BSc in Information Technology Management – Project Management

Spaghetti Skyscraper – CA Practical

Waterford Institute of Technology

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Work Breakdown Structure

ID	WBS	Task	Duration	Start	Finish	Predecessors	Resources	Comments
1.0	1.0	Initiation	2 weeks	10/09/2018	28/09/2018			Start of Project.
1	1.1	Create Team	2 weeks	10/09/2018	28/09/2018	Initiation	Class members.	Creation of team.
1.1	1.1.1	Eoin, Dami, Ellie, Georgina	2 weeks	10/09/2018	28/09/2018		Class members.	Creation of team.
1.2	1.2	Create Virtual Office	2 weeks	10/09/2018	28/09/2018	Create Team		Creation of Working environment.
1.3	1.2.1	Eoin, Create Shared Drop Box Folder	2 weeks	10/09/2018	28/09/2018	Create Team	Drop Box	Created a shared Drop Box folder for working on documents.
1.4	1.2.2	Ellie, Set Up Messenger Account	2 weeks	10/09/2018	28/09/2018	Create Team		Created a messenger group for communication.
2.0	2.0	Planning	2 weeks	10/09/2018	28/09/2018	Planning of Project	Initiation	What was needed, and how it will be done.
2.1	2.1	Procurement of Resources	2 weeks	10/09/2018	28/09/2018		Team members	This is the part where we obtain all items that are required.
2.1	2.1.1	Georgina, Obtain Black Sack	2 weeks	10/09/2018	28/09/2018	Create Team		Georgina is to get a black sack.
2.1	2.1.2	Dami, Obtain String.	2 weeks	10/09/2018	28/09/2018	Create Team		Dami is to get string.
2.1	2.1.3	Eoin, Obtain Sticky Tape.	2 weeks	10/09/2018	28/09/2018	Create Team	Team members. Black sack,	Eoin is to get sticky tape.

ID	WBS	Task	Duration	Start	Finish	Predecessors	Resources	Comments
							Strick tape, String	
2.2	2.2	Plan Design of Structure.	20 minutes	28/09/2018	28/09/2018		Team members. Black sack, Strick tape, String	
2.2	2.2.1	Spaghetti Skyscraper Designs.	20 minutes	28/09/2018	28/09/2018		Team members. Black sack, Strick tape, String	
2.3	2.3	Ellie, Create working area.	20 minutes	28/09/2018	28/09/2018	Procurement of Resources	Ellie	Ellie clear a space to work in.
2.3	2.3.2	Georgina, Set Black Sack in Work Space.	20 minutes	28/09/2018	28/09/2018	Procurement of Resources	Georgina, Black sack	Georgina set up black sack in cleared working area.
2.3	2.3.3	Dami, Divide Sticky Tape into Sections.	20 minutes	28/09/2018	28/09/2018	Procurement of Resources	Dami, Sticky tape	Dami to divide the sticky tape into small sections.
2.3	2.3.4	Eoin, Divide Spaghetti.	20 minutes	28/09/2018	28/09/2018	Procurement of Resources	Eoin, Spaghetti	Eoin is to sort the Spaghetti.
2.4	2.4	Design Choice.	20 minutes	28/09/2018	28/09/2018	Spaghetti Skyscraper Designs.		Present each design idea.
2.5	2.4.1	Select Appropriate Design.	20 minutes	28/09/2018	28/09/2018	Spaghetti Skyscraper Designs.	Each idea from a team member.	Where the appropriate design is chosen.
3.0	3.0	Execution	20 minutes	28/09/2018	28/09/2018			Where the design choice is constructed.

