# Project Logbook Template

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| **Name: abdelkareem yousef mamdoh soubar/19110022** |
| **Project Title:Sustainable Practices for Digital Endpoint Devices** |
| **Date: 13/5/2023** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  We conducted extensive research on sustainable procurement policies and practices in the digital device industry.  Our research involved studying best practices from other organizations and analyzing relevant environmental standards and regulations.  We also explored case studies and success stories of companies that have implemented sustainable practices for digital devices. |
| **Any risks and/or issues identified?**  **Points to consider:**  Risk: Changes in environmental regulations and compliance requirements that may impact the project's sustainability goals and procurement processes.  Impact: Adjustments in procurement policies and practices, potential delays in project timelines, and increased complexity in meeting regulatory obligations.  And my worry is :  Issue: Insufficient availability or quality of data required for tracking sustainability metrics, such as energy consumption or recycling rates.  Impact: Limited ability to monitor and evaluate the effectiveness of sustainable practices, hindered progress tracking, and challenges in reporting accurate sustainability metrics. |
| **Problems encountered**  **Points to consider:**  So far the problem was sending the data and make sure they response in the correct way.  For that i made sure that the mixed survey is simple to read and understand by all most any one |
| **New ideas and change of project direction** |
| **What have I learnt about myself this week?**  **Points to consider:**  How did I feel when I had to deal with tasks/problems?  Did I find it useful to complete the tasks?  How well have I performed? What did I contribute?  What can I improve on next week?  How might this learning apply in the future? |
| **Tasks planned for next week**  **Points to consider:**  At this time i need to make sure that the mixed survey is filled and do some data anasis on the results so i would come out with a nice idea/update my work |
| **Project plan status to date ( on, ahead, behind): so far on time** |
| **Supervisor comments to address** |
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# Project Logbook Template

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| **Name: abdelkareem yousef mamdoh soubar/19110022** |
| **Project Title:Sustainable Practices for Digital Endpoint Devices** |
| **Date: 20/5/2023** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  Data Collection: I successfully collected survey data from participants regarding their usage of digital endpoint devices while flying with Royal Jordanian airline. The survey covered various aspects, including the number of devices, usage patterns, and opinions on environmental sustainability.  Data Analysis: I conducted an analysis of the collected survey data. This involved summarizing the responses, calculating averages, and identifying trends and patterns related to the research objectives. The analysis provided valuable insights into passengers' device usage, environmental concerns, and perceptions of sustainable practices. |
| **Any risks and/or issues identified?**  **Points to consider:**  Skill-related Risk: While conducting data analysis, I encountered some challenges in applying certain statistical techniques. This highlights a potential risk of lacking advanced skills in statistical analysis that could impact the accuracy and depth of the findings. To mitigate this risk, I will consult with experts in the field or seek additional training to ensure the appropriate application of statistical methods.  Participant Response Rate: There is a potential risk associated with the response rate of the survey participants. If the response rate is low, it could affect the representativeness of the collected data and potentially limit the generalizability of the research findings. To address this risk, I will consider implementing strategies to increase participant engagement and response rates, such as sending reminder emails or offering incentives for participation.  Time Management: The research tasks and associated deadlines need to be managed effectively to ensure timely completion of the project. If there are delays or inefficiencies in any phase of the research, it may have a cascading effect on subsequent tasks and deliverables. To mitigate this risk, I will closely monitor the progress of each task, allocate sufficient time for data interpretation and report writing, and make adjustments to the project schedule if necessary.  Stakeholder Cooperation: Engaging stakeholders, such as employees, regulatory bodies, and sustainability advocacy groups, is crucial for the success of the project. However, there is a potential risk of limited cooperation or resistance from stakeholders, which may hinder the implementation of sustainable practices. To address this risk, I will develop a comprehensive stakeholder engagement plan, emphasizing the benefits of sustainability and involving stakeholders in decision-making processes. |
| **Problems encountered**  **Points to consider:**  Data Cleaning and Analysis: The process of cleaning and analyzing the collected survey data posed some challenges. There were instances of missing or inconsistent responses that required careful handling  Limited Participation: Encouraging active participation from stakeholders, such as employees and regulatory bodies, proved challenging. Some stakeholders expressed reservations or had competing priorities that hindered their engagement in the project |
| **New ideas and change of project direction**  **Promoting Device Consolidation: The data revealed that individuals travel with multiple digital endpoint devices. This suggests an opportunity to promote device consolidation by encouraging individuals to use a single device that can fulfill multiple purposes.**  **Sustainable Device Disposal: Participants reported owning and using a mix of new and used devices. This highlights the need for proper disposal and recycling of older devices to minimize electronic waste**  **Energy-Efficient Devices: The data indicated that participants were aware of the increased energy consumption associated with digital systems and processes. This presents an opportunity to prioritize the procurement and use of energy-efficient devices within the organization. Promoting energy-saving features, such as low-power modes or efficient charging options, can contribute to reducing energy consumption.**  **Communication and Awareness Campaigns: Participants expressed the need for clear communication regarding environmental sustainability efforts** |
| **What have I learnt about myself this week?**  **Points to consider:**  Task Completion: Completing the assigned tasks proved to be valuable and useful for my research project. By collecting survey data and conducting analysis, I contributed to the overall progress of the project and gained valuable insights from the data collected. This reaffirmed the importance of thorough and timely task completion in achieving project objectives.  Performance Evaluation: Overall, I believe my performance was satisfactory. I successfully collected survey data, performed analysis.  Areas for Improvement: Looking ahead to the next week, I can improve my project management skills by further refining my task prioritization and time management techniques.  Future Application: The learning gained from this week's experiences can be applied in future endeavors. By recognizing my emotional responses and managing them effectively, I can approach tasks and problems with a more positive and resilient mindset. |
| **Tasks planned for next week**  **Points to consider:**  Conclusion and Recommendations |
| **Project plan status to date ( on, ahead, behind): on time** |
| **Supervisor comments to address** |
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# Project Logbook Template

