INdividual Log

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Document history

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# Week 1 - 11/07/16 - 17/07/16

* 11/07/2016

I do not know much about the project, even doubting the value of the project, because I am not a project proponent, nor a technician. For this project Database Evaluator, if I am a user, I will not use it.

There are two main reasons. One is for a professional database experts to collect the database parameters is a piece of cake. They do not need to use this product. For non-database professionals, even if the use of this product to get the final diagnostic report, they do not know how to optimize the database. Another is users have to execute the Client Application on their system as administrator. There will be data security issues. Therefore, I am not optimistic about this project. But after Hardik explained detailedly about the project, I slowly understood about the project and its value.

Our project is mainly for SMEs who do not hire a professional database administrator. These companies often have to some people who understand the database but not the expert level. The final diagnostic report that is generated by Database Evaluator will be able to help these people to optimize the database.

* 12/07/2016

I met with the team member to discuss and identify the contents (scope, requirements, opportunity) of this project. In the course of the discussion, we decided to use the spiral development method in our project. When we discussed this project, I still felt this project was not so easy to success. Our project could be considered into 2 small projects. One is for the webiste. Another is for the Client Application and Database Evaluator. It had many functions and tasks have to be done.

We also followed the guideline of the Briefing document of this subject to plan anlist all documents what we need to create. I feel very big pressure of it. I am the project manager of this project. I not only monitor and control the progress of the project, but also I take duty for the preparation of the documents. I have to create many documents for this project.

Because I am not a technician, I cannot be responsible for the development of work. I can only do project management in this project. This is a big challenge for me. But it will also be a good experience for me. I will do my best to do my job. Hopefully I will not drag the other members.

* 13/07/2016

We decided to use the spiral development in our project yesterday. In the course of the discussion, we decided to use the spiral development method in our project. This development method has been mentioned in the earlier course which we have done. All of us have a certain concept and understanding of the spiral development methodology. Even so, we still spent some time to look for relevant information.

* 15/07/2016

I drafted the project proposal. I felt it was not easy to do that. I did not have any experience with writing a project proposal. I just drafted a few part of proposal it took me many hours. I cannot believe I can complete this proposal by myself. Of course, other members also have plans to help me complete the project. Special Hardik, he spent a long time to explain the purpose and role of the project to me, and help me complete the executive summary of project proposal. Kwinno and Patrick also helped me with the project analysis and RACI chart of this proposal. I am grateful for their help.

# Week 2 - 18/07/16 - 24/07/16

* 18/07/2016

After the discussion with team members, I tried to create the Gantt Chart for the project. I referred many Gantt Chart of other projects which are provided online. In fact, our project could be divided into two small projects. How to create a Gantt chart, this was not an easy job. Since our project is using the spiral development methodology, I created a Gantt chart based on this methodology. I am quite satisfied with this Gantt chart.

* 20/07/2016

Today, we had a meeting with Robert. He mentioned that the methodology which was used at our project did not meet our project. He suggested us to change the methodology base on our project. I was confused and scared. We already did a lot of research and documents based on the old methodology (Spiral Methodology). If we will change the methodology, we will have a big change of our documents. It will cost us a lot of time.

* 21/07/2016

Because we should change the methodology. Kwinno suggested that we could use this development method - DSDM Atern. We did not understand this development methodology. But he explained reasons to us. One reason was that cause our project did not have the client, we did not have the issue of change requirement. We just followed this method to develop on it. Another reason was that there was a template for the project in the box. It has provided and recommended many documents for each phase. We also could follow that.

This methodology was very new for me. I totally did not understand it. I had to do a lot of research on it. Today I spend many hours to read the related information. I read the following websites. All of these websites have explained the DSDM Atern. The last website is the best one.

* http://dsdmofagilemethodology.wikidot.com/
* http://www.selectbs.com/process-maturity/what-is-dsdm
* https://www.linkedin.com/pulse/dynamic-systems-development-method-dsdm-agile-alaa
* https://www.dsdm.org/content/foreword-0
* 23/07/2016

We will follow the DSDM template of the Project in the box to work. More than 40 files are recommended in the Project in the box. However, not all documents are suitable for our project. Moreover, since the project time is already fixed, there is no way to create forty files to follow exactly what it recommends to us. We still need to create twenty files by talking and cropping. I look at some documents, there are many things I do not quite understand. This is really a big burden for the project manager.

