

## Production Planning | Evaluation

Complete a critical self reflection on the Production Planning process that evaluates your personal work performance and your work environment from a WHS perspective.

Use the template questions provided to guide your evaluation and record your thoughts or you may develop your own professional evaluation document.

Please use full sentences and double check your work for spelling and grammar.

### 1. On a scale of 1 (Not so great) – 5 (Outstanding)

How would you rate your team's overall performance during the planning process?

- 4

### 2. On a scale of 1 (Not so great) – 5 (Outstanding)

How well do you believe your team's project will satisfy your client's requirements at the end of the project?

- 4

### 3. Discuss the new skills/things you learnt doing this project

- Group teamwork
- Communication skill
- Leadership skills

### 4. What things do you feel you personally did well during the production planning process?

- Creating and expressing my ideas to everyone
- Showing and explain my ideas
- Communication

5. What area/s of your own performance would you change or improve on in your next project?

Not trying to do only 1 concept and having to redo the pitch  
and would have a set time schedule for stuff to get done  
NOT DOING GROUP WORK ONLINE

6. What aspects of your performance do you think your team appreciated the most?

When things need to be said and done I won't hesitate to say them to make sure they get done  
assigning task for everyone to do

good at pitching ideas and coming up with solutions

7. What aspects of your performance do you think your team might be critical of?

- a. clear communication

8. What were the good things about working with your team?

- a. Team is normal all on the same level and are easy to talk with and communicate things across the board

9. What were the most challenging aspects of working with your team?

- a. Making it fair for everyone  
all being on the same page being organized

10. Briefly describe your workstation set up in terms of your personal work health and safety.

- a) Discuss your equipment (consider how you manage ergonomics eg chair, desk, footstool, computer, monitor/s, keyboard, mouse)

*Secret Labs Chair*

*Razer Keyboard and Mouse*

*Desktop Computer*

*2x 27 inch Curved Monitors*

- b) Discuss your workflow (eg organised schedule, regular team meetings/dailies, KPIs, order of tasks, researching skills etc)

We have our normal class days where we do 9 am to 5pm class calls and talk casually outside on discord with eachother

- c) Discuss your work practices (eg hours of work, regular breaks, relaxation techniques, work/life balance, general work environment/atmosphere, working area clear of clutter etc)

We take normal breaks though work days with a hour lunch from 12 30 to 1 30

11. Include an image of your workstation set up to evidence a personal safe working environment.

