

SWE30010 Managing IT Projects
Self and Peer Review Assessment Form [Sprint #1]



Date: 26/03/2024

Your Team: 2 Your Name: Phung Xuan Tung

Use the instructions (see below) to fill in scores for each category A to J.

Team Members (Name)	A	B	C	D	E	F	G	H	I	J	Total
Self	4	5	5	4	4	4	5	5	5	5	46
Nguyen Thanh Dat	5	4	5	5	4	5	5	4	4	5	46
Pham Duc Linh	5	5	5	5	4	4	5	5	5	4	47
Tran Tuan Nam	5	4	4	5	5	5	4	4	4	5	45
Pham Anh Vu	4	5	4	5	4	4	5	5	4	5	45

Your Reasoning / Justification

Name, student number	Comments (complete sentences required)
Self	I believe my grade should fall in the middle of the team. Throughout the project, I consistently contributed a substantial amount of work. I actively participated in brainstorming sessions, conducted research, and completed assigned tasks promptly. My commitment to maintaining a steady workflow ensured that our project progressed smoothly. Whether it was writing code, designing user interfaces, or creating content, I paid attention to detail and aimed for excellence. My work met or exceeded the project's standards, positively impacting our overall output. I actively engaged in discussions during group meetings, listened attentively to others' ideas, and provided constructive feedback. My ability to articulate complex concepts and collaborate with team members fostered a positive working environment.
Nguyen Thanh Dat	From my perspective as a team member in group project, it's crucial that we consider three key factors. First, Dat consistently contributes a substantial workload, which promotes fairness and team cohesion. Second, Dat actively engages in discussions, listens attentively, and provides constructive feedback. This fosters a collaborative environment where ideas flow freely. Third, Dat's positive attitude and enthusiasm uplift team morale, creating a supportive atmosphere. By maintaining a balance across these factors, we can achieve equitable outcomes and enhance our collective performance.
Pham Duc Linh	I've observed that Linh, our leader, consistently embodies key leadership principles that contribute to their exceptional performance. First, Linh's vision is crystal clear: they've articulated a compelling direction for our project, inspiring us all. Second, their collaboration skills foster a positive team environment, encouraging open communication and mutual support. Third, Linh's results-driven approach ensures that work quantity and quality are consistently high. Their unwavering effort, dependability, and initiative set the tone for the entire team. Linh's positive attitude and enthusiasm uplift us during challenging moments, and their regular group meeting attendance demonstrates commitment.
	Nam has received a high grade, but there are compelling reasons to



Tran Tuan Nam	place it slightly below the team average. While Nam has contributed, others have consistently taken the lead in proposing innovative ideas and driving progress. Nam's work is thorough, but there have been instances where quicker execution would have benefited the team. Finally, connecting play a significant role. Nam's interactions have been professional, but fostering stronger connections within the team could enhance collaboration.
Pham Anh Vu	While Vu has performed exceptionally well, it's crucial to consider the principles of fair grading. Nam consistently attended meetings, actively contributing ideas and collaborating with the team. Second, attitude matters. Nam maintained a positive and respectful demeanor, fostering a productive work environment. Nam consistently demonstrated enthusiasm for the project, putting in extra hours to refine our website's features. Lastly, dependability is key. Nam consistently met deadlines and supported other team members. Given these factors, adjusting Vu's grade to align with Nam's slightly below-average score ensures equitable recognition of individual contributions while maintaining overall fairness within the team.

**Self and Peer Assessment Form**

The main purpose of this form (on Sheet 2) is for all Group members, including yourself, to reflect on its interactions, but it may be also be helpful in resolving disputes over the relative contributions of Group members.

Using the spreadsheet **Self and Peer Assessment Form**

1. List the members of your Project Group
2. Enter a score between 0 and 5, for categories A to J for all members of the group including yourself.
3. You will be asked to take a newly completed form to Group meetings with your supervisor: your supervisor will tell you which meetings.

S. Winger-Haunty (1990). University of Wisconsin-Stout Modified by Pheroza Daruwalla and Ian Knowd, 1994

A. Quantity of Work

- 0 - Did nothing - uninvolved
- 1 - Does enough to get by
- 2 - Occasionally exceeds standards- needs improvement
- 3- Satisfactory. Does more than what is required
- 4 - Very industrious. High Quality. Consistent
- 5. Always exceeds productivity standards. Outstanding

B. Quality of Work

- 0 - Careless. Makes frequent mistakes. Assignment suffers.
- 1 - Mistakes frequent enough to question results.
- 2 - Work is basically correct.
- 3 - Accurate when and where it really counts. Satisfactory.
- 4 - Almost always accurate in all areas of contribution
- 5 - Outstanding. Perfect quality. No mistakes.

C. Communication Skills

- 0 - Blunt, discourteous, does not listen, antagonistic, distant, aloof.
- 1 - Sometimes tactless. Approachable and friendly once known by others.
- 2 - Agreeable and pleasant. Warm, friendly , sociable, listens.
- 3 - Always very polite and willing to help. Very sociable and outgoing. Listens and understands.
- 4 - Courteous and very pleasant. Excellent at establishing good will.
- 5 - Inspiring to others. Artful listener. Really understanding.

D. Initiative

- 0 - Displays no self starting characteristics. Acts without purpose.
- 1 - Puts forth little effort. Requires prodding - sets no speed records.
- 2 - Puts in minimal effort to get task completed.
- 3- Strives hard. Desire to achieve.
- 4 - High desire to achieve. Always puts in a solid days work.
- 5 - Sets high goals. Self starter with high motivation. Constantly goes beyond call of duty.

E. Efficiency

- 0 - Work is invariably late.
 - 1 - Work occasionally completed on schedule.
 - 2 - Work usually complete on schedule. Some contribution to minor problem solving.
 - 3 - Work always complete on schedule.
 - 4 - Work complete. Consistent in defining and resolving major problems.
 - 5 - Work invariably done ahead of schedule. Imaginative.
- Can be counted on to make major contributions.



F. Personal Relations

- 0 - A very disruptive influence
- 1 - Is source of some friction
- 2 - Causes no problems
- 3 - Satisfactory, harmonious
- 4 - Is a positive factor
- 5 - Respected by others. Presence adds to environmental stability

G. Group Meeting Attendance

- 0 - Never attended any meetings. Showed no interest.
- 1 - Occasionally attended. Would commit and then not show.
- 2 - Sometimes uncooperative in planning schedule. Hard to get in touch with.
- 3 - Would attend. Usually late
- 4 - Could be counted on to attend.
- 5 - Never missed a meeting. Always on time

H. Attitude and Enthusiasm

- 0 - Poor disposition, uninvolved, indifferent
- 1 - Unenthusiastic, blase
- 2 - Half hearted
- 3 - Positive demeanour
- 4 - Positive attitude and spirited.
- 5 - Exuberant and eager. Positive influence. Inspiring to others. Team builder.

I. Effort

- 0 - Puts forth no effort. Expects others to carry the load.
- 1 - Puts forth some effort.
- 2 - Displays enough effort to get by.
- 3 - Solid contributions
- 4 - Strives very hard. Energetic.
- 5 - Self starter. Consistently goes beyond call of duty.

J. Dependability

- 0 - Uninvolved. Unreliable
- 1 - Unsteady, but tries somewhat.
- 2 - Occasionally would come through. Inconsistent.
- 3 - Needs some improvement. Suitable.
- 4 - Very trustworthy. Could be counted on to take responsibility.
- 5. Always responsible. Kept the group together and in the right direction. Steady influence