3.1	3.1	Construct Spaghetti Skyscraper.	20 minutes	28/09/2018	28/09/2018	Design Choice, Procurement of Resources.	Team members. Black sack, Strick tape, String.	Team members build the skyscraper.
4	4.0	Debriefing.	3 weeks	28/09/2018	22/10/2018	Initiation, Planning, Execution.	Team members.	Write a report, create diagrams, Individual reflections.
4.1	4.1	Write Report.	3 weeks	28/09/2018	22/10/2018	Initiation, Planning, Execution.	Team members.	All team members contribute to report.
4.2	4.2	Create Diagrams.	3 weeks	28/09/2018	22/10/2018	Initiation, Planning, Execution.	Team members.	All team members create the diagrams in the practical sessions
4.2	4.2.1.1	Gantt Chart	3 weeks	28/09/2018	22/10/2018	Initiation, Planning, Execution.	Team members, Microsoft Project.	Create a Gantt chart in Microsoft project.
4.2	4.2.1.2	Network Diagram.	3 weeks	28/09/2018	22/10/2018	Initiation, Planning, Execution.	Team members, Microsoft Project.	Generate class diagram from our Gantt chart in Microsoft Project.
4.2	4.2.1.3	Activity Diagram.	3 weeks	28/09/2018	22/10/2018	Initiation, Planning, Execution.	Team members, Microsoft Word.	Create activity diagram with the use of tables in Word.
4.2	4.2.1.4	Work Breakdown Structure.	3 weeks	28/09/2018	22/10/2018	Initiation, Planning, Execution.	Team members, Microsoft Word.	Create WBS diagram with the use of tables in Word and Edraw Max.
4.3	4.3	Reflection Sheets.	3 weeks	28/09/2018	22/10/2018	Initiation, Planning, Execution.	Team members	Each team member work on reflection sheet.
4.3	4.3.1	Dami	3 weeks	28/09/2018	22/10/2018		Dami	

Table 1: Work Breakdown Structure

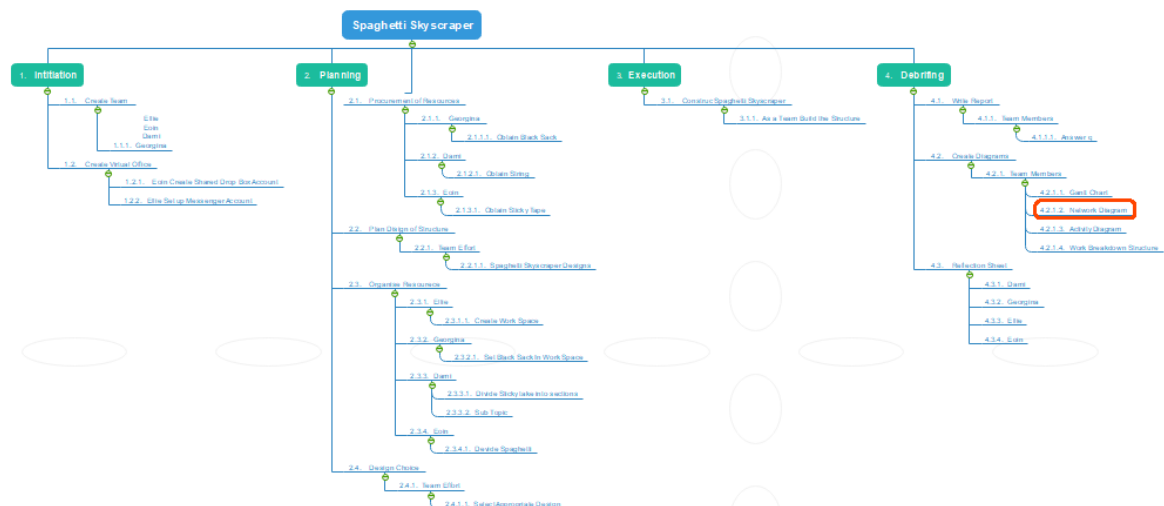| 4.3	4.3.2	Georgina	3 weeks	28/09/2018	22/10/2018		Georgina	
4.3	4.3.3	Ellie	3 weeks	28/09/2018	22/10/2018		Ellie	
4.3	4.3.4	Eoin	3 weeks	28/09/2018	22/10/2018		Eoin	

Figure 1: Work Breakdown Structure produced with EDrawMax

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Activity List Worksheet

Table 2: Activity List

Activity List					Completion Date 22/10/2018
Project: Spaghetti Skyscraper				**Date: 12/10/2018**	
Revision number: 102018					
Activity Id Num	**Activity Name**	**Description of Task**	**Responsible Person(s)**	**Dependency (Act Id No)**	
1.0 – (Initiation)	**Create Virtual Office**	**Create shared folder. Create messenger group.**	**Eoin created shared folder. Ellie created messenger group.**		
2.1 – (Planning)	**Procurement of Resources**	**Obtaining resources such as Sticky tape, string, black sack**	**Ellie: Project Manager. Dami: String Georgina: Black sack Eoin: Sticky tape**		
2.2 – (Planning)	**Planning design of structure**	**Discussion on best approach for construction of Skyscraper**	**Team effort**	**Dependant on obtaining resources in activity 02.**	
2.3– (Planning)	**Organise resources.**	**This involved setting work area, dividing spaghetti, dividing tape into sections.**	**Georgina organised the black bag. Ellie cleared work space, Dami divided sticky tape. Eoin divided spaghetti**	**Dependant on having resources in activity 02.**	
2.4– (Planning)	**Design choice.**	**Selecting appropriate design**	**Team effort.**	**Dependant on Planning design of structure in activity 03.**	

