

Learning Journal

Student Name: Abhishek Deshwal

Course: Software Project management

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Week 5

Date: Feb 18 to March 9

Key Concepts Learned:

During this week's study, I learned about various aspects of iterative model management, resources release and project closure strategy. I learned about the delivering the product to the customers ie the final deliverable. I also read through maintaining project documentation and securely archiving the data for future referential usages. The week focused on maintaining source code and complete project data to effectively implement project closure strategy. So it was mainly about closing the project and its whole procedure and its importance.

Measure Resource Utilization:

- **Keep Track of Team Effort-** In software project management, it's important to monitor how much work each team member is doing. This helps make sure everyone is contributing fairly and that no one is overloaded with work.
- **Use Tools to Help:** There are software tools that can help keep an eye on how much time and effort is being spent on different tasks. Using these tools can make it easier to manage resources and keep the project on track.

Measure Resource Loading:

- **Balance the Workload:** Make sure the work is spread out evenly among the team. If someone has too much work, it might slow down the project. Use planning tools to help distribute tasks so that everyone has a manageable amount of work.

Monitoring Skills and Skillset of the Team:

- This is the most important part on which the project timeline differs. Any skill shortage in the team can lead to delayed milestones, it is very important to

figure out that gap and provide training if required. Also additional skilled people could be added here for specific roles.

Monitoring Risks :

- **Keep an Eye on Potential Problems:** In software project management, it's crucial to watch for any issues that could cause trouble for your project. This means identifying things that could go wrong and keeping track of them.
- **Have a Plan Ready:** This could mean having backup options or steps to take to prevent the problem from affecting your project. Regularly review and update your plans to stay ahead of any risks.

Reflections on Case Study/Course Work:

The case study showed us the detailed procedure on how to close a project well. It explained the challenges that come up when finishing a project and how good planning and using resources wisely can help avoid problems. For example, choosing which features to focus on in an iterative model helps meet project goals. These lessons resonated with what we learned in the course about organizing tasks, using resources well, and keeping track of what we learned for future improvement.

Now, we're focusing on managing and monitoring projects and their components. Our vendor has a clear plan with big and small software updates that match the yearly project plan and its parts. But, there are always challenges like internal issues and outside risks. Our team is ready with backup plans for these problems. We have weekly meetings led by the project manager with the team to talk about and deal with any new issues or risks.

Lastly, I talked about closing the project and its parts at our SaaS vendor. When a project is finished, we move the resources to new projects, and we store all the project documents and source code in a special place in our system. This helps us manage knowledge and learn from what we did.

Collaborative Learning:

During the week, I worked with my teammates and discussed to get a better understanding of how to close projects and what the best ways to do it. We shared our experiences and thought of ways to solve identified situations for resource leveling.

Resource leveling is a way to manage projects so that resources are used well without being overworked or underused. It means changing the project schedule to

match the demand for resources with what's available, making sure there are no big ups and downs in how resources are used.

By moving tasks around and changing deadlines, resource leveling helps avoid conflicts over resources and makes the project run more smoothly. Working together in a group let us look deeper into the problems that can come up when closing a project and come up with creative ways to solve them. As for the current project, we are working on , this has given us insights what procedure we would follow once it is completed.

Further research:

This week, I read more about how to close projects. One important tool is Earned Value Management (EVM). It helps managers to understand how well a project is doing by comparing what was planned with the current state. By looking at the budget and schedule that was set and comparing it with how much money is being spent and how much work is done, EVM gives a clear picture of how the project is going.

Goals for Next Week:

Looking ahead, I aim to further add to my understanding of software project management closure steps , with specifically applying these concepts to projects I would work on . I also plan to expand my learning into new areas, continuing to get further clarity in software project management.