Interim Individual Report

For the interim stage of the project my role has mostly stayed the same in that I am the primary organiser. I have learnt from last time and have been more rigid with my approach. Tasks have been created by myself and allocated to individuals, firstly based on their preference and where there were no volunteers tasks were allocated to who I felt could perform them best. I have kept track of everybody’s progress through a task list I created, checking work on our shared google docs and talking to my group members via social media.

For this stage of the group project we have taken a much more modular approach, with everyone working on their own sections as individuals and then sharing what they have done. In addition to creating the task list and allocating tasks to others I have undertaken a large portion of the report work myself. This work has mainly consisted of the work plan section of the interim report. I have read through our initial report and made a list of everything we said we would deliver and compared that to what we have actually done and made justifications where differences have occurred. I have also had to read through the criteria for the final report and had to create a plan covering the rest of the project time. This has taken the form of another Gantt chart, we found the Gantt chart to be a valuable tool last time which gave us a realistic idea of timescale for individual tasks and that his continued through this project and will continue through to the final delivery. I have also taken responsibility for merging everyone’s work together and for editing and formatting the report. This has been difficult where not all content has been completed and is difficult to format around it. I have also encountered several issues when copying work between Word on my personal computer and our shared google doc, eventually I resolved this by importing my local version directly to docs and deleting the other versions of the report to avoid any confusion and make sure all group members are working on the same document. In the report itself I have also formatted it in such a way to make an easy and meaningful contents page, read through everyone’s work, checked their resources and have used Harvard referencing for all quotations in the report. I have also added captions to all figures used in the main body of the report and made sure that these figures are referenced in the text. I was then also responsible for gathering everyone’s cover sheets and for the final submission of our group report.

Because of the problems I had last time with some individuals not completing their work on time I have been much more involved with the group via social media, checking regularly on progress and if anyone needs help. However as hard as I try this only works if people respond to me. There has been one group member in particular that has barely been involved in the process for the interim project. They have failed to attend meetings and have not been replying to direct messages on social media, when I finally managed to get a response out of them and allocated them a simple task they failed to complete that task and only when prompted repeatedly finally asked for help.

The rest of the group however have improved their performance greatly over last time, completing tasks ahead of time and coming back to me to ask what else they can do. This has been very helpful to me as we have managed to do a significant amount of work in a very short time and have been able to reallocate the task that the underperforming group member should have been responsible for as was planned for in our risk mitigation.

During this time project phase I have helped to re enforce my findings from the initial project, my ideas I set forth last time with tighter control and allocating tasks with tighter deadlines has paid off for the most part. Going forward towards the final project I will continue to employ the same methods I have now, this will become even more important to the next phase of the project which feature more coding and implementation as well as testing our application which we need to allow plenty of time for. I will try to be inclusive of all group members for the next phase but if certain individuals act the same way during the next phase then I will be much less tolerant and re allocate their tasks to be completely sure that they will be completed on schedule.

One of the major issues we faced last time was that of bottlenecking, for the interim report and while planning for the final project and report this has been a major consideration. By working in a modular approach I have minimised the amount of bottleneck tasks and those that are unavoidable are handled by the same person, i.e. someone who has a task that leads to another will undertake the second task as well, in this manner they are only ever waiting for themselves and will be more motivated to work. One of the unavoidable bottlenecks is the final implementation where our modular work is put together to create a cohesive whole. To begin with we are endeavouring to create a solid framework for our application and all other tasks will have staggered end points depending on their complexity, as soon as one module is finished two group members will be available to begin implementation, one member will then become free to start another task while another task will be completed and again two group members will be available to implement the next module. In this manner the application will be developed and tested at each stage and will be ready as soon as the last task is finished, giving us more time for our final testing and to produce the final report and project demonstration.