3.0 – (Execution)	Execute construction.	Building skyscraper.	Team effort.	Dependant on design choice in activities 02, 05.	
4.1 – (Debriefing)	Report.	Write report on project.	Team and individual effort.	Dependant on all previous steps.	
4.2 – (Debriefing)	Diagrams.	Create the diagrams that are needed for project.	All Diagrams are produced by all team members.		
4.3 – (Debriefing)	Reflection Sheets.	Answer individual reflection sheets.	Individuals answer their own reflection sheets.		

Initiation

For the beginning of this project, we decided we needed a way of communicating outside of college hours so we decided as a team to create a virtual office from which we can all work on from home. Eoin created a shared folder using Dropbox and gave all team members access via email. This allowed us to view and edit project documents.

Ellie created a messenger group on Facebook for the team to communicate with one another and keep each other updated on what has been done so far and what's left to do.

Planning

If we relate to the class notes we can see the planning is broken into 10 key steps. We have:

- Create project plan
- Create a resource plan
- Create a financial plan
- Create a quality plan
- Create a risk plan
- Create an acceptance plan
- Create a communication plan
- Create a procurement plan.
- Contact suppliers
- Perform phase review

As this was a small project, we didn't use all the above steps. If you look at the table 1 above the first part of the planning process starting with procurement of resources this is listed in the steps above. For this Ellie was in charge. We volunteered to procure a recourse each and Ellie made sure that all resources were available on the day of execution. The next step in the planning process for us was the come up with design ideas for the skyscraper. If you look to the above list of steps this was first on the list. The next activity on or list is planning of the

resources and how best to use the material that we had, this was number two in the steps above. We then had to pick from the designs that we had come up with in the project plan phase. The was like our acceptance plan form the steps above.

Execution

During this step, we used our design from the planning phase to execute the construction of the structure. We had 25 minutes to create the tallest standing structure in the room. Dami began dividing up the tape into small sections. Georgina laid out the black bag so that we could begin building on it and Eoin counted the spaghetti and got the string ready. Ellie was the project manager and helped to ensure the team was working at a fast pace. We worked as a team to build the structure and finished with time to spare.

Debriefing

This step was just as important as the others, because it allowed us as a team to reflect on everything that had happened throughout the project entirely.

Firstly a report was required, which contained a number of questions based on the activity that was carried out. In order to complete this report, we divided the questions up into equal parts, that was each team member was able to answer at least one question and get an understanding of the purpose of the activity and what way of the type of questions that may arise in a real life situation.

Next, we included diagrams where we felt were appropriate. Diagrams are a great way to explain something in a way that words may not. We were careful to only choose diagrams that were relatable to this project, and all the diagrams that can be found in this project were discovered by different team members.

Lastly, each team member was required to complete a reflection sheet, which contained various of questions based on the activity. This was very useful because although we were put into a team for this project, it brought out the individual element aspect which can also be very important at times. Our answers echoed our experience and opinions on the work carried out.
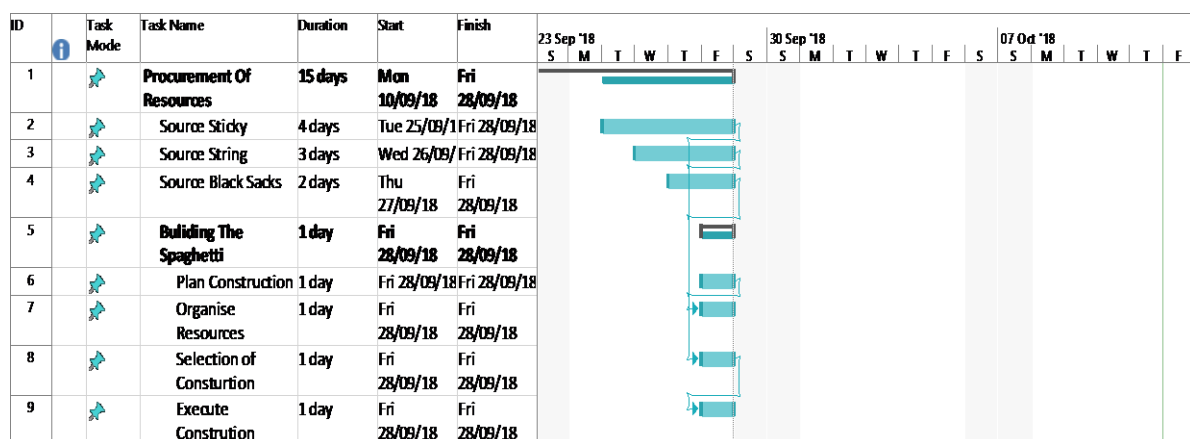
Gantt Chart