* 24/07/2016

When we review the status of this week, We already have behind the planning schedule. There were 2 reasons. One was that the content of our project proposal was not formal. We did not use very formal words and sentence structure on the proposal. And it also had grammar problem too. Another reason is that we changed the methodology. We had to spend a lot of time to do the research and find some information. So we could not finish our project proposal on the planned schedule. As the project manager, I worried about that. I wanted to find a way to catch up the behind time but I had no idea about that.

# Week 3 - 25/07/16 - 31/07/16

* 25/07/2016

Today, the most important job is to create a Client Briefing Document. In the past, I do not know what is Client Briefing Document, what needs to be included in this document. By looking for related material, I successfully created the Client Briefing Document. In this process, let me understand the structure of this document, the content. I created this file contains five parts. In the first part, I stated project background. The second part, I explained the target audience of this project. The third part is the key benefit for users when they use our product. The fourth part is the completion of this project. The last past is team responsibility of this project.

* 26/07/2016

We have not completed the Project Proposal on the due date Because we changed the methodology form Spiral to DSDM. We need more time to do the research of this methodology and edit the documents which had been created before. We were already behind the schedule, but we still have confidence. We believe that we can catch the schedule.

* 29/07/2016

I meet a problem when I update the project plan. I want to increase the actual start date, the actual finish date, and the actual variance of the project plan. This will help me monitor the actual progress of the task and schedule. I added these three columns in the project plan. But when I edit the actual start and finish date will change the start and finish time. It does not make sense. I thought I made some made it the wrong way. I used the internet to search the same issues. I should set the project plan as a baseline and then use the Baseline Start / Finish fields for comparison with the schedule. Then add the Actual start and finish date. Finally, I know how to solve this problem. This is a very useful tip.

# Week 4 - 01/08/16 - 07/08/16

* 01/08/2016

We discussed the basic functionality of the site including:

* + User: register
  + User/ Administrator: login in
  + User: forgot password
  + User: download client application form website
  + User: upload the encrypted dump files via website
  + User: view and download the final diagnosed report
  + Administrator: upload the final diagnosed report
* 03/08/2016

We would like to make an appointment with Steve to hold the advisor meeting in this afternoon (3pm - 4pm) about our project proposal for “Database Simulator”. But I made a mistake. I did not email Steve a few days in advance to confirm the meeting time, I just sent the appointment email with him this morning. This made him very unhappy. He replied to a long mail to us. I am very sorry about that. I should have sent the booking email to Steve a couple of days before the meeting.

* 07/08/2016

Project Proposal still has not been completed. It still has many parts (contents, grammar and structure) should be modified to meet the guide line of the project proposal. We will make an appointment Learning Commons to review our project proposal before we submit it.

# Week 5 - 08/08/16 - 14/08/16

* 09/08/2016

I was a bit dissatisfied about the documents have not been completed including the Requirements Analysis Document and System Analysis and Design Document. These two technical documents are very important. They define the scope and design of the project. But so far the two documents have not been completed. This will affect the development activities. I must urge them to complete the two documents as soon as possible.

* 10/08/2016

We held the fist advisor meeting with our project advisor Steve. Before the meeting, I created the meeting agenda and documents that need to be reviewed during the meeting. Steve gave us some very useful feedback. He confused on what specific design and functions of this project and he pointed out that the poorly presented of design and functions of this project. We also showed him our Gantt Chart. He told me our Gantt Chart of this project like a waterfull model. It did not match DSDM. We should modify it. I felt a lot bit upset about that. I created the Gantt Chart for a couple of weeks. Why other team member did not discover this issue? Maybe they did not look the Gantt Chart any more.

* 14/08/2016

I am really tired to remind project members to update their time sheet. They can not take the initiative to update their time sheet when they finished their work every day. Patrick did a good job, and he was able to update his time sheet voluntarily. Perhaps for my reasons, I do not track their work every day, I only view the worksheet in the preparation of the progress report on weekends. I think I should go to work every day after the end to see their worksheet. This will better monitor the progress of the current project.

