MGMT8665 – PROJECT MANAGEMENT

**Final Report Instructions**

**Summary**

The purpose of this assessment is to provide students with the opportunity to reflect on their overall learning and experience in the course. Students will demonstrate their understanding of project management concepts by preparing a report. The report will summarize their key takeaways, insights, and achievements, and reflects on the application of this knowledge to the completion of applied assessments in the course. The report should also include areas for improvement and plans for future development. Components of the report will include a reflection on the applied assessments in the course (lab assessments and group case project), a connection to concepts presented in the course and a discussion on future development.

**REPORT COMPONENTS**

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| 1. **REFLECTION ON APPLIED ASSESSMENTS** |
| ***In this section, reflect on your experience completing the various applied assessments throughout the course. Discuss what you learned from each assessment, what challenges you faced, and how you overcame these challenges. Discuss the key concepts and practices that you learned from these assessments and how you will apply them to future projects*** |
| **A:** MS Project Lab Assessments |
| Describe your approach to completing the lab assessments. Which task (or set of tasks) did you find most challenging? How did you work through these challenges with these tasks? |
| Your answers here  It was quite challenging to use the MS project for the first time as I was not aware of its features and its use. Creating Gantt chart and assigning task dependency was the challenging part of the MS project lab assessment.  Using the Start date and end date for each task was a bit uneasy at first, but later it made it easy to assign and schedule task in MS project assessment. |
| Discuss how you might apply the skills learned during this assessment to future projects? |
| Your answers here  There are many skills learned in this subject that I can use in future projects or opportunities to that I come across. In this I understand client requirements, how to manage risks, allocate resources, improving communication skills, learn about project planning, and adapt new approaches and problem-solving methods. |
| Provide a brief evaluation of the software tool used to complete the lab assessments. Would you recommend this tool to help manage future projects? Why? |
| Your answers here  I used software tool like MS project to plan the resources and schedule tasks as per time limits. MS Project excels at handling larger, more intricate projects with lots of interdependencies and resource allocations. It works great for overseeing complex project frameworks. It is imperative to take financial limits into account prior to selecting this instrument. It is critical to evaluate how well MS Project integrates with the organization's current tools or systems. The choice may be influenced by compatibility with other programs used for reporting, document management, or communication. |
| **B:** Group Project |
| Describe our experience working with a team on the group project and how you applied the principles of project management to complete the required tasks. |
| Your answers here  Using project management concepts, we produced a thorough project plan with deadlines, dependencies, and milestones. Effective scheduling was made easier with tools like Gantt charts and project management software, which helped to see tasks and their relationships. Considering the skills and availability of each team member, we carefully distributed the resources. This made sure that work was allocated effectively, avoiding overload and guaranteeing a workload that was balanced. |
| Discuss your perception of the strengths and weaknesses of your group as a whole, any challenges your group faced and how you overcame them. |
| Your answers here  Strengths I learned in working as group are wide Skill Set, We were able to cover a variety of project aspects efficiently because each team member brought a unique set of skills and knowledge to the table.  Good Communication environment that encouraged questions, comments, and quick problem solving.  The group showed a strong effort to the project's accomplishment, fulfilling milestones and producing excellent work. The group demonstrated its ability to modify plans and strategies in response to unforeseen obstacles or changes.  Weakness I came across are Time management to reach project milestones when juggling individual obligations and deadlines. Disagreements or differences in viewpoints occasionally occurred. It was occasionally difficult to allocate resources particularly when activities overlapped or when certain abilities were required.  Overcomes  We implemented frequent check-ins and progress reviews to ensure alignment with timelines, enabling better time management.  We fostered open discussions when conflicts emerged, allowing everyone to voice concerns and find solutions. |
| Discuss your individual contributions to the group project, including your strengths and weaknesses, and areas for improvement |
| Your answers here  Strengths: I was very good at creating calendars, keeping track of deadlines, and arranging project timelines.  I was good at gathering information, evaluating it, and coming up with ideas that were vital for the project's decision-making. I made sure that everyone understood the objectives and responsibilities of the project, actively engaged in conversations, and successfully expressed my ideas.  Contributions: I oversaw certain tasks to ensure they were finished on schedule and in line with the project's goals. Research and paperwork: I gathered information, researched pertinent subjects, and created reports or other project-related paperwork.  Improvements: I struggled to assign work efficiently, which resulted in me taking on more than was necessary. I found it difficult to confidently express my opinions during talks or presentations to larger groups of people. |
| Consider the skills you learned completing the required tasks. Which of these skills do you feel most confident in applying to future projects? Explain. |