Figure 2: Gantt Chart for Project Planning

Shown above, is a screenshot of the Gantt chart that our team created on Microsoft Project in during our Friday evening practical class. The first item on the list is the procurement of resources. In this activity there are three tasks that required completion before the 28th of September. Ellie was the project manager for this part of the project.

The next item on the Gantt chart was the construction of the skyscraper. Under this item there was four activities to be carried out, starting with the planning of the skyscraper. Next we had to organize the resources, and this activity was dependent on the procurement of the resources. Selecting the construction plan that we were going to use came next- this activity was dependent on the first activity which was planning the construction. Without the planning stage, we would have no choices to pick from. The last activity was the actual construction of the skyscraper, which was dependant on all the previous activities.

Network Diagram

Figure 3: Network Diagram to Show Flow of Activities

The network diagram in figure 2 above shows the flow of the activities and the sequence in which they must be completed. If you look at the lines to each activity, it shows the dependencies that were involved. As we stated in the previous section, we can see that having all the resources was dependant on the procurement of these resources. Similarly, the construction of the skyscraper was dependent on all the activities that came before it.

Debriefing

1. Estimate approximately how much time was spent on planning and how much time was spent on building during the 20 minutes allotted for construction of the skyscraper.

We spent roughly about two to three minutes planning how we were going to build the spaghetti skyscraper. The people in the group that had ideas on construction presented their ideas to the team, and as a team we decided on the best one to roll with. Looking back on the project we think as a team maybe we could have taken more time on the planning process. If we had to do the project again we would dedicate at least 5 minutes to the planning process.

The construction of the skyscraper took about roughly 11 minutes to build, this left us with around six minutes of free time. Therefore, we suggested taking more time on the planning process. We wanted a secure structure that would stand without problem. With more planning and thought we may have been able to make it taller.

2. Explain the team process of planning the structure.

- ***Did everyone have the same understanding, skill level, commitment and so on?***

Before diving head first into the activity we all made sure everyone understood what we had to accomplish and what the end result would be. If one member of the team didn't understand something we discussed it as a group to ensure that they understood fully before we handled the task. Everyone's skill sets are different which was good as it allowed us to think of

different ideas for the construction of the spaghetti tower. Eoin has a background in cabinet making and construction, so with this experience he was able to think of a construction plan quickly. For the duration of the task everyone was very committed as we wanted to win and also be successful in making the tower stand up by itself without falling over.

- *Was it a team effort or did individuals work by themselves?*

At the start of the process we all tried to think of ideas ourselves that we thought would work best to build the Spaghetti Tower. We then came together as a team to discuss everyone's idea to which we then picked the best one. Throughout the whole project we worked as a team and I think that was very evident if you watched us for the duration of the project. Myself, Dami and Eoin proceeded with the making of the tower whilst Ellie, as the project manager, kept a watchful eye on everything being done in case we missed anything ourselves. She was able to notice if something was going wrong quicker than we were able to as were busy constructing the tower.

3. Review the project in light of the Project Management Triangle. Write a short note (two sentences) on each aspect of the triangle. Were some aspects of the triangle focussed upon more than others?

Schedule- We were giving two weeks to source the resources that were needed. It was three items and on the Monday of the deadline week we as a team decided who would bring each item. For the project it's self we were given 20 minutes to plan and execute the project. We had finished with six minutes left so it was ahead of the schedule.

Cost- the cost of the project was 0. This is because on the Monday each team member volunteered to bring one resource each as they had the resources at home. I had the tape at home in a Drawer, Dami had string and Georgina had the black sack. For this part of the project Ellie was the manager and she designated the tasks to each member.

Quality: Larry said is his lecture that if you focus to much on one aspect of the more than others that the project scope can get away from you. In our case we focused a lot on getting a sturdy structure, in essence we focused on quality more the other parts of the triangle, so the project scope maybe went a little out on us.