# Week 6 - 15/08/16 - 21/08/16

* 15/08/2016

After the research, we discussed and drafted the Requirements Analysis Documents. But we still do not know about the Requirements Analysis Document and System Analysis and Design Document. Therefore, we consult with our project advisor at the next advisor meeting.

* 16/08/2016

As last week, Steve pointed out that our project plan looked like the waterfall mode. Then I modified it and showed him at this week. Steve was quite happy with our project plan can follow the DSDM methodology. Our project plan outlines all different tasks of each phase.

* 17/08/2016

Today we had the project audit 1 with Robert. As a project manager, I did not perform well in the project audit. I had not been able to answer Robert's questions well. During the project audit 1, many problems had been found. For example, we did not hold enough advisor meeting with Steve. We did not create the weekly progress report. So we just got the mark was 3/5.

I felt very guilty because a large part of the problem caused by me, I did not do well in project management. Other project members were also disappointed with the results. After the project audit 1, we reflected on these problems and give the measures. In fact, we also felt glad that these problems could be found. This was a good opportunity for us to identify problems in the project and gave us the chance to correct these problems.

* 21/08/2016

Because a lot of changed of the documents including project proposal, Gantt Chart, client brief document and methodology. We had to plan the tasks to meet the methodology and goals. Therefore, we were behind the planned schedule one week. I was quite concerned about the progress of the project。 One week was not a short time. It was not easy to catch up. In order to catch up the schedule, I gave the 2 suggestions.

* Set more detailing goals for each task everyday
* Fast tracking. We will do the same tasks at the same time. (But it involves risk that could lead to increased cost and some rework later)

# Week 7 - 22/08/16 - 28/08/16

* 22/08/2016

I clearly felt the enthusiasm of the project members. Because they are clear that our progress has been significantly behind. They are very active in the work while doing some work. According to my estimation, we need to use three to four weeks to catch up with the progress of the lag. I hope that everyone will keep this initiative until the project is completed. I also hope that after four weeks we can return to normal progress.

* 23/08/2016

During the advisor meeting, Steve explained the different between Requirements Analysis Document and System Analysis and Design Document. So that we can more clearly understand the difference between the two documents.

For Requirements Analysis Document

- Make more clear what project team will to do

- Add more specified details about what the project is going to do

- Explain what parameter will be analysed

For System Analysis and Design Document

- Edited this document as a technical document

- Outline and over all of the parameters

- Added the description of why and what use these parameters and what’s going to do

* 24/08/2016

After the explanation of the different between Requirements Analysis Document and System Analysis and Design Document from Steve, Hardik, Patrick and Kwinno worked together to create the System Analysis and Design Document. They also edited the Requirements Analysis Document. We will review this 2 documents with Steve in the next advisor meeting.

* 28/08/2016

I am happy because I can feel the motivation of project members. We are constantly working to catch up with the behind schedule. We did the project smoothly in week 7 and we caught up a little bit the planning schedule.

As we reported in Weekly Progress Report - Week 5. We will the fast tracking to do some tasks as same time in future few weeks. Therefore, I estimate we can totally catch up the planning schedule at the end of week 9.

# Week 8 - 29/08/16 - 04/09/16

* 30/08/2016

We reviewed requirements analysis document and system analysis and design document with Steve in the advisor meeting. Steve gave us some very useful comments.

* Did not have any detailed comment of these documents because these documents did not include any specified detail about exactly what the project is going to do.
* What parameter will be analysed?
* How and what the parameter is going to be?
* What adjustment of this project is going to make about parameter?
* What’s the report based on the parameter?
* The main things of the product are going to do should be explained clearly in the document.

These issues we should fix it.

* 04/09/2016

In week 8, project team still worked hard and did the project smoothly. Through the continuous efforts of the project team, we used 3 weeks to catch up the behind schedule. We nearly caught up the planning schedule as we estimated. In fact, Patrick's work has returned to normal progress. I really appreciate his efforts.

