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Individual Report

Document history

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# Introduction

This report will state my personal opinion on the project. The report will have the reflection of the project progress and management as well as team relationships and the performance of each team member. In addition, I will also outline my experience gained from the project and give some recommendations for the other project students.

# Reflections on the project experience

## Overview of Project

In my opinion, this project is successful, even in the course of the project 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.

* Project report Date

The project initial kick-off date was officially documented as July 11, 2016 while the finish date was set at September 10, 2016. However, within these two threshold dates, of course, there existed a quorum of numerous activities. The pre-project, feasibility and groundwork, exploring, engineering, and design were the activities that were given the major priority and thus used to categorize this project’s phases.

* Overall Status

The project has succeeded in completing all the intermediary tasks for between the beginning date and the end date. The shortest activity, and probably perhaps the less involving of all of them, was the feasibility section, involving also groundwork. Pre-project preparations and the actual deployment of the project were lengthy tasks but were completed to within a one week outlier from the set time frame.

* Project Summary

As earlier stated, this project was successfully completed in a timeframe of 14 weeks with this time being rightly allocated to all the intermediary jobs. The entire project can be logically split into very many facets as have been tabulated in the project paperwork. Elements include: project proposal, Gantt chart, scope, consumer updating, crew contract, conveyance approach, definition management, fundamentals, terms of allusion, requirements analysis document, system analysis as well as design document, methodology and methods document, business fundamentals, practicability assessment, structure design definition, list of prioritized requirements, risk log, and testing logs amongst others.

## Key Issues

* Keenness on requirements

Right from the start, we were fully aware of the need to carefully analyze and meet the project’s requirements as a way of ensuring its success. Failure to address requirements can lead to project failure. In that case, we invested adequate time in analyzing and authenticating the project’s requirements. This was done in the planning stages in order to avoid undesired outcomes in later stages. This step proved crucial to the project because the analysis revealed that the development method we had chosen initially (Spiral methodology) would not be suitable for the project. Therefore, we changed that to the DSDN Atern method which was better suited to our project.

* Communication

In this project, we ensured that the final product would be easy to use, especially for persons who are not too much experienced in database administration. To this end, we created a small, light- weight client application which would be easily executed by customers on their database systems. The web developer also created a user-friendly website that had an easy-to-use interphase.

Starting from the time the project got underway, communication cues were kept on the right side. As part of ensuring effective communication, we made use of the following:

1. Good work layout

Essentially, amongst the many other project support documents, a communication plan was documented to keep information flow on the right side of communication. Scheduled timelines were set in which necessary communications were identified, sorted, communicated to the customer. Communication was made through status reports and meetings.

1. Meeting schedules

This project aimed at maintaining everything aligned through conducting regular meetings, having a specific communication platform, issuing status reports, etc. Specifically, the team met weekly under the project manager’s supervision to give weekly reports on progress and arising challenges. The Project team also hold the advisor meeting with their advisor. The issues raised in these meetings were recorded after which solutions were developed.

* Budget

Proper allocation of resources is important for the success of any given project. We did not incur costs in obtaining the materials and equipment used in this project. However, we invested a significant amount of time in the project, which took 14 weeks (1794 hours) to complete.

* Risk management

In most cases, project managers overlook the importance of risk management and oftentimes end up in tricky situations. In case not enough time is issued out to the identification of risks at the start of a project, then it becomes a challenging endeavor when risk mitigation is to be considered. Additionally, risk avoidance, if not properly carried out, may lead to a project’s downfall. In this project, the team made efforts to adequately identify and handle risks, sealing out all the loopholes that were identified as risk pathways.

Identified Risks – The practice of looking at the scope of risks that could lead to project failure is very important. In our case, we did a risk analysis right from the planning stage and continued to do so in our weekly meetings. The first risk identified in this project was our initial choice of methodology. Noting that the Spiral methodology proposed initially could lead to the failure of our project, we decided to use the DSDN Atern development method. In addition, we made use of functional testing to ensure that all the defects in the system were identified and fixed to avoid failure during use.