4. Analyse how your team managed the components of the Project Management Triangle. Write a short note (two sentences) on each aspect of the triangle. Were some aspects of the triangle focussed upon more than others?

Time: We experienced no issues with time during this project. We rushed the planning stage in order the start building the structure as we thought we would not have much time. This was unnecessary as we had a lot of remaining once we finished our structure. We learned that we should have spent more time planning as it might have resulted in a taller structure design.

Cost: There was no cost involved in this project as we brought in resources that each of us had at home already. No team member had to spend money on resources to build the structure and we were supplied with spaghetti in class.

Quality: We focused on the quality of the structure too much we believe. We agreed that we wanted a sturdy structure and said we wouldn't be too ambitious with the height of the

structure. This is why we did not win as we concentrated too much on this component and our structure, although very sturdy, was not the tallest.

• How would you define each element in the triangle in your project?

Time: This refers to the amount of time spent at each aspect of your project and how your team manages it.

Cost: This refers to the budget of the project and how much will be spent on each aspect.

Quality: This is the ultimate objective of each aspect. The team must ensure quality throughout the whole project.

•Which component was the most important?

We found the most important component was quality. Although we did not meet the deliverable of the activity, we build a very sturdy structure and ensured quality during the planning and implementation process.

5. *Explain the team process of building the structure.*

   •How did your team actually build your structure?
   •How did your team reduce the project into manageable tasks?

The process of building the structure was very much dependent on two things: the planning and procurement of resources. If these two tasks had not been carried out before hand, it would be very evident in the structure of the skyscraper.

As a team, we decided that we would build the skyscraper based on strength, not height. We started to implement the chosen plan, and although each individual was involved there we made sure to use certain individual strengths to our advantage – for example one member was able to hold the spaghetti up in the way that we required it to stand, while another member tried to tie the string around it. At a point this member struggled to tie a knot in the string, and so another member was ready to assist them in doing so. Lastly, a team member with great concentration skills was given the task of carefully attaching the marshmallow to the top of the skyscraper. There was a significant team effort to be seen.

6. *Some people say that kids do better than adults at this task. Write a note on why your team think this might be the case.*

We believe that kids have more imagination, creativity and they don't have fear of failure. Children haven't had enough experience of fear in life so they don't think about the risks that may be involved. Children have never worked on a project that has failed so they are unaware of the outcome. They also think that everything is achievable. They just think about how they can do the task at hand. Children are encouraged from an early stage in life to use their imagination which results in their creativity.

7. *Write three lessons that your team has learned about project management form this activity that you could implement into your final year projects.*

We learned from this activity that communication is key to success. You need to be able to interact with your other team members to achieve the end goal that you are all aiming towards. If we had a problem in the team and nobody spoke about it then the problem would never be resolved. We learnt the importance of planning from this activity as we did not spend enough time on the planning stage which had a negative impact on the initiation phase of our project. We learned that reviewing the technologies that you plan on using as we had trouble setting up a OneDrive folder to allow us to share files between the team. All of these lessons learnt will help us when completing our final year projects.

Assessment Reflection Sheet

Eoin Dalton – 20070289

Think about _at least_ 2 things that have changed as you consider this activity….

	I used to….	But I realised…	So now I….	Because…
1	Rush	If I slow down	Take my time	I won't make mistakes.

2	Always listen	If I listen more in the future I can use this in other projects.	Take more information on board.	If I listen more to what other people are telling me, I can achieve more.

Describe some things you feel you learned from this activity in general.

1. I think the most important thing I have learned is the planning process is so important to how the project will take shape and run.

2. I learned if you listen to others around you, we can achieve more.

3. If we observe how other people implement their ideas it can benefit us in future projects.

How can these two things you feel you learned be applied in your own workplace or organisation?

1. Well from observing and listening to those around you we can take this to our work place. While on work-placement, the level of training was not up to standard. I think by watching how other work colleagues do their job can make use more efficient in my own work.

2. I done a job at home during the summer, where I had to move the water softener form outside my house and inside to my shed. I didn't put much planning into how I would tackle the job and, in the end, the job cost way more then expected. With better planning and research this would not have been the case.

Name two things that worked really well in your team. Please explain.

1. I think that we were all open to suggestions on how to complete the skyscraper. No idea was of the table, so this helps the team to function better as one unit.

2. The was no boss presa, who ever felt they could deliver what the team needed was in charge.

Name two areas for team improvement: what would you do differently if you were to form another team in the future? Please explain.

