

2023-WIN-INF10026-First Year Industry Project

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Introduction

ASV Empowerment is an online community devoted to assisting neurodiverse people on their path to empowerment and self-actualization. The new website offers a warm and user-friendly environment where people may interact, pick up crucial skills, and succeed in a neurotypical world. It provides a secure and encouraging online community with the goal of fostering a sense of belonging, happiness, and personal empowerment for neurodivergent people.

A four-person team under my leadership was charged with creating a new website for ASV Empowerment. In charge of directing quality control, documentation, design, testing, and review was our team. During the interview, we also spoke with the client, and we checked the website's development for quality.

Each team member made both a personal and collective contribution to the task's successful conclusion. My precise duties were as follows:

- Overseeing quality assurance
- Documenting the website development process
- Designing the website
- Testing the website
- Reviewing the website
- Communicating with the client
- Performing quality control on the website development

I am proud of the work that our team accomplished. We were able to create a website that is both user-friendly and visually appealing. The website is also packed with valuable resources for neurodivergent individuals. I am confident that the website will be a valuable resource for the ASV Empowerment community.

I'm also appreciative of the chance to work with such a talented and committed group of people. I am proud of what we were able to accomplish as a team after all of us put in a lot of effort to make the website successful.

I hope you enjoy the new ASV Empowerment website!

Project management concepts

The concepts covered in Week 3: Introduction to project management were used in my team:

- Project charter: We created a project charter that outlined the goals of the project, the scope of work, the timeline, and the budget. This helped us to stay on track and to make sure that we were all aligned on the project goals.
- Work breakdown structure: We created a work breakdown structure that broke down the
 project into smaller, more manageable tasks. This helped us to estimate the time and
 resources needed for each task and to track our progress.
- Gantt chart: We created a Gantt chart to visualize the project timeline and to track our progress. This helped us to identify potential roadblocks and to make adjustments as needed.
- Communication plan: We created a communication plan that outlined how we would communicate with each other and with stakeholders. This helped us to keep everyone informed of the project progress and to address any concerns that arose.

Overall, the concepts covered in Week 3: Introduction to project management were very helpful in managing our project. They helped us to stay on track, to make sure that we were all aligned on the project goals, and to communicate effectively with each other and with stakeholders.

Here are some things that did not work as well:

- The project charter was not updated as the project evolved. This led to some confusion about the project goals and scope.
- The work breakdown structure was not granular enough. This made it difficult to estimate the time and resources needed for each task.

Overall, we learned a lot from our experience managing this project. We are confident that we will be able to apply the lessons learned to future projects and to improve our project management skills.

Documentation of your journey through the teaching period

Week 1 to 3:

During this period, the team focused on forming and getting acquainted with each other's strengths to assign individual roles accordingly. We also had our initial client meeting to discuss the project requirements and find suitable solutions. Drawing a draft wireframe of the solution helped us visualize the project's layout. Personally, I spent time understanding the client's requirements and conducting research on potential solutions. To enhance my skills for the project, I began learning WordPress from LinkedIn Learning and created a project timeline to stay organized.

We encountered some challenges during this phase, both technical and interpersonal. The client's demands were not entirely clear, leading us to compile a list of questions to clarify in the next meeting. The team had differing opinions on the wireframe, which was resolved through a subsequent team meeting. Additionally, I found WordPress challenging initially, but watching more instructional videos helped me grasp the concepts better. To finalize our project timeline, we needed to brainstorm more thoroughly.

** Week 4-6: **

During this period, the team worked on writing the project proposal, which involved dividing the work and creating a clear Gantt chart for better project management. Personally, I contributed to the project proposal and made a team Gantt Chart according to our agreed timeline. I also started working on the homepage development.

Technical and interpersonal challenges persisted during this phase. We faced difficulty obtaining clear answers from the client due to her unpreparedness during the meeting. Creating the Gantt Chart proved time-consuming, but we resolved it by using Jira software, which simplified the process. To tackle issues in understanding how to write the project proposal, the team held a group discussion to collaborate and help each other better.

Week 7-9:

The team made significant progress by completing the primary prototype and incorporating feedback from the client. I finished writing the project proposal and further developed the About page based on the client's feedback.

Uncertainty regarding the client's exact demands remained an issue. To address this, we adopted an agile approach, allowing us to take client feedback and make minor adjustments accordingly. We also identified the primary client demands early to minimize drastic changes. The workload was heavy to complete the prototype on time, but the team managed by utilizing weekends and holidays effectively.

Week 10-12:

During this final phase, the team discussed advanced plugins to enhance our website and divided roles for the final presentation. We worked on creating the presentation slides and delivered the final presentation as a group.

Technical challenges arose while implementing some advanced plugins, but we overcame them by exploring additional learning resources. On the presentation day, we spent a considerable amount of time discussing slides, leaving less time to demonstrate the actual solution. To prevent this in the future, I learned the importance of having a practice presentation beforehand to identify timing and other presentation-related issues.

