Project Management Reflection

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1 Reflection

Throughout this semester, I managed my academic projects using a simple but effective markdown-based tracker. It wasn't anything fancy — just a .md file where I listed tasks, deadlines, checkboxes, and short notes. I updated it regularly and kept it in my GitHub repository, which made sense because most of my projects were already version-controlled. It was minimal, flexible, and easy to maintain, which worked well for my workflow.

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. It also separated projects nicely so I didn't feel overwhelmed trying to juggle them all at once.

Being in this way, the tracker wasn't perfect. Since I didn't have notifications or automatic reminders on, 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.

Partway through the semester, I tweaked the format of the tracker. I started adding small descriptions alongside each task to give more context, originally, a list of checkboxes and due dates; but that wasn't really helping me understand how I was working. Once I made that change, it became much more useful — both for time management and for personal reflection.

Looking back, I feel like I met my main goals: I got the major work done, learned a lot about data and design, and stayed organized enough to avoid last-minute stress. The tracker helped keep me on track and gave me insight into how I handle multiple deadlines at once.

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.