1. Again I would have to say the planning the design phase of the project, we only took a short time on the on this section as we taught the construction would take longer and we would run out of time and have no structure to show.

2. Be more adventurous on our design. We played it save we the structure its self we wanted some that would just stand for the period of time required.

Name two ways in which you feel you contributed really well to the team. Please explain.

1. I come from a background in cabinet making and construction, so I had ideas in my head the minute we were told what the project was about.

2. I brought one of the resources that was needed. Without the sticky tape the project wouldn't succeed.

Name two things/areas in which you feel you could improve going forward as regards your team skills and contribution. Please explain.

1. I would say to listen to the opinions of my team mates more. If I would have listened to Dami and her idea more, we might have won the overall project.

2. I could communicate my idea in a more clear and concise way. The picture I have in my head is not always communicated in the best possible way.

If you learned something about teamwork from a previous activity, write here about how you implemented that lesson and how well that worked for you and the team. Can you relate any of the above to lessons from the class notes, case study or other course materials?

I learned that two heads is always better then one. We had a team project last year where we had to build a website. And it was always easier to have someone to bounce ideas off. If you are going of track, your team should point me in a direction that keeps me on track.

In general, how does this course material and the activity relate to your target organisation (or to another organisation with whom you are familiar))? Please explain (add a sheet if needed).

I know for what Larry mentioned in class that Google the focus a lot on collaboration between team members, this helps the company be more innovative, as well as this the encourage people to take on more responsibility on the projects that they are running.

Oluwadamilola Kerry – 20070829

Think about _at least_ 2 things that have changed as you consider this activity….

	I used to….	But I realised…	So now I….	Because…
1	Pre-assume	Pre-assuming things is a dangerous thing because nothing is always as it seems.	Examine thoroughly before speaking out or acting upon something.	This prevents misunderstandings from the start.

2	Contributing	My contributions could benefit the team.	Give my suggestions, explaining it as best as I can.	Not everyone can understand your idea the way you do, so it's important to explain it as clear as you can.

Describe some things you feel you learned from this activity in general.

1. The first thing I learned from carrying out this activity is that preparation is key when carrying out a task. Deciding who brings what meant that there was no confusion or overlapping when it was time to present the resources for the activity. Failing to prepare is preparing to fail!

2. I also learned that when a task needs to be completed by a team, it's important that each and every member takes part because that's how innovative ideas can be discovered. Also one's weakness can be another one's strength, which we experience even in our own team. As they say, two heads are better than one!

How can these things you feel you learned be applied in your own workplace or organisation?

1. Preparation can be shown in any kind of form, and example of this could be training. In the old call centre where I previously worked in, I was not eligible to take calls by myself until I was fully trained by the training department. This prepared me for the job itself as a whole.

2. Communication is very essential when it comes to carrying out a task or project as a team. Another example from the call centre is when there would be certain issues in relation to the network on random days. If these issues were not made known to us as soon as possible, it would make the job much harder on each individual working there, including myself. But the manager would write such issues up on a whiteboard for everyone to red while they were on a call, and so as a team our stats were not affected by the network outrage because we would know how to handle the call with the pre knowledge of the issues.

Name two things that worked really well in your team. Please explain.

1. Since we were given the privilege to assemble the team ourselves, each team member was already familiar with each other. This meant that there was a pleasant atmosphere and a great understanding throughout the activity.

2. There was a contribution from each team member, and also each team member was willing to carry out the task they were appointed with by our Project Management. this position was establish not for a sense of authority over others, but just for things to run as smoothly as they did.

Name two areas for team improvement: what would you do differently if you were to form another team in the future? Please explain.

1. As a team we agreed that if we were to repeat this activity, we would dedicate more time to the planning stage. We quickly picked strength over height as we thought this would be the 'quickest' approach, but in the end we were we a lot of time to spare that could have contributed to the structure of the skyscraper.

2. We decided not to go with one of the ideas that raised, because we were unsure if it was eligible for the rules of this activity. We agreed that we should have clarified this as it could have possibly helped the structure of our skyscraper a lot.

Name two ways in which you feel you contributed really well to the team. Please explain.

1. I was able to provide the string which was one of the required resources, since my mother own various types and colours at home.

2. During the initial part of the execution, I helped the team by dividing the sticky tape into multiple parts, so we could easily access it when that time came.

Name two things/areas in which you feel you could improve going forward as regards your team skills and contribution. Please explain.

