# Time Management

# Team Number: 638-B

Leonard Moen (20105472)

# Phase 5: Post Project Evaluation

## Part I – Process Evaluation

### Project Definition and Scope

Through the course of several phases of the project the feedback the team received on the project definition and scope was positive. But in the project scope it was not included that many team members would have to learn the languages we ended up using for the website. I would include this in project scope as many hours were spent on us getting enough knowledge in the languages to finish our project. It was originally not included as the team thought that it would be coded in languages, we were all familiar with like Java.

### Information Sources

On the team’s phase 3 report for the project the faculty advisor informed that she took off marks because the team did not have enough academic sources. As the project was coding a website it was hard to find reputable/professional sources. The team found many websites that were credible and helpful to the project but there is a lack of academic papers on the design and creation of websites.

### Project Planning

The planning of the project could be improved significantly. As the team spent the entirety of the first half of the semester writing reports and planning. This led the team not spending enough time learning the languages and a rushed development phase of the website. Redoing this project, I would change how much time the team allocated to these to phases of the project. As I believe this would have led to a much better final product for the client.

### Quality of Potential Solutions or Innovations

The team evaluated three possible solutions to the problems of the client. They were a website, excel sheet and an app for both android and apple devices. I would leave the website and app solutions as they were of sufficient quality. I would have explored more options to replace the excel sheet as it does fulfill enough of the client’s requirements. To even be considered a viable option.

### How Solutions were Compared

I am happy with how the solutions were compared by the team. They were compared on how much time the team had to complete the project. How many of the client’s requirements the solutions fulfilled and how much it would cost to implement the solution among other things. This led to us to picking what I believe was the best solution as the apps were not feasible in the time given and the excel does not fulfill the client’s requirements.

### Implementation of the Solution

The implementation of the website into the client’s requirements will done by Queen’s Information Technology Services. As the client requires the website during orientation week next year and the team will not be here to implement the website onto the Queen’s servers for the client.

### Performance

The final design of the website fulfills all the functional requirements of the client. It is teachable within 50 minutes, it was completed in under $90, easily distributed to a large group of people, exportable to other calendar applications and allows students to effectively budget their time. Improving the process, us would have only allowed us to add more features that the team believed would be helpful to the students but are not a requirement of the client.

### Client Involvement

The client was not involved much to at all during the process as Dr. Abelson is busy here at Queen’s and did not have time to allocate to consistent meetings with the groups of the project. However, I do not think he will be surprised in any way by or solution to the problem.

## Part II – Teaming and Personal Evaluation

The team was able to clearly outline goals for the project at the start of the semester. The team decided exactly what functionality and the basic user interface the final deliverable should have by the end of phase 2. The team could have used the time over the semester efficiently, during the first halve of the semester the team largely spent on writing reports. I believe we should have started working on the actual coding of the project a few weeks earlier than we did. As we did not start on the coding until after the reading break this did not leave enough time to go through a full testing and validation phase. As we did not meet every week during both scheduled times, I believe we could have managed our time more effectively. The tasks for all the reports were delegated effectively as for the most part people did the same amount of work. For the coding of the website the tasks were delegated effectively but, people did not do their delegated roles. Some group members did much more than they were delegated while some did less. Activities should have been coordinated as often people would show up with parts of the project finished. Others would have to redo some of their parts to make sure that the separate parts could work together. Some team members contributed much more to the coding of the website than others. For example, one person contributed much more to the coding than anyone else and two people have contributed much less than the others.

Not all group members were apart of the decision-making process not because others chose to ignore them but because English was their second language. They did not talk much to not at all during team meeting, so they did not participate in decisions. I believe that everyone had the same expectations for the quality of the website being delivered. As we all hope to deliver the client a website which fulfills all their needs. For the reports I think different team members had very different expectations for the quality. As one team member put much more into every one of the reports than anyone else in the team. The team meeting was not as productive as the could have been and should have been organized better. For the most part meeting was just a place were the team would delegate tasks and then for the remanding time the team would mainly sit in silence and work in their separate parts in silence. If the meeting had a set to do list perhaps the time of the team could be used more efficiently. There were no major conflicts that needed to be resolved over the course of the project. Due to this and the fact that communication was overall lacking I would rate the health of the team a 4 of 5. The team contract remained unchanged throughout the project, I think that the contract effectively laid out the expectations for the project. I would change two things about the contract now, one being it says ILC rooms for meeting should be booked a minimum of 24 hours in advance. From experience most rooms booked at this point so I would change it to 3 or 4 days in advance. The second thing is expectations of starting deliverables sufficiently early. As in the contract there is no punishment for leaving work to the last minute. This led to situations where team members would do their part and leave the team with no time to edit it.

The project could have been made better through me doing things differently as well. To improve team performance, I could have tried to get the two students with English as their second language more involved and make them feel more comfortable. This would have allowed different ideas to be brought up at meetings and stimulated the rest of the group’s thoughts. As team this could have led to an overall better approach to the problem. For me the biggest thing I think I could have done differently to improve is to code more of the website. I was delegated a fair share of the project, but I do not php well and often had to refer to others for help. Doing this again I would personally put more time into learning the languages use so I could work more independently and contribute more to the group. Next year in the design course I plan on taking it upon myself to be more a leader in getting the group to collaborate.

## Part III – Engineering Your Career: Review of Professional Mission Statement and Plan

### Mission Statement

My plan for the next 12 years is to finish my undergraduate here at Queen’s in either the electrical or another engineering discipline. I plan to take a year long internship between third and fourth year as this would give me valuable experience in the industry. After my undergraduate I would like to get a master’s degree in a more specialized engineering field at another Canadian university. Once, I have graduated I plan to find a job in my chosen specialization somewhere in Canada and continue to work there if I enjoy it.

I believe that extracurricular activities that can help me complete my career plan above include two I am already apart of. First, the Baja design team as I am apart of the electrical team and this will give me hands on experience in solving large scale electrical problems in a system. Second is being a year executive, as this has given experience organizing things and working in a team both of which are valuable when working in an engineering job. Summer jobs that I believe would help my complete my career path is working at engineering firms or any job which gives me experience working in a technical setting.

### Reasoning Behind Mission Statement

My mission statement from the start of the semester is still applicable to the direction I want to in life. For example, interests are still to go into electrical engineering as I have chosen that as my discipline. My plan still represents what I am interested in pursuing I still plan on taking the year long internship as I believe it would greatly help my employability and I still wish to pursue a master’s degree after my under graduate. Also, I found a summer job in the industry at Hydrogenics, a company that makes hydrogen fuel cells. My work in module 3 made me realize that I want to end working in an environment where I can work in a team and solve engineering problems.