In conclusion, this reflective journal documents the team's progress throughout the project, highlighting both accomplishments and challenges. Applying Tuckman's Teamwork Theory allowed us to navigate the stages of team development effectively, fostering better communication, collaboration, and problem-solving. By identifying and addressing issues promptly, the team achieved successful outcomes and delivered an impressive project. Personally, this experience enhanced my technical and interpersonal skills, teaching me the importance of adaptability, effective communication, and collaborative problem-solving in team environments.

Team dynamics, composition and process

Effective communication was a crucial team dynamic in our group that improved our performance. We created an avenue for open and honest dialogue so that everyone could voice their opinions and concerns. This led to a better understanding of each team member's strengths and expertise, which, in turn, allowed us to assign tasks more efficiently based on individual capabilities. Additionally, open communication fostered a collaborative environment, where team members actively contributed to discussions, leading to innovative solutions and better decision-making.

The absence of distinct duties and responsibilities, on the other hand, was a factor that did not work out so well. Even though we generally had good communication, there were moments when unclear delegation caused job overlaps and misunderstandings regarding who was in

charge of what parts of the project. This wasted effort and slowed down our advancement in several areas.

We regularly met as a team, both physically and digitally, to discuss progress, provide updates, and handle any issues in order to manage good communication. In order to ensure that everyone's viewpoints were taken into consideration, we also promoted active listening and offered constructive criticism. For addressing the issue of unclear roles and responsibilities, we later revisited our project plan and clearly defined individual responsibilities and tasks, ensuring that each team member knew their specific roles.

The key learning outcome from this experience was the realization that effective communication and clearly defined roles are crucial for successful team dynamics. When team members feel heard and valued, it fosters a positive and productive atmosphere. On the other hand, ambiguities in roles can lead to inefficiencies and hinder progress. By addressing these dynamics and learning from our experiences, we improved our team's overall performance and achieved better results. This aligns with the theoretical framework of "Tuckman's Teamwork Theory," where the importance of communication and role clarity are emphasized for optimal team performance.

Detailed learning Analysis

Event Description:

During one of our team meetings, we were discussing the project timeline and milestones to ensure we stay on track with our progress. While we had initially agreed upon a tentative timeline, there was some miscommunication regarding the deadlines for specific deliverables. Some team members interpreted the timeline differently, leading to conflicting expectations about when certain tasks needed to be completed. This miscommunication became evident when we started missing some milestones, causing frustration and confusion within the team.

The situation highlighted the importance of effective communication in ensuring everyone is on the same page and has a clear understanding of project timelines and expectations. It also underscored the need for us to address this issue promptly to prevent further delays and improve our overall team performance.

Theoretical Framework

Tuckman's Teamwork Theory was used as the academic theory for this investigation. According to this hypothesis, there are four stages of team growth. Tuckman's Teamwork Theory's four stages offer important insights into the conduct and growth of teams. The stages are Forming, Storming, Norming, and Performing. (1965 Tuckman). Applying Tuckman's Teamwork Theory involves understanding and managing the different stages of team development to foster effective collaboration and achieve better outcomes. Here's how we can apply the theory in practice:

1. Forming:

During the forming stage, it is essential to provide a clear and well-defined purpose for the team. Establishing the project goals, objectives, and roles of each team member will create a strong foundation for the team to build upon. Team members should take the time to get to know one another, share their skills and expertise, and build rapport.

2. Storming:

As the team progresses into the storming stage, conflicts and disagreements are likely to arise. It is crucial to acknowledge these challenges openly and constructively. Encourage open communication and active listening, allowing team members to express their opinions and concerns. Facilitate discussions to address conflicts, clarify misunderstandings, and find common ground.

3. Norming:

In the norming stage, the team begins to establish norms and guidelines for communication and decision-making. Encourage collaboration and cooperation among team members. Create a culture of respect and trust, where everyone's contributions are valued. Establishing clear

communication channels and protocols will help streamline information flow and minimize misunderstandings.

4. Performing:

In the performing stage, the team is now functioning effectively, and members are working cohesively towards achieving the project's objectives. Encourage a focus on the task at hand, and celebrate achievements and milestones together. Keep the team motivated by recognizing their efforts and providing opportunities for professional growth.

Teams can more successfully move through the many stages of development by utilising Tuckman's Teamwork Theory and including these further suggestions. This proactive approach to team dynamics aids in creating a happy and productive environment, improving team performance overall and encouraging improved collaboration.

Why I Chose This Theory

I chose Tuckman's Teamwork Theory because it provides a clear and concise framework for understanding the different stages of team development. This theory has been well-researched and is widely accepted by academics and practitioners. I believe that this theory can help me to understand the miscommunication that occurred in my team meeting and to develop strategies for improving team communication and collaboration in the future.

Tuckman's theory particularly appealed to me since it categorises team development into four distinct phases: forming, storming, norming, and performing. This framework made it easier for me to comprehend that the misunderstanding in my team meeting was a normal occurrence during the storming period. Team members may not feel comfortable giving their opinions or disagreeing with others at this point because they are still getting to know one another. Conflict and misunderstandings may result from this.

I believe that understanding the storming stage is essential for improving team communication and collaboration. By understanding the challenges that teams face during this stage, leaders can help their teams to navigate these challenges successfully and achieve their goals.

