

# Professional 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

**Priority:** the importance of the task

Task	Date	Assigned To	Status	Priority	Comments
Planning	March 27, 2024 → March 29, 2024	ii Galaxy, aisa szakál	Done	high	
Define goal	March 27, 2024 → March 29, 2024	shirine, Bryan Esteban, ii Galaxy, aisa szakál	Done	medium	
Project Plan		aisa szakál, shirine, ii Galaxy	Done		
Research plan	March 27, 2024 → March 29, 2024	shirine, aisa szakál, ii Galaxy	Done	high	
Competitor Analysis	April 2, 2024 → April 4, 2024	Bryan Esteban, shirine, aisa szakál	Done	medium	
Analyse target audience		shirine, Bryan Esteban	Done		
Finding inspiration for product	March 27, 2024 → April 3, 2024	shirine, Bryan Esteban	Done		
Generate ideas	April 4, 2024	Bryan Esteban	Done		
Make a strategy and planning		ii Galaxy, shirine, Bryan Esteban	Done		
Make your marketing means		Bryan Esteban, ii Galaxy	Done		
Test them		ii Galaxy	Done		



### Brainstorming

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

#### Strengths

- Good communication
- Open-minded
- Creative
- Hardworking
- Focused
- Open-minded
- Determined
- Talkative
- Imaginative

Mayca

Shirine

Bryan

Aisa

#### Weaknesses

- Short attention span
- burning out
- sometimes unmotivated
- Arrives late
- Low attention span when in busy space
- Not talkative
- short attention span
- using my phone a lot

Mayca

Shirine

Bryan

Aisa

## 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.

## **Success 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.