

Individual Work Log

PROJECT NAME:	SmartHealth: Personalized Health Assistant		
STUDENT NAME:	Nguyen Thi Thanh Minh		
STUDENT ID:	104169617	WEEK 2:	Jan 6 th , 2025 – Jan 12 th , 2025

TASKS	STATUS	TIME SPENT	ACTION ITEM/NOTE
Workshop on project inception and planning	Completed	2 hours	<i>Reviewed project initiation concepts like charter, business case, and project plan.</i>
Conducted a SWOT analysis for a project scenario	Completed	1.5 hours	<i>Worked on the example of a family-run business using LLMs for website development.</i>
Team meeting to finalize team plan and research	Completed	1.5 hours	<i>Finalized team plan, delegated research tasks, and discussed documentation timeline.</i>
Developed the project charter for SmartHealth	Completed	2 hours	<i>Defined project purpose, goals, scope, stakeholders, and how the project meets needs.</i>
Created an initial project plan draft	Completed	2 hours	<i>Included resource allocation, schedule, and risk mitigation strategy.</i>
Independent research on project inception methods	Completed	1.5 hours	<i>Focused on feasibility analysis and risk assessment for health-related projects.</i>
TOTAL WEEKLY TIME SPENT	10.5 hours		

TASKS PLANNED FOR NEXT WEEK	EXPECTED COMPLETION
Meet the client to finalize project requirements	Week 3
Conduct research on AI tools for personalized health	Week 3
Revise project plan with feedback from supervisor	Week 3

Summary/Weekly reflection for Week 2:

1. Key Tasks Done / Things Attended

- Participated in a workshop to discuss project initiation and planning.
- Conducted a SWOT analysis for a hypothetical scenario and shared insights.
- Completed the project charter and an initial project plan for SmartHealth.

2. Key Things Learned About Engineering Technology Projects

- The project charter is crucial for defining purpose, goals, and stakeholders.
- A well-drafted project plan saves time and prevents scope creep.
- SWOT analysis and risk mitigation strategies are essential in early phases.

3. Literature Read and Key Things Learned

- Reviewed materials on project charter and project planning from workshop slides.
- Explored real-world case studies on risk assessment and mitigation techniques.

4. Issues/Problems

- Balancing detailed documentation with time constraints was challenging.