**Project Phase 4 - Tasks** (Project Management)

Keep all your work in the repo; do **not** submit anything on Canvas.

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| **Task 1 - Source Code** |

•All source code should be well maintained in the GitHub project repository.

•Source code should be organized; any intermediate, temporary, and/or useless code should be removed from the repository.

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| **Task 2 - Screenshots of User Interfaces** |

•Create a folder named **screenshots** in your GitHub project repository.

•Take screenshots for your graphical user interfaces.  In each screenshot, use a few sentences to describe the interface.

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| **Task 3 - Change Log** |

**Change log** is a document used by the project team to log and track change requests throughout the life of the project.  Change management is one area of project management which will cause serious problems if it is **not** carefully managed.  Many projects involve highly influential people with varying interests and often there are many attempts to impart these interests on the project.  These may be changes in scope, deliverables, design, or other changes which can easily cause a project to fail without a deliberate change management effort.

Please complete the change log for your project.  Click the link below to download a template of the change log.

[**CPT-200 - Project Phase 4 - Template of Change Log - DOC**](https://drive.google.com/uc?export=download&id=1og1ARb6ryVt8xZ4U4ihEUbf2g7K2b5iv)

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| **Task 4 - Lessons Learned** |

Capturing lessons learned is an integral part of every project and serves several purposes.  While the finalization of a formal lessons learned document is completed during the project closeout process, capturing lessons learned should occur throughout the project lifecycle to ensure all information is documented in a timely and accurate manner.  The lessons learned document serves as a valuable tool for use by other project managers within an organization who are assigned similar projects.  This document should not only describe what went wrong during a project and suggestions to avoid similar occurrences in the future, but it should also describe what went well and how similar projects may benefit from this information.

Please complete the lessons learned for your project.  Click the link below to download a template of lessons learned.

[**CPT-200 - Project Phase 4 - Template of Lessons Learned - DOC**](https://drive.google.com/uc?export=download&id=1y6oKpGV2goA32CEeejECogw4K9epal3r)

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| **Task 4 - Teamwork** |

•While the developers are working on the coding part of the system, the project manager is responsible to communicate with them, asking for any changes of the system, e.g., system architecture change, new services added, changes of features, and so on.  Please note that any change of the system **requires** changes in related documents, even for those documents already completed in previous phases.  Every time when code-document consistency is broken, the project manager needs to update (or let someone else update) the documents in a timely manner.

•The project manager should be the first user of the system.  For any progress in development, the project manager needs to experience the new added features or other changes.  Then, necessary feedback and communication should be done.

•The project manager **cannot** put aside the system development.  Even if the project manager does **not** understand a lot of code, he/she still needs to understand the development process.  The more a project manager understands the system, the better he/she can manage the project.

•Although the project manager is assumed the major part of the documentation work, he/she is **not** supposed to complete all the documents by himself/herself.  The project manager, however, needs to find the right person to do the right thing.  For example, it is good for the project manager to ask the developer who designed the system architecture to draw the architecture diagram, instead of drawing the diagram by himself/herself without an in-depth understanding of the system.  At the end of this project phase, it is the project manager's responsibility to check and finalize all the documents.

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