1. As mentioned above, I found myself pre-assuming quite a lot which was no help while carrying out this task. I will try and avoid this in the future as it can hinder the progress of a team project.

2. I now know that it is important to give as many contributions as you can when you're involved in a team project. Such contributions could be of great benefit, and if I had kept them to myself that would be no good.

If you learned something about teamwork from a previous activity, write here about how you implemented that lesson and how well that worked for you and the team. Can you relate any of the above to lessons from the class notes, case study or other course materials?

There are lots of benefits from simply being in a team when it comes to a project. For one of my modules last year I was required to join a team and create a MongoDB database. This project reminded me of this Skyscraper activity because not everyone's level of understanding was the same when it came to using the Mongo DB software. This is where the team work came into place, and those that were better aided those who were not so familiar with it. If this was an individual assignment instead, those certain team members would evidently struggle more.

In general, how does this course material and the activity relate to your target organisation (or to another organisation with whom you are familiar))? Please explain (add a sheet if needed).

This course can be very much related to how real-life organisations function. Team projects are very common and even tasks such as planning are taken very seriously. Failure to plan correctly results in unwanted costs to fix any issues that have been made, and so Organisations make sure that this is not only included, but carried out as efficiently as possible.

Georgina Hughes – 20071250

Think about <u>at least</u> 2 things that have changed as you consider this activity….

	I used to….	But I realised…	So now I….	Because…
1	Take a step back	Voicing your opinion is important	Ensure to say my ideas to the group	It could help the overall idea of the project

2	Dive straight into a project	Planning is key to wanting to be successful in a particular task	Allow more time to plan what needs to be carried out	It eliminates the potential mistakes that may arise once the project is underway.

Describe two things you feel you learned from this activity in general.

1. I learnt that planning is a major component when it comes to activities like the spaghetti tower building. Planning in general is important as it sets you out for the task that you're participating in. Spending a bit of time planning is key as it makes sure you know exactly what you're setting out to do and what the end result will be.

2. Another thing I learnt is to take on board what others are saying in the group and to communicate your own idea to others. It is always good to have different ideas being passed around as you may be able to pick little components of everyone's thoughts to create one that works really well. Acknowledging everyone in the group is all part of working in a team.

How can these two things you feel you learned be applied in your own workplace or organisation?

1. Planning can be applied in any workplace as without it then tasks wouldn't have a certain structure to go by. For me, planning was essential in my previous workplace as it helped in regard to big events happening in the shopping centre. Planning our time was essential as it helped to meet different deadlines in the run up to different events.

2. Communication is a huge factor anywhere you work. For me, I worked as part of management on the customer service desk in a shopping centre. Every day I was continuously communicating with customers and also staff members from different stores. Any queries or requests had to be communicated back to head of management to ensure they were taken care of. If I was unable to communicate then nothing would get done and I wouldn't have a job as it was all about customer service.

Name two things that worked really well in your team. Please explain.

1. As a team, we worked really well together for the duration of the project. As we all knew each other previous to this task it was very easy to settle into things and work together.

2. Everyone was open to listening to ideas being put forward for the project which showed how much we value each other's opinions. Discussing these ideas and finalising an idea displayed great team work.

Name two areas for team improvement: what would you do differently if you were to form another team in the future? Please explain.

1. Planning was an issue for us as a team. We didn't organise our time in the most efficient way, if we had of planned more then we could have used a lot more of the time to come up with a better structure that could have got us the win instead of rushing into things.

2. If we were to make this structure again I think we would all agree that we should have taken more risks in regard to the construction of the tower. We went with a safe tower whereas when we looked at the other teams and their towers they seemed to be more adventurous with their ideas.

Name two ways in which you feel you contributed really well to the team. Please explain.

1. I provided one of the resources which was a black sack which allowed us to clean up afterwards and leave our workplace in a clean manner.

2. I also held the construction in place when others were trying to put it all together. By holding the structure in place others didn't have to worry about it falling over.

Name two things/areas in which you feel you could improve going forward as regards your team skills and contribution. Please explain.

Going forward I feel that I should voice my opinion a bit better when going about the task as it could have helped the process instead of keeping it to myself.

If you learned something about teamwork from a previous activity, write here about how you implemented that lesson and how well that worked for you and the team. Can you relate any of the above to lessons from the class notes, case study or other course materials?

