group communications.