## Tasks and Next Steps

At the end of the project, we looked at further ways through which the system could be improved and made recommendations for future projects. In that case, we noted future related projects should implement more secure file transfer mechanisms, include the latest SQL server versions (SQL Server 2014 & SQL Server 2016) in their projects, include additional options for accessing the SQL Server database, and include the option to check implementation for disaster recovery scenarios.

# Team Relationships

Teamwork is an imperative factor in the success of a project. Consequently, evolving an operative project squad is the most primary accountability that a project manager can be tasked with.

**Project Vision and Objectives** – These evidently express and interconnect the vision of the project and purposes of all the participating project members. Primarily, this organization is important for complete harmonization of project team by ensuring that everyone is tending towards the same course.

**Roles and Responsibilities** – As the project manager, ensure all project members appreciate each and every one of their roles. This is important for setting expectations among all of the project stakeholders.

**Encouraged Collaboration** - A project manager should simulate an environment where problem-solving coupled with decision-making are carried out in a concerted and volunteer manner. This is essential for sanctioning the team and cheering on active participation in the project.

**Trust Building** – Fashion an environment of conviction by displaying the behavior you yearn for in your team. This is through open communication, supportive of win-win approaches, as well as showing respect to other project players. This is also an important move in an attempt to prove to the team that you can trust them and the element of inspiring mutual trust amid each other.

The collective outcome of invoking the above four measures is called effective teamwork and is also an ornamental concept harboring team building. This forms foundation for evolving a high-performance team and realization of project success altogether.

## Performance of other team members

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. In the close out report, I had analyzed the reasons for the relevant. In my mind, the level of the project manager is not higher than the project members, so I am not particularly willing to urge them to work often. In my opinion, we are a team and everyone is an adult. We should know our work and how to arrange our work. Tasks of everyone have been arranged in the project plan, and the project plan has also been identified by various project members. That each project member should be reasonable to arrange their own working hours.

* Hardik

Hardik is a good database specialist. He has many years of work experience in the database area. He led the development of the entire project. He drafted a professional design document. He also gave a lot of unique design and ideas in demand analysis and system design. These designs and ideas became the highlight of the project. In order to be able to better achieve the project, Hardik often discussed his ideas and consulted the project advisor with our project advisor during the Advisor Meeting.

Throughout the course of the project, I had more communication with Hardik. We often worked together to discuss the current process of the project and the problems encountered. I was very grateful for his help on the leadership team when the project was delayed. He took a part of responsibility which the original is mine, especially in the urging work. According to my observation, Hardik would especially urge Kwinno to work, I think Kwinno has some dissatisfaction on Hardik. In fact, Hardik also monitored my job. He often reviewed the documents that were written by me. I can understand what Hardik was doing. He just wanted to do it well.

* Kwinno

Kwinno is a good web developer. He has a lot of good ideas about website design. He considered how to make users to more easily use to use the website. In the end, he has developed a great website for the project.

At the start of the project, the development methodology (Spiral Methodology) which we selected was not approved by Project Coordinator. He believed that this development method was not suitable for our project, and suggested that we should replace the development methodology. So we had to choose a new development methodology. Because the replacement of development methodology leads us to spend a lot of time to do research. Ultimately, we decided to use DSDM Atern. Kwinno spent a lot of time on studying, he read a lot of information and a full understanding of this kind of development methodology. He explained the system DSDM Atern to us, this can be a good help to other project members to better understand and use DSDM Atern in the project development process.

But sometimes Kwinno put off his jobs and did not complete his job on time. Of course, as far as I know, this is not all because of his lazy, unwilling to work. Everyone has a lazy time, even if the occasional such a situation is normal. After all, with the robot is not the same, always in some cases or bad state. I know most of the time he is really experiencing problems, and he spent a lot of time to solve the problem. The most prominent are the upload site problems.

