Skills and Resources Audit

CITS3200-6

The purpose of this document is to recognise the skills and resources required to create the Interview Builder software requested by the client. Using this document, the project group will be able to identify any skills or resources that are lacking and adjust accordingly.

The project software requires several components including a database to store information and a simple user interface to produce an interview guide, as such it is important that members of the group possess a moderate level of technical or coding ability.

Although the project cannot be completed without the ability to code, it is important that members do not neglect their interpersonal skills for the project to truly succeed.

Skills and Resources	
GitHub	GitHub is the primary repository for project documents and source code. It is important that all members are proficient in using and managing a git repository in order to efficiently share information and reduce redundant work. Members seeking to increase their proficiency or learn GitHub can utilise online tutorials.
Communication	Communication is a key skill in any team environment. Members should have the ability to succinctly contribute ideas to both the team and client to ensure that the project runs smoothly. Being a good speaker is not the only important part of communication, the ability to listen and build on the ideas of others is important to foster a productive environment. Communication skills are further discussed in the Professional Computing lectures available online.
JavaScript CSS HTML	An intuitive user interface is important for the client to be able to quickly learn and efficiently use the new software. CSS and HTML are tools that will be used to develop the front end of the program. Member should be comfortable with the frameworks in order to create a design that the client is satisfied with. There are many online resources available for members seeking to improve in this area.
Flexibility and Teamwork	While working in a team environment it is inevitable that there will be a difference in opinion and conflicting ideas. It is important that all members can agree on what is best for the team, rather than what suits a single member or individual. It is also important to recognise the strengths and weaknesses on members in the team, accommodating for or assisting members who encounter difficulties is the key to teamwork that can increase the quality of work produced.
Database Management (SQL, MongoDB)	The database is a core component of the Interview Builder software. Although some members may not be familiar with programming languages that focus on creating databases, it is important that all members at minimum have at least a basic understanding of how a database is created, managed and how elements are linked to each other.
Time Management and Planning	Time management is arguably more important in a team environment. It is key that members stick to the schedule outlined by the Gantt chart for the team to complete work in a timely manner. Failing to complete tasks in time can negatively impact the work of others in the team and members should actively seek to help others meet deadlines.

A proficiency table is used for members to gauge their own ability within each section, allowing the team and the individual to identify what skills each member considers a personal strength or a weakness.

Proficiency Table						
	Andrew	Caitlyn	Farruh	Hao	Tim	Zhen
GitHub	4	5	3	2	3	2
Communication	5	5	2	4	5	4
JavaScript CSS HTML	3	3	3	5	4	1
Flexibility and Teamwork	5	5	5	4	4	4
Database Management (SQL, MongoDB)	2	2	4	3	2	2
Time Management And Planning	4	4	3	3	5	4