Last year we worked on many team projects. For one module I worked as a team to create a website and write a report based on how we worked well as a team for the duration of the team. This project is similar to this one as communication was key when it came to the development of the website. Communicating different ideas was vital as we had to come up with a plan that the whole team agreed on. Once everyone understood what we had to do we decided on a plan were able to go ahead with the process of making the website.

In general, how does this course material and the activity relate to your target organisation (or to another organisation with whom you are familiar))? Please explain (add a sheet if needed).

The material for this course is relevant in all real-life situations in the workplace. No matter what industry you venture into project management will be evident. Working as a team is common and also very vital as it allows you to interact with your co-workers. Working as a team helps you learn from others as there is always a learning process no matter what stage of your career you're at.

Ellenor Morrissey – 20070630

Think about <u>at least</u> 2 things that have changed as you consider this activity….

	I used to….	But I realised…	So now I….	Because…
1	Not communicate enough with my team	That communicating is very important	Make sure I share my opinion and listen to others	You must have good communication to work well together

2	Not put enough time into planning	That this is not efficient and causes problems later on	Plan everything properly before implementing	This will save time in the future and allows everyone to know exactly what should be happening

Describe two things you feel you learned from this activity in general.

1. I learned that I need to improve my communication skills as working in a team environment requires a lot of communication and making sure everyone is aware of what should be happening and how it will be done.
2. I learned that planning is very important and we need to give ourselves more time to plan out the activity. We had issues with the planning stage for this activity and we feel that this is why we did not win.

How can these two things you feel you learned be applied in your own workplace or organisation?

1. As I am required to work as part of a team in my workplace, I feel this activity has helped me to improve my communication skills and has helped me to voice my opinion more. I know the importance of communication with one another and to make sure everyone is aware of what is happening and we all know what we should be doing.
2. Planning is very important is all aspects of work. I have learned from this activity that you need to take time to think ahead and not rush to get something done. It will prevent mistakes happening and save time in the future.

Name two things that worked really well in your team. Please explain.

1. We get along very well together as a team and we are all comfortable around one another. This makes everything a lot easier as we can voice our opinions and not feel embarrassed or afraid to speak up.
2. We help each other and always spread the workload fairly between one another. This way everyone feels like their doing their part of the work and creates a happy and healthy work environment.

Name two areas for team improvement: what would you do differently if you were to form another team in the future? Please explain.

1. As a team we need to improve our time spent planning the project. If we had given more time to planning the design of the spaghetti structure, we could have implemented a taller, secure structure and won the activity.

2. We would take more risks and be more ambitious. We had decided during this activity that we would concentrate on a sturdy structure and not try to build a very tall structure. This is what caused us to lose as we tried to be too safe with the design of the structure.

Name two ways in which you feel you contributed really well to the team. Please explain.

1. As I was the project manager, I feel I contributed well to the team and as I arranged who would supply the different products needed for the activity. I made sure everyone was happy with the products they had to get and that the workload was being shared out fairly.
2. I feel I contributed well in the planning of the structure. We had two designs that we were choosing from and I feel I helped the team choose which structure was the best choice for us.

Name two things/areas in which you feel you could improve going forward as regards your team skills and contribution. Please explain.

1. I believe I could improve my communication skills as I feel I should have pushed a different design to the chosen design of the structure. If we had of went with the other design, we might have won this activity.
2. I would not rush into the activity. As we were given a 25 minute timeframe to build the tallest structure, I felt we wouldn't have enough time so did not spend much time planning it. We ended up having 13 minutes to spare so I shouldn't have rushed to get the structure built.

If you learned something about teamwork from a previous activity, write here about how you implemented that lesson and how well that worked for you and the team. Can you relate any of the above to lessons from the class notes, case study or other course materials?

I have learned a lot about working as part of a team from previous modules in the last 3 years. We have been required to work as parts of teams many times so I have gained a lot of experience from this. For example, in 3rd year, I had to work as part of a team of three people to build a website on our chosen topic. I learned the importance of planning, organisation and communication during this project. I was able to use these experiences and learn from them to improve my experience with my current team.

In general, how does this course material and the activity relate to your target organisation (or to another organisation with whom you are familiar))? Please explain (add a sheet if needed).

For my part-time job, I work as part of a sales team and we need to work together every day in order to maximise sales and keep customers happy. I know the importance of being organised and communication with my colleagues from this. This activity requires some of the same skills that I use every day at work and requires project management. If you work anywhere in the IT industry, or most industries, you are required to work together to meet a deadline/target. Project management is needed in most activities in order for it to be successful.