TT217: EMA

Recommended zoom: 130%

# Part 1 - Workplan

1. To prepare the activity schedule for the EMA project, I began by reviewing relevant materials and familiarizing myself with the requirements by reading the EMA description. This helped outline the main activities within the project, which were then expanded on with any sub-activities, making a cohesive set of tasks to complete the EMA.

Using Excel, I created a Gantt chart and additional columns to mark the planned start dates and durations for each task. From the initial start date of 29th, the time until the deadline was split into 1-day periods with the dates written and any key dates highlighted. Thinking about each task and the total timeframe, I assigned each activity a planned start and duration, while also adding columns to track my progress (actual start, actual duration, percent complete) that will serve as motivation by allowing myself to note progress (in estimated percent), even if no activities were fully complete. The dates and durations will also all help in the plan’s review in detail by the end of the EMA.

Each activity, according to the values in each column, has the Gantt chart automatically generated using conditional formatting rules.

My EMA plan provides a clear roadmap to complete the project ahead of time in case of any disruption and expect it will greatly help in monitoring and managing my progress throughout. It also helped me consider (and now shows me) what to do before starting the EMA so can be ready for it.



Figure 1: The full plan (zoom-in possible), updated with pre-submission data.



Figure 2: The legend, allowing for easy-reading.



Figure 3: Preliminary research, completed on schedule.



Figure 4: Plan creation, completed 3 days before schedule – since I had time and energy, I could decide the suitable activity timeframes ahead of time on 06/04, pushing me ahead. The Excel chart also took less than expected, allowing me to finish the activity schedule in 5 days. The risk assessment also was finished quicker than expected, with the risks and mitigations taking 2 days instead of 3. This meant I could prepare the Workplan document on 15/04 instead of 18/04 (3 days ahead of schedule).



Figure 5: Workplan Review and Submission, completed 4 days before schedule – instead of waiting a day, I was able to finalize the Workplan document on the same day. Planned with buffer, 10 days ahead of the final deadline.



Figure 6: Version Control part 1 – download and setup to be done first, while maintenance and updates need to be done during the rest of the project, so the time was adjusted accordingly.



Figure 7: Wireframe Activities – plenty time for experimentation with the layout using Figma.



Figure 8: Responsive Design – my other 2 OU modules have deadlines so must be careful.



Figure 9: Future Developments, consisting of 2 write up activities on topics I chose already (to save time and confusion).



Figure 10: Acceptance Tests.



Figure 11: Version Control part 2, some reliance on part 1.



Figure 12: Reflection on and evaluation of EMA.



Figure 13: Final EMA Review and Submission – 2 days because of the work volume.

The plan is scheduled to finish on 27/05, 10 days before the deadline. This should give enough leeway for any difficulties.

1. As well as the plan, a risk assessment was conducted to identify the possible risks to the project. This was directly done in another sheet within the Excel file for convenience.



Figure 14: Risk assessment

Events such as misinterpreting EMA requirements, needing extra time for research or writing, technical issues with software, and overlapping submission dates with other modules pose high risks. Mitigation strategies for these risks include thoroughly reviewing EMA requirements, planning buffer time, keeping software updated, and effectively communicating with team members and tutors.

Additionally, seemingly uncontrollable risks like internet outages, version control issues, hardware failures, and human errors have mitigation strategies such as local backups, effective version control, reliable hardware, buffer time, prediction / quick reaction and a systematic file organization system.

By proactively identifying these potential risks and having effective mitigation strategies in place, the project's overall success (and on-time) is more likely, even in the case of encountering many challenges.