In addition to the storming stage, Tuckman's theory also identifies the forming, norming, and performing stages of team development. These stages provide a comprehensive overview of the different phases that teams go through as they mature. This understanding can be helpful for leaders who are looking to improve team performance.

Overall, I believe that Tuckman's Teamwork Theory is a valuable tool for understanding team development and for developing strategies for improving team performance. I am confident that this theory will be helpful to me as I continue to learn and grow as a leader.

How the Theory Gave Me Deeper Insights

Tuckman's Teamwork Theory has provided me with a deeper understanding of team development and dynamics, allowing me to better navigate challenges and promote effective collaboration within my team. The miscommunication incident during my team meeting served as a valuable learning opportunity, as it aligned with the storming stage of team development identified by Tuckman. Understanding this phase helped me realise that disagreements and misunderstandings are common during this time, when team members are still getting to know one another and defining their roles.

By realizing that the team was in the storming stage, I was able to approach the situation with patience and empathy. Instead of reacting negatively to the miscommunication, I encouraged open communication and allowed team members to share their perspectives without fear of judgment. This created a safe space for team members to express their ideas and concerns, leading to a constructive discussion and resolution of the issue.

Tuckman's theory also shed light on the significance of the norming stage in team development. During this stage, team members establish norms and guidelines for communication and decision-making, leading to increased cooperation and trust. Understanding this stage has made me more mindful of fostering an environment of respect and trust within the team. By recognizing and valuing each team member's contributions, I can strengthen team cohesion and create a supportive culture that encourages open collaboration.

Moreover, recognizing the performing stage as the ultimate goal of team development has motivated me to continually strive for higher levels of team effectiveness. In the performing stage, teams function cohesively and efficiently, achieving their objectives with high-quality outcomes. As a leader, I now emphasize the importance of celebrating achievements, recognizing individual efforts, and motivating team members to sustain their commitment. By fostering a sense of pride and ownership in the team's accomplishments, I can encourage continued dedication to achieving our shared goals.

Beyond the specific incident, Tuckman's Teamwork Theory has provided me with a comprehensive framework to understand the entire team development process. It has made me more aware of the challenges and opportunities that arise in each stage, allowing me to proactively address potential issues and capitalize on team strengths. I now recognize the storming stage as a necessary phase for team growth, where conflicts and disagreements can lead to valuable learning experiences and stronger team relationships.

Additionally, the insights from Tuckman's theory have influenced my leadership approach. I am more conscious of facilitating open communication and encouraging diverse perspectives within the team. By actively listening to team members and valuing their input, I create an inclusive environment that fosters creativity and innovation.

In conclusion, Tuckman's Teamwork Theory has helped me gain a better knowledge of team dynamics and development. The theory's awareness of the forming, storming, norming, and performing stages has made it easier for me to overcome obstacles, encourage productive teamwork, and advance a positive team culture. By applying Tuckman's insights, I have become a more effective leader, better equipped to support my team's growth and success. The Smart Contract Vulnerability Detection Platform can benefit from this understanding by facilitating

effective teamwork among its developers and stakeholders. A strong team dynamic, guided by Tuckman's principles, can lead to improved communication, enhanced collaboration, and more secure and reliable smart contract analysis, ultimately contributing to the success of the platform and its mission.

How the Key Learnings Will Influence My Future

The key learnings from this analysis will influence my future team interactions and leadership style in the following ways:

- I will be more mindful of the different stages of team development and how they can impact communication and collaboration. This will help me to be more understanding of team members' behaviour and to facilitate effective communication.
- I will be more proactive in facilitating open communication and resolving conflict. This will help me to create a more positive and productive team environment.
- I will be more patient and understanding of the challenges that teams face as they mature. This will help me to be more supportive of team members and to help them to reach their full potential.

I believe that these learnings will help me to create more effective teams and achieve better results. I am excited to apply these learnings in my future team interactions and leadership style.

For example, when I am forming a new team, I will be more intentional about creating a positive and welcoming environment. I will also be more mindful of the different roles that team members can play and how these roles can complement each other. This will help me to create a team that is more likely to be successful.

When I am working with a team that is in the storming stage, I will be more patient and understanding. I will also be more proactive in facilitating open communication and resolving conflict. This will help me to help the team to move past the storming stage and to become more productive.

I am confident that these learnings will help me to be a more effective leader and to create more effective teams.

Conclusion

Our participation in the ASV Empowerment programme brought attention to the significance of strong team chemistry and communication. Our team was able to successfully navigate through the hurdles by using Tuckman's teamwork theory. This method has taught us the value of empathy, communication, and cultural diversity while also giving us vital insights into the mechanics of team development. The lessons we've learnt will direct our future team interactions and leadership style, fostering a climate that respects variety, encourages reciprocal responsibility, and appreciates individual needs.

Here are the key points of my analysis:

- Effective team relationships and communication were highlighted by the ASV
 Empowerment initiative.
- Tuckman's teamwork theory helped our team to navigate through the challenges successfully.
- We learned the value of empathy, communication, and cultural diversity via the process.
- The knowledge gained will direct our team interactions and leadership approach going forwards.

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