| Your answers here  I'll feel most comfortable using my improved project planning abilities on new initiatives. My ability to properly structure and manage work has improved goal achievement in prospective initiatives by helping me become proficient with timeframes, task allocation, and establishing complete project plans. |
| 1. **CONNECTION TO COURSE CONCEPTS** |
| ***In this section, you will reflect on your learnings in the course by discussing key takeaways, specifically as they relate to the project management knowledge areas presented in the course.*** |
| Choose three (3) project management knowledge areas as the focus of your reflection. |
| Your answers here  Reviewing scope management entails evaluating how well we established, recorded, and managed the project's scope. It involves assessing our capacity to stop scope creep and guarantee that deliverables fulfilled stakeholder expectations.  It's important to consider how we detect, evaluate, and reduce risks. It entails evaluating how successfully we foresaw probable obstacles, created backup plans, and dealt with unforeseen difficulties.  Analyzing communication involves assessing the degree to which we promoted teamwork, resolved disagreements or misunderstandings within the group, and shared project information. It entails evaluating the channels, frequency, and clarity of communication. |
| Discuss your key takeaways from each of the chosen knowledge areas. This should include what you learned, how you plan to apply this knowledge in future projects and any challenges you encountered while engaging with the material. |
| Your answers here  It was essential to comprehend the significance of precisely establishing the project scope and successfully handling adjustments. Breaking down work and keeping focus on project objectives was made easier by learning to use tools like Work Breakdown Structures (WBS).  To properly manage expectations, I want to put these lessons into practice by carefully defining the project scope, establishing limits, and incorporating stakeholders early on. To avoid scope creep, regular scope reviews and change control procedures will be put in place.  It was difficult to strike a balance between project limitations and stakeholder expectations while maintaining a clear scope. Sometimes it was difficult to maintain a strict scope due to competing objectives or changing needs. |
| Discuss any challenges you foresee in applying concepts related to each knowledge area and what strategies you can use to overcome them. |
| Your answers here  It can be difficult to ensure clarity and transparency in communication while adapting it to the needs of various stakeholders or team members. It's possible for misunderstandings or misinterpretations to impede successful communication. Transparency is promoted by defining precise communication strategies and channels, customizing communication approaches for various audiences, and holding frequent update and feedback meetings. Seeking clarification and engaging in active listening might assist resolve such misunderstandings. |
| 1. **FUTURE DEVELOPMENT** |
| ***In this section, you will discuss the most important concepts, tools, and techniques learned in the course and how they will be useful in future project management work.*** |
| Describe your three (3) most prominent takeaways from this course. How will this knowledge benefit your work on future projects? |
| Your answers here  Understanding the significance of systematic project planning, which includes establishing goals, defining scope, establishing deadlines, and allocating resources has been really helpful. With this knowledge, I will be able to approach projects in the future with a more methodical and planned approach, which will guarantee greater clarity, goal alignment, and execution efficiency.  Comprehending the importance of proactive risk identification, assessment, and mitigation techniques has been essential. By using this expertise in upcoming initiatives, I will be able to identify probable obstacles, create backup plans, and respond quickly to unforeseen difficulties. This strategy will reduce disruptions and improve project resilience. |
| Many supplemental resources were shared throughout the course. Which resources did you find most useful to enhance your understanding of project management? Which concepts might you include in your plans for continued professional development? |
| Your answers here  Advanced Project Management Techniques: Expanding my arsenal to include more sophisticated approaches like Agile, and Project Management would enable me to execute projects more effectively and flexibly. Leadership and Team Management: To guide teams through challenging tasks and promote cooperation, it would be advantageous to concentrate on honing leadership abilities and team management techniques. Maintaining a competitive advantage and implementing cutting-edge techniques in projects is ensured by ongoing education about changing industry trends, technology developments, and cutting-edge project management tools. |
| 1. **RECOMMENDATIONS** |
| ***In this section, you will provide insights and recommendations for future project management students, based on your experiences completing the applied assessments and engaging with the course concepts and material.*** |
| What two (2) pieces of advice would you give to future project management students? |
| Your answers here  This subject is about learning the tasks and timelines and building communication and coordination skills.  Working with different members of the teams develops skills to deal with projects and tasks that need to be done in real-life work cultures with different teams. It also brings the ability to have continuous learning and adaptability to learn new things with new methods, and tools. |
| Recommend an approach to completing the applied assessments, engaging with the course material, and managing group work. |
| Establish unambiguous routes of communication inside the group. Establish expectations, roles, and obligations up front.  Regular Meetings: Arrange frequent meetings to review updates, resolve issues, and ensure everyone agrees.  Make Use of Strengths: To increase productivity and efficiency, assign assignments based on individual strengths |