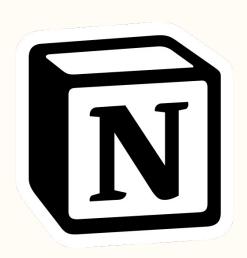# Proffessional Standard

This learning outcome equipped me with valuable professional skills in project organization, communication, research, and reporting. I try my best to effectively apply these skills both individually and in a team setting.

Notion

For effective communication within our team, we utilized a project management tool like Notion. This platform allowed us to clearly define tasks and assign them to team members, set realistic deadlines, and track progress collaboratively. Notion's features ensured clear communication, accountability, and a streamlined workflow, ultimately leading to a successful project outcome.

for each project I go through, I use the same structure. I find that having sprints is what works best for me
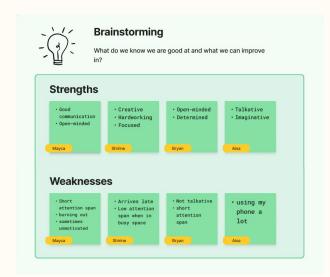
Task: The task we need to work on
Date: Our deadline
Assigned to: Who the task is assigned to
Status: The status of the task
Priorority: the importance of the task

Brainstorming
What do we know we are good at and what we can improve in?

Team Charter

creating a team charter helps highlighting the strengths and weaknesses of each team member to better understand each other, what to expect from each other and what we can improve on during the project.

Project plan

a project plan is a critical tool for ensuring that a project is well-organized, efficiently managed, and successfully completed. It provides a roadmap for the project, helping to navigate complexities and achieve the desired outcomes. Including elements such as project goals and objectives, scope and deliverables, phasing, methodology, risk assessment, and success measurement ensures that we complete our project successfully.

Clear objectives and goals:
A project plan outlines our project's objectives and goals, providing a clear direction for all team members. This ensures everyone understands what needs to be achieved and aligns their efforts accordingly.

Defined scope and deliverables:
It helps define the scope of the project, specifying what is included and what is not.

Time management:
This includes a detailed schedule with milestones and deadlines, helping to track progress and ensure the project stays on schedule.

Risk management:
The plan identifies potential risks and outlines strategies for mitigating them. By anticipating problems, the team can take proactive measures to minimize their impact.

Succes measurement:
This helps in evaluating whether the project meets its goals and delivers value.

Feedback and review

When I was in charge of the Explore Breda project, I created a structured plan that allowed my team and me to focus on what needed to be done. The plan provided clear guidance and ensured that tasks were easily identifiable and manageable. The feedback received from my team members highlighted the effectiveness of the structured plan, emphasizing its impact on our productivity and efficiency.