* Patrick

I have less communication with Patrick. But I know that Patrick is a very good and professional developer, he is a quietly working person. He will not complain too much, will quietly complete his work. Whenever he encounters a difficult problem when in the development process, he will find a lot of information and try to solve the current problems encountered. Of course, he will discuss these issues with Hardik and Kwinno. Since I am not a technical person, I cannot participate in discussions on technical issues. But I often have my own view of the design and application of the discussion.

# Lessons learned from the project

## Methodology

As stated in the project documentation, the methodology was at the initial stages changed from a Spiral type into DSDM Atern type. This was based on the suggestion forwarded by the project coordinator. Lots of was carried out before settling on DSDM. Tasks were clearly understood and in each phase, there was a creation of the Gantt chart which was to meet the parameters of the DSDM system. There were planned recordings, fully detailed and with all the particulars in form of documents. All in all, numerous conjectures of the entire project passed on different signals and outcomes and were stepping stones to adding into the existential knowledge regarding the project and it management cues. As a project manager, a lot was picked up from the various sloughs encountered along the way, as each of those had a different angle and hence a different approach at solving it. In short, each phase presented a unique barrier and hence a chance to introduce a unique way of taking care of the problem.

## Management

Project management means the project manager is involved with all the work, resources and other management. I have a superficial understanding of project management and a good understanding of IT projects which should be targeted at system management methods. It is through the temporary specialized flexible organization that the program is highly efficient which can organize, direct and control in order to realize the dynamics of the whole process of the project with the overall coordination and optimization of the project objectives.

The team is the key to success in project management. A good project team should have a common recognition of clear objectives, a reasonable division of labor and good communication, the team members mutual trust enabling active participation in the project.

The project manager is a role of project management being responsible for realizing the project goal. The project manager is the life and soul of the team, not necessarily the strongest ability in the team, however it has the most responsibility. The project manager should have strong willpower, cohesive force and compressive ability which should not be affected by others.

Communication is an indispensable tool for the project. In order to do the work of each stage of the project to achieve the desired results, it is necessary to establish effective communication channels. The information must be communicated quickly and accurately to the project members. This will give team members a clear understanding of their responsibilities and how their work contributes to the project's objectives.

# Applying past knowledge

A project is a true scheme if it has a project schedule. The schedule plays a key role in any project completion. In addition, resources from the concerned organization as well as time schedules are key in any project accomplishment. The Project schedule carry all the entire work related to the project completion and the delivery at the scheduled time. Without a well-planned project schedule, the project team might be faced with unanticipated setbacks mismanagement of available resources which may delay project completion. In our case, the achievements highlighted in the Gantt chart provided are; engineering supplies, project set up, first and second installation stage and project's comprehensive design.

# Conslusions

In summary, I received some positive information in the process of completing this project. Although the project team had a lot of issues in the development process, this project was successful. In the project, we followed the DSDM development methodology chosen for the project to develop the project plan and carry out activities. Ultimately the deliverables were completed on the requirement document. As a project manager, I learned how to plan a project, how to monitor and control its process as well as managing a team. Although there were some problems in the management process, it was very good experience for the future so I can carry out similar work.

# Recommendations

I would like to recommend the following things.

* Projects should be demand driven.

The project should have a special needs analyst. Through the research and analysis on demand we can obtain and confirm the needs of users. This confirmation includes the objectives, scope and functions of the project.

* Focus on UI prototype design.

The prototype design of the system should complement the requirement analysis. In this project we didn't create prototypes from the beginning. As a result this will present a significant barrier to the delivery of iterative versions.

* Change Management

Changes include demand and personnel ones. If the change is not effectively controlled it will seriously affect the progress of the project.

* Risk Management

There are a number of risks that might arise during the beginning of the project. However we must consider risk management, especially in the development and creation of project plans for the team.

* Member Management

A collapsed project team is unable to guarantee the success of a project. The project manager should always pay attention to the status of members when doing the management. Therefore the project manager should always communicate with project members working in a team and deal with the contradictions and friction work.

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