# Logbook: November 19th, 2022

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 19/11/2022 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  I was able to complete the Technical Report’s introduction and fulfil all tasks that were required.  As of right now, the project is still on schedule, and hopefully I can finish it before the deadline.  No changes were made to my project management plan in the past week. |
| **Any risks and/or issues identified?**  **Points to consider:**  One of the issues that I faced was the lack of my innovative ideas, as I consider myself a person that can improve on an already existing idea rather than coming up with a completely new idea. |
| **Problems encountered**  **Points to consider:**  Finding a project idea that is a strong, valuable, and applicable that fits the topic and theme, as well as locating a company that can assist us in gathering primary data, were probably the two biggest challenges we faced this week. I overcame these challenges by talking to several experts in the field and getting their insights, as well as by reaching out to numerous firms in an effort to discover one that meets our requirements. |
| **New ideas and change of project direction**  The primary improvement was that after electronic gadgets are repaired, their parts are no longer thrown away as e-waste but are instead recycled so that they can be used without harming the environment. |
| **What have I learnt about myself this week?**  **Points to consider:**  At first, I felt a bit overwhelmed when I started working on the project, but soon after, everything started going smoothly. Researching more and more about topic and theme was very useful as it will help me next week with the research and organizational studies. I also think I did a great job overall, and I made a significant contribution to the project by greatly improving the original idea. Next week, I hope that I won’t procrastinate as much, and I will be able to finish the task well before it’s due date. All points mentioned above can support me in improving both my technical and project management skills in the future. |
| **Tasks planned for next week**  **Points to consider:**  My priority for next week is to finish the research and organizational study, which have hopefully more than enough time for completion. |
| **Project plan status to date (on, ahead, behind):** On |
| **Supervisor comments to address** |
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# Logbook: November 22nd, 2022

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 22/11/2022 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  This week, I have completed the survey, contacted with the organization, and completed most of the research study. I have fulfilled most of the task requirements and I’m still on track within the deadlines. I didn’t need to make any changes to my project management plan this week. |
| **Any risks and/or issues identified?**  **Points to consider:**  I didn’t identify any new risks/issues this week. |
| **Problems encountered**  **Points to consider:**  A few of the hardest challenges that I had to face this week, was to find the suitable questions for the survey, and to find resources to collect secondary data. I overcame these obstacles by doing extensive research on the topic until I found the wanted result. |
| **New ideas and change of project direction**  No new changes were made to the idea and the direction of the project. |
| **What have I learnt about myself this week?**  **Points to consider:**  I felt very accomplished while completing all of the tasks but also a bit stressed due to the deadline approaching. I found it very useful to complete the survey as it was a new experience for me to prepare a survey that is used for research purposes. I believe that I have performed overall better than last week as I am becoming more knowledgeable on the topic and theme each day. This learning will help me complete research studies more easily in the future as I will already have a background on how to collect primary and secondary data. |
| **Tasks planned for next week**  **Points to consider:**  My priority for next week will be to analyze the primary data that will be collected from the survey to complete the research study, and to start with the organization study. Sufficient time has been set to complete next week’s tasks. |
| **Project plan status to date (on, ahead, behind):** On |
| **Supervisor comments to address** |
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# Logbook: November 28th, 2022

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 28/11/2022 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  This week I successfully completed the remainder of the research study by analyzing the primary data that was collected through the online survey, analyzing the secondary data, and coming to conclusions, along with the organizational study. All task requirements were fulfilled this week. Thankfully I am still within the deadline. A slight needed adjustment was made to the project management plan by the instructor, which included delaying the submission of the organizational study by 48 hours. |
| **Any risks and/or issues identified?**  **Points to consider:**  The only risk that I identified this week was the fact that I lack the skill of rapid research as it takes me a very long to research a topic no matter how small. |
| **Problems encountered**  **Points to consider:**  The short time frame that we had to complete the research or organizational study were one of the hardest barriers that I faced this week. We overcame this by having the deadline extended by the instructor. |
| **New ideas and change of project direction**  To utilize tools like Aparavi's intelligent data management platform, which enables businesses to scan and classify all their enterprise's data to locate, relocate, or delete both Dark and ROT Data from the firm |
| **What have I learnt about myself this week?**  **Points to consider:**  I felt a sense of accomplishment watching the tasks getting smaller and smaller each day. I found extremely useful to complete the tasks, because as I do more research, I find more useful information to add to the project, such as the point mentioned above. I have preformed extremely well, as I invested all the free time that I had this week in completing the technical report. Hopefully, I will find more ideas to improve on the project idea for next week. This learning will help me in producing technical reports in the future more easily as I will have hands-on experience doing so. |
| **Tasks planned for next week**  **Points to consider:**  My priority for the next week will be to complete the proposal of the project and to gather the technical report together. I will have more than enough time to complete the remaining tasks before the deadline. |
| **Project plan status to date (on, ahead, behind):** On |
| **Supervisor comments to address** |
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# Logbook: November 29th, 2022

