# ITM90A/B Reflection on Project Management

## Purpose of the Assignment

Project management skills is well sought-after in today’s business environment, as they can be applied in virtually any work environment and discipline, and have been found powerful in dealing with a variety of interrelated activities. This capstone project provides an opportunity for students to demonstrate that they have mastered the project management knowledge and skills taught in previous courses (e.g. ITM750).

The project management body of knowledge (PMBOK) specifies nine knowledge areas for project management, among which project time management, quality management, human resource management, and communications management are the most relevant in this project. Therefore, you are asked to reflect on how your group has managed these four areas in the capstone group project and how you have deployed project management skills in engaging activities in the four areas.

## Content Requirement for 90A

The reflection should be written in an essay format including an introduction, a main body, and a conclusion. The content required to be included in this reflection is listed in the following.

1. Describe your group (e.g., members), how you formed a group for this capstone project.
2. On a scale of 1 to 7 (where 1 represents “Very poorly applied”, and 7 “Very well applied”), assess the performance of your group in time management, quality management, human resource management, and communications management. Table One provides you the definition of each area.

**Table One Four Areas of Project Management**

|  |  |
| --- | --- |
| **PMBOK knowledge area** | **Definition** |
| Project time management | Create a detailed task schedule and monitor the progress of the project |
| Project quality management | Create a quality control plan to ensure quality of a project |
| Project human resource management | Train and motivate team members towards a common goal |
| Project communications management | Create a communications plan to keep team members involved in the project |

Note that your job is not just to give a number in the assessment, but provide evidence to substantiate your own assessment. For example, how were group tasks assigned? Who was in charge of monitoring project progress? What tool(s) and technique(s) did you use?

Since you course instructor has met your group regularly, he or she has evidence to support/contradict your assessment. So you need to be objective and truthful in your own assessment.

1. Assessment of individual performance in project management

In this section, reflection on how you have applied project management skills in helping the group manage the group project. You could describe the following aspects (but not limited to the list below):

* Your role and responsibilities in your group (e.g., the extent to which you have involved in planning, leading, organizing, coordinating, monitoring and control)
* Project management tool(s) and technique(s) you have applied in the group project
* Area(s) that you have done well (e.g., the level of your contribution to the group work)
* Areas(s) that you need to improve
* Your action plan on how you can improve yourself in project management. It is expected that your self-improvement is aligned with group improvement.

1. Based on your own assessment, identify the areas of improvement, and describe an action plan for your group to improve.

The action plan should be interlinked to your assessment of the four areas of project management.

## Content Requirement for 90B

The reflection should be written in an essay format including an introduction, a main body, and a conclusion. The content required to be included in this reflection is listed in the following.

1. Describe the execution of the action plan proposed in your 90A reflection for your group. In particular, indicate the following:
   1. The action plan your group
   2. Reason for the choice
   3. Evaluation of the outcomes of the action plan
2. Describe the execution of the action plan proposed in your 90A reflection for yourself, and assess your performance
3. Show lessons learned from your project management experience in this capstone project.

## Format and Submission Requirement

This assignment is an individual work. It should be single-spaced and no more than five pages. The assignment should be submitted in an MS Word document.

## Evaluation Rubric

The reflection will be evaluated based on four areas: Complete Required Content, Provide Supporting Evidence, Identify Action Plan, and Communication. The detailed marking rubric for the reflection can be found in Table Two.

**Table Two Marking Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trait** | **Does Not Meet Expectations (0-2.5)** | **Meets Expectations (2.5-3.75)** | **Exceeds Expectations (3.75-5)** | **Points** |
| Complete required content | Has completed some of the required content | Has completed most of the required content | Has completed all required content | 5 |
| Provide supporting evidence | Has offered no evidence | Has offed supporting evidence | Has provided clear and detailed evidence supporting the performance evaluation of the team and individual on project management. | 5 |
| Identify action plan | Fail to identify areas of improvement. Provide no clear action plan or actions taken. | Has identified areas of improvement. The action plan is clear. | Has clearly identified areas of improvement. The action plan has to be clear and convincing. | 5 |
| Communication – Structure | Student’s writing tends to ramble and does not have a clear focus; main idea or argument are presented in a disorganized, unrelated way. | Student’s writing demonstrates a logical development of ideas. | Student’s writing shows consistency and clear logic flow. Ideas expressed (e.g., action plan) are built on earlier discussion/analysis. | 5 |
| Communication - Expression | Topic or main ideas are poorly developed. | Topic or main ideas are expressed. | Topic or main ideas are well-developed and clearly expressed | 5 |
| Communication - Mechanics | Written work contains persistent and significant errors in word selection and use, sentence structure, spelling, punctuation, and capitalization. | Written work is mostly free of spelling and grammatical errors; Presence of few errors is not distracting; Demonstrates some sentence variety. | Written work contains no spelling or grammatical errors; excellent word choice; demonstrates both simple and complex sentence structure. | 5 |
| **Total:** | | | | **30** |