Project Closeout Questionnaire

Project Name: Atech Computers

Student Name: Vineet Joshi

Position: Documentation, Database Analysis, and Website Tester

1. Identifying your position in the project organization structure and comment on the interfacing and cooperation with other disciplines;

* Position: Documentation, Database Analysis and Core functionalities, Website Tester.
* To do task allotted to the team member and follow instruction of team leader. Report progress of allotted task to team leader for approval of work done.
* Attend meeting according to schedule and to follow the schedule decided for the whole week in a meeting. Report the work done to advisor if team is on correct track or not.

1. Comment on the delegation of responsibility and authority;

* Documentation: Produce all meeting agendas, meeting minutes, progress reports.
* Database Analysis: Collection and schema Analysis, Core functionalities Analysis, Product Analysis, Produce Product schema dictionary.
* Tester: Unit Test cases, Unit Test reports, Final Test cases and report.

1. Briefly outline your assigned scope of work;

* Documentation: Produce all meeting agendas, meeting minutes, progress reports.
* Database Analysis: Collection and schema Analysis, Core functionalities Analysis, Product Analysis, Produce Product schema dictionary.
* Tester: Unit Test cases, Unit Test reports, Final Test cases and report.

1. Comment on planning schedules, budgets, quality and manpower performance, possibly quantity performance with statistical data;

* Quality: It is third party based project and it is tested by framework. We tested project by preparing several test cases and produced final test report.
* Time: 30 hours per week for the project.
* Production: Finished all given task in given time, produce study reports and analysis report on base of individual research which helps us in better understanding technically and as a result we able to develop this project in totally new technology.

1. Give a candid assessment of your performance, analysing what went right and what went wrong. Comment on any non-conformance reports (NCR) with reasons for any deviations and the level of rework. If audits were conducted comment on their findings;

* To be honest, previously at beginning of project, I thought that in IT course why there is Project Management and I really don’t like Management subject at all.
* My weakness is Management and this weak affected me very much in maintaining documentation like meeting agendas, meeting minutes, individual logs, timesheets, and progress reports…
* It seems like this project depend more on documentation than technical work.
* Working part time job so it makes more difficult to manage time… As I mostly got late for 5 to 10 minutes in meetings as well. I worked average 30 hours per week for the project.
* Used more time in learning and research about development as my field is Networking Not Development…. So it’s totally different track still somehow I able to manage myself to produce database documents.

1. Comment on the lines of communication, the issuing of instructions, the holding of meetings, the availability of information, procedures and reporting;

* Communications with other team member at the very beginning phase of project was not up to the mark. As the problem was in me as I am totally new at development level and management side. I just hate Project management as a subject.
* My other team member always tried to push me to finish my tasks on time and he tried several ways to explain me about task first before allotting task to me.
* Advisor also taking care of our progress report and helps us how can we improve more in our project. We having meetings every week with advisor to let her know about the progress for our project.

1. Evaluate design and technical changes, as-built drawings and operator manuals;

* As I know about SQL and PHP as framework, but Reaction Commerce platform I never heard before. It is totally new concept for me and it drives me crazy sometimes.
* As per my research for reaction commerce, I found it is flexible and it uses MongoDB as its database which is also known as schema less.
* Reaction Commerce is having good functionalities but not all functionalities are needed to implement in project. So we just paid attention towards client requirement and tried to fulfil those. It saves lots of time as well.
* At this phase we decided to focus on products functionality.

1. Comment on any scope changes and concessions. Evaluate how smoothly the configurations system worked, were the changes approved and implemented timeously;

* There is no scope changes for our project as we developing our project plan as our project progresses phase by phase.

1. Discuss the use of new technology, computerization and automation;

* Meteor is node.js based framework which is suitable for MongoDB.
* Reaction Commerce is used as platform for web development with support of meteor frame work.
* Github is used to manage project documents and it is easy way for versioning the documents without creating versions manually.
* Mongochef is tool works with MongoDB and we used this tool to analyse inbuilt schema collections.
* Ubuntu linux used as server operating system ran on VMWare to run project locally.
* Gitter is used as chatting tool to find solutions for the issues faced in running project.
* Used Google Drive to backup individual logs and timesheets.
* Used External HDD for the backup all the project documents.

1. Discuss any unexpected problems, how they affected the project and their solutions;

* My previous team decided to move without me as I already spent nearly 19 hours for project and all my hard work wasted.
* I have to create co-ordination with new team again and need to start again from scratch for new project.
* I got appointment as database but my team member adopted reaction commerce as platform for our project and I got knowledge of PHP and SQL so again it was a turning point and my confidence went down.
* Changing into new technology like Reaction Commerce affected my confidence, Energy level to work as well as it affected on my mind and I started feeling pressure.
* Another problem was language barrier with in team members and there is cultural difference between team members. It affected my attitude towards my way of working and honestly it was very difficult for me to change my way of working immediately.
* There was unexpected computer problems 3-4 times which lead me in tough situation as I was not able to finish any task on time. Ubuntu linux 14.0 having bug issues with VMWare workstation 12 pro. So I was not able to run my project into my computer and it took 1 week to fix the issue.

1. General recommendations for future projects.

* We did not implement Cart option into this phase but we included this option into our design so it can be implemented in future phase. Other recommendations like payment options and payment providers can be implemented in future phase.