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 29/11/2022 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  I have completed the proposal of the technical report, thus completing the entire technical report, therefore I have fulfilled all of the required tasks. I am within the deadline, as I have completed all the tasks that are required 24 hours prior to their due date. No changes were made to the project management plan this week. |
| **Any risks and/or issues identified?**  **Points to consider:**  The issue that I faced this week was that I have never completed a proposal for a project before, so it was difficult at first, but eventually I caught up with it. |
| **Problems encountered**  **Points to consider:**  One of the barriers that I faced was coming up with the project’s overview which shows the project’s summary, objectives, business justification, technology, risks, scope, timeline, and milestones. I overcame this barrier by searching for other project proposals and seeing how it is done. |
| **New ideas and change of project direction**  No changes were made this week |
| **What have I learnt about myself this week?**  **Points to consider:**  I felt very excited while completing this task because by completing this task I was able to fully complete my first ever technical report for a project. I found it very useful to complete this task as it helped me merge the findings that came from the research study along with the organizational study to come up with a proposal. I have performed well this week as I have completed the proposal of the project. What I can improve on for next week is to not get overwhelmed, because I am already familiar of all the aspects that are included in the technical report. This learning will help me compose professional proposals in the future. |
| **Tasks planned for next week**  **Points to consider:**  The priority for next week, is to modify the technical report based on the formative feedback that will be provided by the instructor. 3 days have been set aside for this task. |
| **Project plan status to date (on, ahead, behind):** Ahead |
| **Supervisor comments to address** |
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# Logbook: December 17th, 2022

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 17/12/2022 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  During this week, I finished the WBS (Work Breakdown Structure) and identified the functional and non-functional requirements of the project, which helped me fulfill all task requirements and stay on schedule with the deadlines. No changes were made to the project management plan this week. |
| **Any risks and/or issues identified?**  **Points to consider:**  The only risk I was able to pinpoint this week was my inability to use brainstorming techniques to break down the activities into smaller and smaller chunks so that I could develop the WBS and identify the functional and non-functional components of the project. |
| **Problems encountered**  **Points to consider:**  One of the barriers that I faced this week is that I am knowledgeable enough about scope management and its phases, therefore, I spend a considerable amount of time researching scope management, WBS, and functional and non-functional aspects of a project. |
| **New ideas and change of project direction**  No changes were made this week to the project's direction. |
| **What have I learnt about myself this week?**  **Points to consider:**  While finishing all of the tasks, I felt a sense of fulfillment as it was my first time creating a WBS and my first time determining the functional and non-functional aspects of a project, and I found it to be quite useful to complete them. I think I performed overall very well doing this task, and hopefully learning these skills will help me in the future while working on other projects. Next week, I hope to improve my brainstorming skills. |
| **Tasks planned for next week**  **Points to consider:**  My priority for next week is to prepare the project's Gantt Chart and I have set aside more than sufficient time for its completion. |
| **Project plan status to date (on, ahead, behind):** On |
| **Supervisor comments to address** |
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# Logbook: January 1st, 2023

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 1/1/2023 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  This week I have successfully completed the project's Gantt Chart and the project's Critical Path Analysis, thus fulfilled all task requirements, and stayed on track with all the deadlines. No changes were made to the project management plan this week. Any risks and/or issues identified? |
| **Any risks and/or issues identified?**  **Points to consider:**  I wasn't able to identify any risks/issues this week due to my previous experience of preparing Gantt Charts and Critical Path Analysis. |
| **Problems encountered**  **Points to consider:**  I did not face any barriers this week due to my previous experience of preparing Gantt Charts and Critical Path Analysis. |
| **New ideas and change of project direction**  No changes were made to the project's direction this week. |
| **What have I learnt about myself this week?**  **Points to consider:**  It felt really comforting completing these tasks due to the fact that by handing each small task, I will have completed the whole project with a lot of time to spare. I found it very useful to compete the Gantt Chart and the Critical Path Analysis as it will aid me to track my progress during this project. I think that I have performed very well as I already have an experience preparing Gantt Charts due to the Professional Practice course, thus I have applied my previous learning during this project. Tasks planned for next week |
| **Tasks planned for next week**  **Points to consider:**  My priority for the next week is to complete the cost and risk management plans next week and I have set more that enough time for both of these task. |
| **Project plan status to date (on, ahead, behind):** On |
| **Supervisor comments to address** |
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# Logbook: January 4th, 2023

