



Individual Report

Ankita Gangotra

1 Job Role

1.1 Description

As Project Manager, I liaised with the project coordinator, project supervisor, other groups and my teammates ensuring that the design, development and implementation process ran smoothly during the project life cycle until the final product was presented to the customer.

2 Work Carried Out

2.1 Deliverables from Metrics

2.1.1 Client Requirements Clarity

As project manager, I held and made agendas for 34 team meetings and numerous sub-team meetings over the course of the project to make sure the project was on track and there was no lack of communication between the clients, investors, other groups and my teammates.

2.1.2 Project Wide Standards & Contracts Drawn Up and Adhered to

I was part of the PWS meetings with the other groups, representing my group in setting the standards for the XML documents and in the process contributing to the PWS documentation. I organised and chaired all the contractual meetings with other groups making sure that our group had contracts to buy and sell 2 modules from 2 other teams, breaking even at the end of the transactions. These PWS and contracts were monitored regularly and rigorously followed.

2.1.3 Complete Specification

The Weekly Reports & QA Metrics that the Management Team designed for everyone in the team were frequently reviewed. These reviews helped me match the requirements to the specifications, making sure that the code was designed to achieve the product specifications.

2.1.4 Software and Business Plan clarity

Various review meetings were held to make sure that software plans and business plans were coherent. I looked into and approved the Software and Business Plan making sure they went hand in hand.

2.1.5 Deadlines Met

I made a Project Plan and a Risk Register for the entire project that was updated regularly and followed strictly. This made sure that the schedule for the deliverables were tracked flawlessly and we handed all our deliverables in on time.

2.1.6 Weekly Managers' Review

As mentioned above, I along with the management team put a weekly review report system in place to ensure that the company was functioning efficiently and completing tasks discussed in meetings.

2.2 Additional Work

2.2.1 Software Coding and Testing of the Product

As software programming was an integral part of the project, I contributed to the coding and testing of the product. In the process, I did work on major and integral parts of the code like the XML Parser, Shopping List Feature, Store Notes Feature, Multiple Guests Feature and the GUI and at the same time completed the testing for the code I produced. I helped create the final version of the GUI, making it look as intuitive and user friendly as possible. Details of this can be seen in the code.

2.2.2 Functional Specifications

After discussions with the team, I along with the Software Manager, drafted the functional specifications design document in conjunction with the project requirements.

2.2.3 Tender & Sales Presentation

Along with a few other teammates, I made and presented the Tender Presentation and Sales Presentation.

2.2.4 Others

Management reports were handed in along with the financial report. I also made the structure for the HTML tour done by the Documentation's Manager. The Dep. Finance Manager and I did the User Manual Video and were help by the software Manager.

2.3 Tables of Documents & Code Produced

Note – Items in bold are part of list of final deliverables provided on page 3 of the Product Description.

Name	Comments
<i>Documents</i>	
Agendas for Meetings	Self-produced
Weekly Reports for Project Manager	Self-produced
Timesheets	Self-produced
Management Reports (1, 2, 3, 4 & Summary)	Self-produced
Project Communications Plan & Risk Register	Self-produced
Project Plan	Self-produced
PWS	Co-produced with other groups
Executive Business Summary	Co-produced with Prakruti
Product Functional Specifications	Co-produced with Steve
Inter Group Contracts	Co-produced with Prakruti & James
User Manual Video	Co-produced with Steve & Sam
Tender Presentation	Co-produced with group
Sales Presentation	Co-produced with group

QA Manual	Co-produced with group
HTML Tour	Structure only
Source Code	
Shopping List	With Max
Notes	With Max
XML parser	With Max
Multiple guests	With James & Prakruti
GUI: menu	Self-produced
GUI: Main Menu Content	With James, Zayyad & Roger
GUI: Recipe Screen	With James, Zayyad & Roger
GUI: Ingredients Screen	With James, Zayyad & Roger
GUI: Generate Shopping List Screen	With James, Zayyad & Roger
GUI: Load External Recipe Screen	With James, Zayyad & Roger
CSS Files	With James, Zayyad & Roger
Tool Tips	Self-produced
Executable JAR File	With Jon
Slideshow Controls	With Max, Steve & Paul
Slideshow	With Jon, Steve & Roger
eCook	With Team

3 Conclusion

3.1 Self-Critique

As this was my first times as project manager, this project was a learning process. There were many glitches that were evaluated and overcome, for example, the format for agendas for meeting, weekly review systems, etc. Due to problems with contracts, our team was forced to change to JavaFX from Swing. This posed many problems initially for the management of the project as we lost any progress that we had made. However, over time, these issues/problems were fixed. As a part of the team and also personally, I feel that the transition from Swing to JavaFX was a blessing in disguise, not only teach us the latest version of Java but also making the software development process innovative and exciting.

My weekly reports and timesheets were handed in on time and I made it a point to attend and chair all the group meetings. All the documentation/code that I need to produce was delivered punctually.

3.2 Evaluation of Contribution

With the above sections as evidence of the work that I did for this project, I can candidly say that I fulfilled my role in the company. My contribution to the project was substantial and to the best of my abilities.