

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

- *These could be technical skills and/or personal (soft) skills*

Concept sketching, teamwork (groupwork/leadership)

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

- *These could be technical tasks, job roles, personal skills*
- *You may include more than one thing*

General advice

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

I would attempt to leave behind ideas of manipulation and laziness

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

Generalist advice and understanding of their project and documents

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

Overly pushy and stubborn

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

Learning new concepts and ideas

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

Team members were stubborn with differing ideas of what was expected. It was difficult attempting to be fair and organised.

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)

Adjustable chair, managed monitor brightness are all ergonomic practices followed. Wires and desk clutter are NOT managed and are unergonomic.

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

Team members are constantly on voice chat with each other allowing ease of communication. If a member decides to leave the main chat they can create a secondary chat where they can later be recalled from. Tasks are delegated by profession (e.g. artists of a particular skill set will document relevant materials)

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)

11. Team constantly works but has an hour break halfway through the day and allows short bathroom breaks when necessary.

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

