# SWE30010 – Managing IT Projects

*Learning Summary Report*

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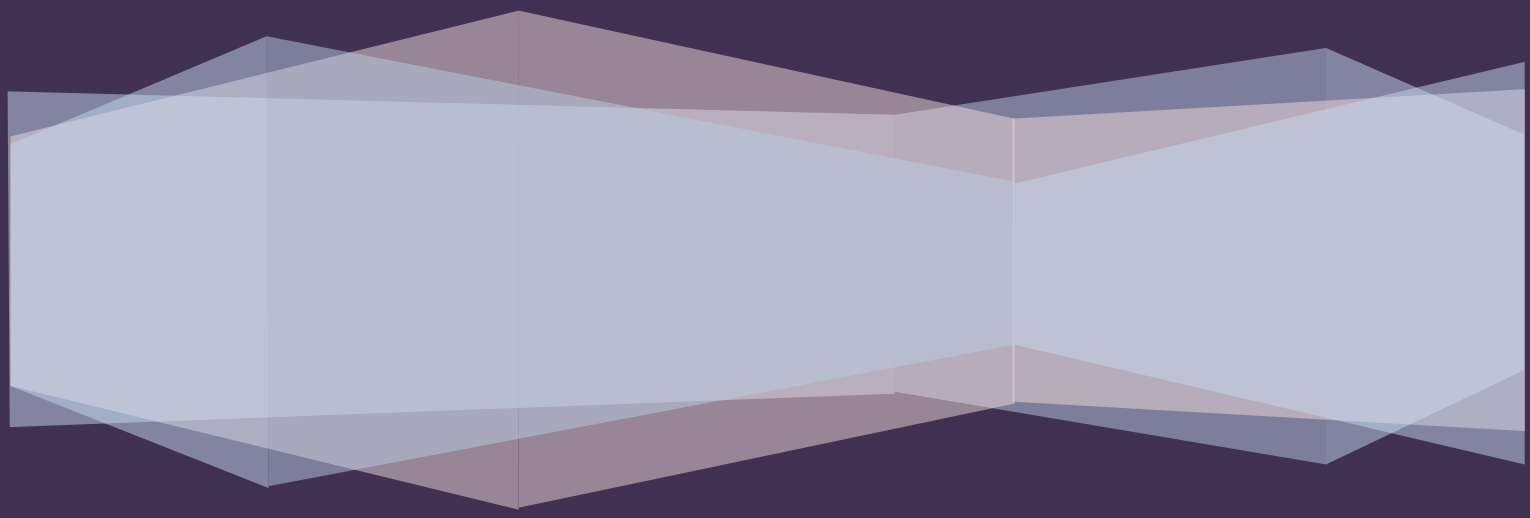
## Portfolio Submission Due

All Grades: Week 14 Tue (6th June 2023), 9:00am

## Portfolio Interview Dates

Distinction / High Distinction: Week 14 Tue – Fri (6th – 9th June 2023), (15 minutes per student)



## Self-Assessment Details

The following checklists provide an overview of my self-assessment for this unit.

| | Pass (D) | Credit (C) | Distinction (B) | High Distinction (A) |
|---|---|---|---|---|
| Self-Assessment (please tick) | | V | | |

*Self-assessment Statement*

| | Included (please tick) |
|---|---|
| Learning Summary Report | V |
| **All** Pass Tasks are Compete on Canvas | V |

*Minimum Pass Checklist*

| | Included (please tick) |
|---|---|
| All Credit Tasks are Complete on Canvas | V |

*Minimum Credit Checklist, in addition to Pass Checklist*

| | Included (please tick) |
|---|---|
| Interview booked | |
| All Distinction Tasks are Complete on Canvas | |
| Other pieces (please specify) | |

*Minimum Distinction Checklist, in addition to Credit Checklist*

| | Included (please tick) |
|---|---|
| Software Project Document [Plan, Design, QA] meet HD criteria and standards | |
| Research Article / Essay meets HD criteria and standards | |
| Other pieces (please specify) | |

*Minimum High Distinction Checklist, in addition to Distinction Checklist*

## Declaration

I declare that this portfolio is my individual work. I have not copied from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part of this submission been written for me by another person.

Signature: 

# Portfolio Overview

This portfolio includes work that demonstrates that I have achieve all Unit Learning Outcomes for SWE30010 Managing IT Projects to a **Credit** level.

[Provide a justification for why you should receive this grade… Write this for the assessment panel – tell them why you should get this grade.

In this section, refer to the tasks you have completed.