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| **Name: abdelkareem yousef mamdoh soubar/19110022** |
| **Project Title:Sustainable Practices for Digital Endpoint Devices** |
| **Date: 27/05/2023** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  During the week, the main focus was on completing the conclusion and recommendations section of the technical report. I successfully summarized the project's outcomes, key findings, and lessons learned. The conclusion highlights the achievements and challenges encountered throughout the project. Additionally, I provided recommendations for future projects or improvements based on the project's results.  I believe that I fulfilled the task requirements by addressing all the necessary points in the conclusion and recommendations section. The content reflects a comprehensive understanding of the project and effectively communicates the key takeaways.  In terms of deadlines, I am within the set timeframe as the conclusion and recommendations were completed as scheduled.  Given the progress made in finalizing the technical report, no significant changes were required in the project management plan. The plan initially outlined the tasks and timelines for each phase, and I have been able to adhere to those guidelines.  Overall, the completion of the conclusion and recommendations section marks a significant milestone in the project. With this task achieved, I am now ready to move forward with the performance review and prepare for the upcoming presentation. |
| **Any risks and/or issues identified?**  **Points to consider:**  Regarding additional risks and issues that may impact the project management plan, I did not identify any significant ones during the completion of the conclusion and recommendations. The project progressed smoothly, and the established plan adequately addressed the requirements for this specific task.  It is crucial to continuously monitor and assess potential risks and issues throughout the project. While no new risks or issues were identified at this stage, it remains important to remain vigilant and proactive in managing any potential challenges that may arise in future project phases. |
| **Problems encountered**  **Points to consider:**  During the completion of the conclusion and recommendations, I did not encounter any significant barriers or problems that hindered the progress of the task. The process went smoothly, and I was able to fulfill the requirements without facing any notable obstacles.  In instances where challenges or barriers arise in project management, it is crucial to address them promptly and effectively. However, in this particular task, no such issues were encountered, and therefore, no specific actions were required to overcome any problems. The completion of the conclusion and recommendations proceeded according to plan, allowing for a seamless execution of the task. |
| **New ideas and change of project direction**  **hroughout the project, new ideas may emerge, and there is a possibility of needing to make changes to the project direction. It is important to remain open to new possibilities and adapt accordingly to ensure the project's success.** |
| **What have I learnt about myself this week?**  **Points to consider:**  Throughout this week, I have gained valuable insights about myself in relation to dealing with tasks and problems. When faced with tasks and challenges, I noticed a range of emotions, including a sense of accomplishment when completing tasks successfully and frustration when encountering difficulties. However, I found it useful to tackle these tasks as they allowed me to enhance my skills and knowledge.  In terms of my performance, I believe I have performed well and made significant contributions to the project. I actively engaged in completing the assigned tasks, demonstrated problem-solving abilities, and effectively communicated with team members and stakeholders. |
| **Tasks planned for next week**  **Points to consider:i have a performance review to do and a presentation** |
| **Project plan status to date ( on, ahead, behind): on time** |
| **Supervisor comments to address** |
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# Project Logbook Template

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| **Name: abdelkareem yousef mamdoh soubar/19110022** |
| **Project Title:Sustainable Practices for Digital Endpoint Devices** |
| **Date: 03/06/2023** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  I had the entire project finished from before and finished the performance review |
| **Any risks and/or issues identified?**  **Points to consider:**  I have no risk due to having the project finished from before |
| **Problems encountered**  **Points to consider:**  Nothing only did some paper this week |
| **New ideas and change of project direction**  **I have no new ideas** |
| **What have I learnt about myself this week?**  **Points to consider:**  Understood more about my self from doing the performance review |
| **Tasks planned for next week**  **Points to consider:**  I also have nothing to do for next week |
| **Project plan status to date ( on, ahead, behind): a head** |
| **Supervisor comments to address** |
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| **Name: abdelkareem yousef mamdoh soubar/19110022** |
| **Project Title:Sustainable Practices for Digital Endpoint Devices** |
| **Date: 03/06/2023** |
| **Update on weekly research/tasks achieved**  **Points to consider:**  I had re read the entire project and checked it |
| **Any risks and/or issues identified?**  **Points to consider:**  I have no risk due to having the project finished from before |
| **Problems encountered**  **Points to consider:**  Re checked the project |
| **New ideas and change of project direction**  **I have no new ideas** |
| **What have I learnt about myself this week?**  **Points to consider:**  Nothing |
| **Tasks planned for next week**  **Points to consider:**  I also have nothing to do for next week |
| **Project plan status to date ( on, ahead, behind): a head** |
| **Supervisor comments to address** |
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