

Project Management Reflection

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1 Reflection

Throughout the semester, I managed my academic work using a custom markdown-based tracker. It wasn't anything high-tech — just a .md file with checkboxes, due dates, status updates, and brief notes for each task. I updated it regularly and stored it on GitHub. Since most of my projects were already version-controlled, it made sense to keep the tracking in the same ecosystem. It was simple, flexible, and easy to tweak when needed.

What really worked for me was how clear and organized it made things. I could quickly scan deadlines, see what I had left to do, and even remind myself what each task was about. Unlike basic to-do lists, this setup let me add a little story behind the task — like what I found hard, what I skipped, or what I wanted to improve. It also separated projects nicely so I didn't feel overwhelmed trying to juggle them all at once.

That said, it wasn't perfect. Since I didn't have notifications or automatic reminders, I sometimes missed important checkpoints — for example, I forgot to submit the Literature Review progress check. Also, when I was in a hurry, I skipped adding detailed comments, which made it harder to reflect properly later on.

As of now, the only pending item is the CME Project Management final submission, and it's on track. Things were turned in on time, though I did hit some bumps — like being late on hosting my website and skipping the dataframe manufacturing part of the data page. I also didn't start tracking user data early enough because I wasn't sure what I was supposed to look for, but I figured that out as the project evolved.

Midway through the semester, I changed up the format of my tracker — adding extra notes and descriptions next to each task. Originally, I just used checkboxes and dates, but that wasn't giving me enough insight into my own workflow. This small change made a big difference and helped me stay more thoughtful about how I was managing everything.

Looking back, I think I met my goals: I completed the major assignments, learned a lot (especially about data handling and design), and kept everything relatively organized. The tracker held me accountable and gave me a better sense of how I manage overlapping deadlines.

2 Some takeaways

Project management isn't about being super rigid — it's more about staying adaptable. Next time, I'd probably build in some kind of reminder system and set moments to pause and reassess progress. I also want to get better at documenting my learning during the process, not just after it's all done. Even though I used a pretty basic method, it worked well, and I'd definitely consider scaling it up with something like Notion or Trello in the future. But honestly, even a plain markdown file can be powerful if you stick with it.