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Abstract

Evidence an instance of leading others by example

Transversal SKills Year 1

Heading 2

# Introduction

This document will detail a scenario in my workplace in which I displayed my ability to lead others by example. It will discuss what it means to lead others by example in an IT oriented environment as well as describe various instances within the aforementioned scenario in which I was able to set an example for my colleagues to follow. The document will then conclude with how my experiences in the workplace have shaped my understanding of leadership and its importance as a skill in my role as an ICT specialist.

Leadership is an integral part of an IT oriented environment. It comprises mainly of overseeing various projects and ensuring that they are completed on time and in a satisfactory manner, as well as leading other team members and colleagues by example by completing all required tasks on time and producing high quality work. In Software Development, these tasks can relate to planning projects according to organisational SOPs, developing code that adheres to organisational standards projects, and is thoroughly tested appropriately and the finished product is completed in a timely manner and to a high standard. These are the skills I evidenced when leading others by example in the workplace.

# Scenario

## Background

I was assigned by my manager to work on a small project that only required one person to in use complete. Many applications in use by the organisation implement external web-based applications to function properly. At present, the majority of these applications are being rewritten so that the application functions entirely on my organisation’s dedicated application. I was tasked with rewriting such an application. The application in question involved converting map coordinates from an Irish-only standard to a universal standard that can be used in Google and Bing Maps. The conversions were completed by sending the Irish standard coordinates to an external application which then converted and returned them in the universal standard. My task was to modify this code so that the conversion was done entirely in one single application. As I was working on this project alone, it would involve, meeting with stakeholders, planning, designing and developing the project as well as testing and deploying it.

## SOPs and Conventions Followed Correctly

First and foremost, it was important to ensure that all SOPs for Projects, as defined by my organisation were followed precisely and correctly. This meant that I had to ensure that the project was planned and documented according to organisational standards, using a predesigned document framework. In this instance, this meant using the organisational template for the Software Specification Document and adapting it for my project. By doing this, I was able to ensure that the project I was to complete was correctly and wholly defined and designed, therefore meaning that there was a comprehensible document available for my colleagues or myself to refer to when necessary for any future projects. Another SOP that I had to follow closely was the organisational coding conventions for web applications. This meant ensuring that all variables and files had precise and appropriate names, as well as the correct packages and libraries were implemented in the code. In this instance, this meant ensuring that any code I added, adhered to the existing code within the application as well as the other applications on the organisation’s dedicated application. By doing this I set an example for anyone who may look at my work in the future when trying to develop a project of their own, of how the code should be formatted and named.

## Any Issues Encountered Are Reported and Resolved

As with any project, it was essential that any issues and problems I encountered were reported quickly to ensure that it could be solved in a timely manner. This meant that I had to document every issue that cropped up and then contact an appropriate colleague or my manager to inform them of the issue so they can resolve it. In this instance, it meant asking my manager about an issue regarding the JavaScript add-on for converting coordinates, which was, in turn resolved quickly. By doing this, it meant that any bugs that may have already been present in the code before I had started the project were caught and fixed, as well as any issues I encountered with my own code. This set an example for my other colleagues in that not only for reporting issues and problems with their code to get it fixed quickly but also reporting any issues and problems with existing code, so that it may not affect any future projects. This also sets an example for asking for help if one needs it.

## Ensure Project is Completed According to the Defined Schedule

An important part of any project is that it is completed according to a predefined and agreed on schedule. This ensures that all aspects of the project are completed properly and to a high quality within a specified time frame. In this instance, it meant that I adhered to the schedule set out my project manager, and completed each aspect of the project separately, such as first the interface for displaying the converted coordinates and then implementing the JavaScript add-on for converting the coordinates. By doing this, it meant that when the project is completed on time, tested and deployed, then I can focus on any other projects I have to do, thus ensuring that I complete my work on time and to the highest quality. Adhering to a project plan displays a good worth ethic and that I respect the organisational standards and SOPs. This sets an example to my colleagues not only in that I respect organisational standards, but also of my respect to my manager in following the project schedule set out for me, and of my dedication to completing my work on time.

# Conclusion

Leadership is an essential aspect of working in an ICT environment. It is not only concerning project management and leading others in a project team, but how each team member conducts themselves in how they work and behave in a work environment. This can be in adhering to any organisational standards and SOPs when completing any projects, in reporting any issues or problems that may arise in any projects in a timely manner so that they may be resolved quickly, or in completing the project itself to a high standard and according to a schedule defined by the project manager. Every staff member has a role in leading by example so their colleagues can learn and be encouraged by their teammates. When I was given the opportunity to work on various projects such as the one detailed in this document, I was able to evidence some of this leadership myself. I adhered to the SOPs and standards set out by my organisation, reported and resolved any issues that arose during its development process, and was able to complete the project on time. My role allowed me to encourage my colleagues by leading by example.