# 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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