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 4/1/2023 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  During this week, I have been working on creating the change management plan for the project, and I have successfully completed it. The change management plan helps me to identify how the project will affect stakeholders and how to prepare them for the changes, which helped me to fulfill all task requirements and stay on schedule with the deadlines. No changes were made to the project management plan this week. |
| **Any risks and/or issues identified?**  **Points to consider:**  The main risk that I have identified this week is stakeholders resistance to change, and that they may have concerns or questions about the project. However, I have addressed this risk by including a detailed plan on how to communicate the change to all relevant stakeholders, including regular updates on the project's progress and providing training and resources to help them understand and prepare for the change. |
| **Problems encountered**  **Points to consider:**  I did not face any major problems or barriers this week when creating the change management plan. However, it took me some time to identify all the possible stakeholders, and how the change will affect them. |
| **New ideas and change of project direction**  No changes were made to the project's direction this week. |
| **What have I learnt about myself this week?**  **Points to consider:**  I felt a sense of satisfaction when I completed the change management plan, as it gave me a clear understanding of how to communicate the change to all relevant stakeholders and how to prepare them for the change. I found it to be a very useful tool for managing the project, and I am confident that it will help me to ensure that the project is completed on time, by addressing any potential resistance or concerns that stakeholders may have. I think I performed well this week, and I will continue to apply this learning in future projects. |
| **Tasks planned for next week**  **Points to consider:**  My priority for next week is to prepare the project's cost management plan (budget). I have set aside sufficient time for these tasks. |
| **Project plan status to date (on, ahead, behind):** On |
| **Supervisor comments to address** |
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# Logbook: January 7th, 2023

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 7/1/2023 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  This week I have successfully completed the cost management plan for the project, which includes the Work Breakdown Structure (WBS) and the cost estimate for each item. I have fulfilled all task requirements and stayed on track with all the deadlines. No changes were made to the project management plan this week. |
| **Any risks and/or issues identified?**  **Points to consider:**  I identified a risk that the cost estimates for hardware and software may not be accurate, as costs may change unexpectedly. To mitigate this risk, I have included a contingency budget of 3000 JOD in the cost management plan, which will be used to cover any unexpected costs. |
| **Problems encountered**  **Points to consider:**  I did not face any major problems or barriers this week when preparing the cost management plan. However, it took me some time to research and gather accurate information on the cost of hardware and software. |
| **New ideas and change of project direction**  No changes were made to the project's direction this week. |
| **What have I learnt about myself this week?**  **Points to consider:**  Preparing the cost management plan was a challenging task, as it required me to be detail-oriented and to research the cost of hardware and software. However, I found it to be a useful tool for managing the project's budget, and I am confident that it will help me to ensure that the project is completed within the budget. I think I performed well this week, and I will continue to apply this learning in future projects. |
| **Tasks planned for next week**  **Points to consider:**  My priority for next week is to finalize the project plan by preparing the risk management plan and determine the software development methodology that I will be using in the project, and I have set aside sufficient time for this task. |
| **Project plan status to date (on, ahead, behind):** On |
| **Supervisor comments to address** |
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# Logbook: January 10th, 2023

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| **Name:** Marwan Al Farah |
| **Project Title:** Improving Environmental Sustainability by Reducing ROT and Dark Data |
| **Date:** 10/1/2023 |
| **Update on weekly research/tasks achieved**  **Points to consider:**  This week I have successfully completed the risk management plan and the software development methodology for the project. I have identified 9 types of risk and provided and I have also chosen a software development methodology. I have fulfilled all task requirements and stayed on track with all the deadlines. No changes were made to the project management plan this week. |
| **Any risks and/or issues identified?**  **Points to consider:**  I identified several risks as part of the risk management plan, including technical risks, organizational risks, financial risks, and environmental risk. I have provided a mitigation plan for each of these risks to minimize their impact on the project. |
| **Problems encountered**  **Points to consider:**  I did not face any major problems or barriers this week when preparing the risk management plan. However, it took me some time to research and gather accurate information on the risks that are associated with the project. |
| **New ideas and change of project direction**  No changes were made to the project's direction this week. |
| **What have I learnt about myself this week?**  **Points to consider:**  Preparing the risk management plan was a challenging task, as it required me to think critically about potential risks that may affect the project. Furthermore, choosing the appropriate software development methodology helped me to plan and organize the development process efficiently. I think I performed well this week, and I will continue to apply this learning in future projects. |
| **Tasks planned for next week**  **Points to consider:**  My priority for next week is to prepare the project management plan. Also, I will begin implementing the chosen software development methodology by defining the requirements and creating the design. I have set aside sufficient time for these tasks. |
| **Project plan status to date (on, ahead, behind):** On |
| **Supervisor comments to address** |
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