**LEARNING JOURNAL**

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**Course:** Software Project Management

**Journal URL:** <https://github.com/habeebdashti/SOEN6841journal>

**Week 5:** 11/02/2024 – 17/02/2024

**Date:** 17/02/2024

**Key Concepts Learned:**

The summary of key concepts learned in week 4 sessions are:

* **Project Planning**

Project plans are made for many aspects such as budget, suppliers, tools, quality, communication, etc. Planning is not but a preparation that plays a crucial role to start and run things in order. Scheduling is the part of planning and it can be done in 2 ways, that is, Top-Down Planning and Bottom-Up Planning.

* **Top-Down Planning**

In Top-Down Planning, you start by setting the overall timeframe for the whole project. Then, you break it down further by allocating time for smaller tasks to fit within the timeframes of their corresponding larger tasks.

* **Bottom-Up Planning**

In bottom-up planning, you start by figuring out how long each small task will take. Then, you add up the time for all those small tasks to determine how long the bigger task containing them will take.

* **Work Breakdown Structure**

A Work Breakdown Structure (WBS) is a w ay of organizing a project into smaller tasks, making it easier to manage. It shows how the tasks are related and helps to allocate resources to them. For example, if a project involves building a house, the WBS would break down the work into smaller tasks like laying the foundation, building the walls, and installing plumbing and electrical systems. Each task would then be assigned resources, such as workers, materials, and time. This helps ensure that the project stays on track and is completed on time and within budget.Therefore, WBS is a Systematic and Mathematical Representation of a project in individual parts.

* **Milestones vs Deliverables**

Milestones are like checkpoints on your project timeline, helping you track progress and key events. They're points in time that mark significant achievements or completions.

Deliverables, on the other hand, are the actual products or results that you deliver to the customer or stakeholders. These are tangible or intangible items that you create as part of the project.

In simple terms, milestones are checkpoints along the way, and deliverables are the actual goods or services you produce and hand over.

* **Goldratt’s Critical Chain Method**

This method is a project management strategy that aims to complete projects more quickly by focusing on essential tasks. It avoids wasting time by eliminating unnecessary "safety buffers" and instead uses specific "Project Buffers" and "Resource Buffers" to handle unexpected delays without affecting the overall project timeline. This method emphasizes efficient planning, realistic scheduling, and strategic use of buffers to speed up project completion.

**Reflections on Case Study/course work:**

From the case study 6.7, it seems that the SaaS vendor has a well-organized planning process. They have clear steps at both the project and iteration levels, from identifying and prioritizing features, to allocating tasks to resources, and finally implementing the iterations. This method appears to be effective, especially given that the project's costs and efforts remain consistent due to its stability. However, it's important to note that the project is yearly, which means that any delays or problems could potentially set the project back for a whole year.

**Collaborative Learning:**

I worked with my team to complete, refine and finalize our project submission. We had a meeting with our Teaching Assistant (TA) to review our work and made the fixes to the missing parts observed by him. Finally, I worked hard, rehearsed well, and shared my pitching audio clip with my teammates. Being an introvert, it was big jump for me to pitch our project before the whole class, but I managed to do decent enough. Now, I am looking forward to improving on it.

**Further Research/Readings:**

I did watch videos from YouTube to research how people pitch their projects which included some of them from the Nick Brannen movie, from Shark Tank, from Pitching coach David Beckett, etc. It helped me in creating, practicing and performing the project pitch on behalf of my team.

**Adjustments to Goals:**

It is time to discuss with professor regarding where I could improve and work on it for the upcoming events. It is all about getting better each time and improving, and this would be possible in a better way if guided in the right direction by a mentor. I will need to study and prepare for Midterm exam as I am aiming to achieve A+ in the course.