**IT7x01 Project Journal**

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| **Name** | Pasindu Dunuddara Wijesekera | **Project Week** | 1 |
| **Project code** | 116-T2/2015-AKL | **Start date** | 02/06/2015 |
| **Project name** | Career guidance web portal |  |  |

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| **Day** | **Date** | **Project activity / Journal entry** | **Reflection / Notes / Learning** | **Gantt Chart Task #** | **Time spent (in hours)** |
| 1 | 2/6/2015 | * Project induction * Review documents * Review resources | Understand project requirements and documentations | - | 5 |
| 2 | 3/6/2015 | Project Proposal   * Project summary * Project background * Organisation * Problem/Opportunity * Project objectives & scope * Deliverables | Reviewed various project proposal documents on google to gain an understanding of proposal documents.  Researched project background, Understand problems and opportunities of the business problem  Understand the scope of the project |  | 10 |
| 3 | 4/6/2015 | Project Proposal   * Initial consultation * Communication plan * Methodology * Project plan * Work breakdown structure | Define the communication plan  Identify the development methodology. Reviewed on google to understand the methodology chosen for the project.  Creating WBS according to the selected methodology |  | 10 |
| 4 | 5/6/2015 | Project Proposal   * Risk analysis * contingency and mitigation * Skills analysis * Project agreement * Student Team Project Agreement | Identify risks associated with the project and created mitigation plan.  Define skill analysis of resources. |  | 10 |

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| *Total time spent on project* | 35 |
| *Total time spent on campus* | 25 |

***Note: For the 45 credit IT7101/7201 paper, the expected project engagement hours (including learning hours) per person is around 40 hours/week for the duration of the trimester.***