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Individual Report

#### Ankita Gangotra

# 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.

# Work Carried Out

## 2.1 Deliverables from Metrics

### 2.1.1 Client Requirements Clarity

As project manager, I held and made agendas for 33 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 made sure that our group had contracts to buy and sell 2 modules from 2 other teams, breaking even at the end of the transactions.

### 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 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 to 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. Details of this can be seen in the code.

### 2.2.2 Functional Specifications

After discussion with the team, I along with the Software Manager, drafter the functional specifications 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

|  |  |
| --- | --- |
| Name | Comments |
| *Documents* | |
| Agendas | 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 |
| Executive Business Summary | Co-produced with Prakruti |
| Product Functional Specifications | Co-produced with Steve |
| Contracts for modules | 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 |
| Code | |
| Shopping List | With Max |
| Notes | With Max |
| XML parser | With Max |
| Multiple guests | With James & Prakruti |
| 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 | With James, Zayyad & Roger |
| 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 and otherwise. However, by the end of the project these issues/problems were sorted out.

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

## 3.2 Evaluation of Contribution

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