

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?

- 5(outstanding)

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?

-5(outstanding)

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

- *I developed more on my Communication skills.*

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

- *Me communicating with the team about how everyone is doing with the project and give out some ideas.*
- *Sharing a sample of what type of music, we should use.*

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

-I can improve on my communicating more to the group in the next project.

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

-The type of music that the team wants to put into our game that the team liked a lot.

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

-To have more communication with the group about more ideas whilst being organised and fair.

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

-We brought in a lot of great ideas about the two game ideas we had, the amount of trust within the group and we all worked well together.

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

-The team deciding on what ideas, we should use for both game ideas.

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)

-I have my keyboard's stand up to keep my wrist being tired from typing, a mouse that has a place to put my thumb on so my hand will not be cramped, I have two monitors so I can work on one while discussing with my team in the other, I have an office chair to give me back support.

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

-I schedule myself to work on the planning during Monday to Wednesday, I could work with my team whilst also having meetings on Teams on Monday to Wednesday.

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)

-I worked about 8 hours in total during Monday to Wednesday with an hour break so I can get lunch, walk around, do some housework and stretching after working on the project planning. When I'm relaxing after working on the project planning, I decide to lay down on a chair and just breathe in and out and think about nothing to calm myself from work.

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