Although the project team has drafted the documents of DSDM for Feasibility Phase and Foundations Phase which are recommended in the Project in the box, we have not made the final confirmation of the documents.

# Week 9 - 05/09/16 - 11/09/16

* 05/09/2016

I felt so good today. Then I created 3 supportive documents of DSDM including Signoff Document of Foundation Phase Tasks and milestone, Business Foundations and Prioritised Requirements List. I was really very with a sense of accomplishment on writing three documents. I expect I can keep this state in the future work.

* 07/09/2016

For the project audit 2 on Friday, all project members were trying their best to do the preparation. In the project audit 1, we did not do a good job and got a bad mark. But we did not lose heart. Based on the comments received during the project audit 1, we corrected the issues we made in the project. For this project audit 2, we have done enough preparation. We are confident that we can successfully pass this audit and get a good result.

* 09/09/2016

We felt quite happy because we got the full mark of project audit 2. After the project audit 1, we followed the comments which were given by Robert to improve our mistakes.In fact, we expect we can get 4/5. However, we got an unexpected result. This result gave a great encouragement to us.

* 11/09/2016

I feel happy because the project team still worked hard and did the project smoothly in week 9. We have already caught the planning schedule as our estimation. We can make the close of the Exploration Phase and enter to the Engineering Phase.

# Week 10 - 12/09/16 - 18/09/16

* 12/09/2016

The project team should have worked in the Lab B105 every Monday to Wednesday at Weltec. But recently Lab B105 is overcrowded, we have to telecommute in the home or different places. This will lead to communication problem when we encounter some problems need to discuss with other members. Not timely and inefficient communication will also affect the progress of the project.

* 13/09/2016

I confused that what types of test are suited our project. So I discussed the types of test with Steve during the advisor meeting. He gave us some comments about it.

- Minimum to do the function test. All of the different functional points that are related the requirements.

- Function list of the system analysis and design document

- Test every single functionality in the software

- Write out the test group and link the item to test back requirement and analysis document.

* 15/09/2016

As the discussion with other teams, we will use these types of test on our project. Unit test and Integration test, Developers will take the duty of these test for each phase. System test is to test the whole product based on overall requirements specifications.

Functional test is to test all functions of the product. Business test is to test the business process and data flow from a module of software correctness in the process of flow to another module. System test, functional test and business test will be completed by testers.

* 18/09/2016

I felt a little bit upset when I found that our project progress has behind the planned schedule again. The main reason was The task of “Engineering:Iteration Two: Website: Design All the Pages of the Website and Create all the Images needed” has not been finished. Then the task of “Engineering: Test Report Iteration Two (Website)” also has not been finished. These tasks belong to Kwinno.

Suggestions/Issues:

The project team should finish “Engineering: Test Report Iteration Two (Website)” and Engineering: Test Report Iteration Three (Website)” next week, before entering to the Deployment phase.

# Week 11 - 19/09/16 - 25/09/16

* 19/09/2016

I have to write a more important document - Test Plan. I am really tired of creating documents. I hope that other project members can help, but they are busy with their work. Because the progress of our project has been lagging behind, they can not find time to help me. I have to deal with this document by myself.

* 20/09/2016

In writing the test plan, I considered that we should state the severity, priority and life cycle of bug on the test plan. of these issues. Today, I found some information about some of the severity, priority and life cycle of bug.

* 21/09/2016

I have been confused in how detail of the test case. So I tried the following methods to create the test case.

1. The coverage of the test case should be as high as possible.

2. For a rough test case breakdown as much as possible to use the test method theory, such as equivalence class division, boundary values, flow charts, etc.

3. In addition, you can use the mind map to clarify the clutter of chaotic mess.

* 25/09/2016

When I created the weekly progress report, I found that kwinno has not completed his task on time again. The task of “Engineering : Iteration Three : Website: Upload the Website Online and Test all function if working” has not been finished. He still does this task. Then the task of “Engineering: Test Report Iteration Three (Website)” also has not been finished too. I think I need to push his job again.

# Week 12 - 26/09/16 - 02/10/16

* 26/09/2016

I feel a little bit unhappy of that the task of upload website to online has not been finished. So we can not combine the website with client application and database evaluator. Although this task has not been done, we still need to do the system test using local host website with client application and database evaluator. For the quality of the project, the website cannot only be tested on the local host. I consider whether to increase the system test time.

* 27/09/2016

Today we discussed the issues of uploading website to online. There are different structure between local host and online server. It does not automatically change the path when to upload the website to online. And some functions are working on the localhost, but some functions don’t work on the online server. These issues are affecting the website will be uploaded to online. Since I am not a technical person, I cannot participate in discussions on technical issues. I feel very helpless about this.

* 29/09/2016

Kwinno has not solved the issues of uploading the website to online. We still cannot combine the website and client application and database evaluator. I know Kwinno has done his best to solve these issues. Unfortunately, he cannot solve these issues in a short time. I will create the change requirement form for increasing system test time.

* 30/09/2016

Today, I created the first Change requirement form of our project. In my personal opinion, our project does not have an actual client, we will not need to create a change request. I never expect to create a change request because the project needs to increase the test time. In the change request, I explained in detail the reasons for the increase the test time and the impact of schedule. We will discuss the change request at the meeting.

* 02/10/2016

I completed 2 iterations of the system test. I found that the client application and database evaluator was developed by Patrick does not have too many bugs. These bugs were found in the system test were not serious or suggested issues. Patrick is a very good and professional developer, he provided a high quality product. I am very grateful to Patrick for providing a good product, but as a tester, I feel very frustrated because I did not find more bugs.

# Week 13 - 03/10/16 - 09/10/16

* 03/10/2016

Start to do the iteration 3 of system test today. Last week, we did 2 iterations of system test. We found some bugs of the product. Because the task of upload website to online has not been finished. We can not combine the website with the client application and database evaluator. Although this task has not been done, we still continue system testing. In this week, Kwinno has uploaded the website to online. I hope we can successfully complete the system test.

* 05/10/2016

After three iterations of the system test, the product has been stabilized. This is a good news. This can prove our testing work is useful, it also improves the quality of our products. we start to do the iteration 4 of system testing. I believe that after completing the four iterations of the system tests, we will provide a higher quality product to the user.

* 09/10/2016

I feel so tired of creating the document. But I have to do that. Today, we completed the system test of our project. System test should have been completed last week because Kwinno has not uploaded the website to online. We had to change the schedule and increase the testing time. I have to spend more time doing system testing for the quality of the project. So I have to compress the time for creating the supportive documents, project closeout report and project individual report. I better stop complaining. It is more valuable to write a document instead of complaining. I should continue to create the system test report.

# Week 14 - 10/10/16 - 16/10/16

* 10/10/2016

This is the last week of the project. Everyone was happy to finish the rest of the team and was busy completing their Project individual report. But as a project manager, I had to complete a project close out report. I think I will use 2 or 3 days to create this document. In the preparation of this document, let me more clearly reviewed our project, it can help me to create the project individual report.

* 12/10/2016

Well done. I finally finished the Project Close Out Report. I was relieved. This document is very important for our project. It summarizes the project and contains the problems encountered during the project. In the process of creating this file, I discovered we made a lot of problems in this project through I reviewed the previous meeting minutes, weekly progress report and project diary.

* 13/10/2016

Today, I start to create the project individual report. As a manager of this project, I thought I did not do well in the process of the project, especially in terms of time control. I must admit that. In my project personal report, I will explain in detail why I did not do very well during the project. I hope that will not affect the project results for other members because of my reasons. Because 80% of the results are uniform score for each project member.

* 16/10/2016

It is the last team meeting with team member. We do not discuss too many things. We not only review the status of week 14, but also review the status of deliverable documents. I feel so happy we have already created all documents which have been list on the proposal. Kwinno will take duty of printing all documents until next Monday (17/10/16). I think this project is successful, even in the course of the project there has many problems. But through the efforts of the project members, we still completed the project. I am very pleased and grateful to all project members for their efforts and achievements in the development of this project.

Next week, Project team will do the preparation of the documentations and video for the project panel in the coming weeks. But we still have no idea of the video. I think I need to hold another with them to discuss this question.