For Credit: you need to indicate how you have demonstrated all Unit Learning Outcomes to a good level.

]

## Pass tasks

**All the group pass tasks from task 02 to task 14 is in our group Drive and all are graded well above 80 by our mentor.**

**Individual pass tasks (1, 3, 5, 15) are all marked as "Finished" with the last getting 100/100 points.**

I finished every early individual assignment of 1,3 and 5 on time, then worked with my newly made group that we half-jokingly named Prestige KDA to finish task 2,4,6 all directly after the lecture for the earliest possible submission.

Group task 7 to 14 proceeded without a hitch, even during the busy weeks of doing task 10 and 11 we still submitted way earlier than the deadline due to starting immediately after the mentor's talk and adding contents throughout the weeks.

We made good use of communication means such as Messenger, Google Meet, Trello Board and of course direct group meetings.

## Credit tasks

**I have finished the 6.1C and 6.2C tasks for the Credit qualifications. Task 6.1 got a good 75/100 while task 6.2 is promised by our mentor to re-check and give an adequate score after my resubmission on March 30th, 2024.**

I've diligently completed a comprehensive work breakdown structure (WBS) to an exceptional standard. The WBS outlines a series of tasks, each with a clear objective, timeframe, and justification, ensuring a streamlined workflow and efficient use of resources.

For instance, the task of designing wireframes for the selling cars page is allocated 120 minutes, with the justification that this creative process can be completed in a focused session, thereby expediting the design phase. Similarly, backend and frontend setups are assigned precise timeframes, with the understanding that these foundational tasks, while critical, can be expedited using predefined schemas, frameworks, and modularization. The inclusion of common features like filtering, sorting, and pagination leverages existing libraries, which simplifies implementation and reduces the time required. Moreover, the WBS addresses the need for detailed views and authentication flows, which can be quickly adapted from standard patterns.

I also made consideration for testing, bug fixes, refactoring, and documentation, allocating dedicated sessions for these tasks to ensure quality and maintainability. This meticulous approach to the WBS reflects a deep understanding of the project's requirements and a commitment to delivering a high-quality product within the estimated timeframes. The team's ability to anticipate potential challenges and incorporate flexibility into the plan exemplifies a high level of proficiency and foresight in project management.

Task 6.2 was a bit of a pickle for me due to my first submission receiving lukewarm scoring from Professor Doris Pham. She explained that I haven't made comprehensive documentation of how the team's progress differs from the WBS's estimations. I then inquired to submit a modified version due to my original submission being way earlier than Task 6.2's deadline, so I had time to add in the estimation deviancy and reasonings into my new submission.

In the re-do version of my 6.2, I conducted a thorough accuracy assessment of the work breakdown structure (WBS) against the realities of project execution. The original WBS was reasonable time allocations for each task, ranging from UI design to backend setup and documentation. However, the actual project timeline revealed deviations, necessitating a critical evaluation. These discrepancies underscore the importance of factoring in potential complexities and the need for flexibility in project management. The assessment concluded that while the WBS provided a solid foundation, real-world challenges led to an overall effort exceeding initial estimates by more than 10%. This reflection on the WBS's accuracy has been instrumental in refining future estimations, ensuring a more resilient and adaptable approach to project planning.

# Reflection

## The most important things I learnt:

Obviously working in the team helped me get better at tackling challenges and finding solutions collectively. The project's scope to create a responsive and user-friendly car selling website presents numerous problem-solving opportunities, from designing intuitive interfaces to implementing a comprehensive car catalogue. This project additionally exposed me to various project management and scrum practices. Nguyen Thanh Dat's role as a Project Manager and Scrum Master can provide insights into agile methodologies and efficient project execution.

From the course's encouraging to work tightly with my group, I've gained invaluable insights into the intricacies of creating a robust and user-friendly platform. While in the team, I've learned the importance of clear class structures and the relationships between them, which are crucial for maintaining an organized codebase.

While on the project I also learned quite a bit of Software design (even if said learning is near the end of the process), specifically how objects interact within a system, and the classes highlighted the complexity of database relationships. The sequence diagrams deepened my understanding of user flow and backend interactions, emphasizing the need for meticulous planning in user experience design. This project has been a practical lesson in applying theoretical knowledge to real-world applications, enhancing my skills in software architecture and project management.

## The things that helped me most were:

The formation of a team is probably the most important factor in my good progress with the deadlines throughout the course. Our team, through communicating and scheduling on Messenger, Trello and Google Meet formed this closed-knit assistance for all members with advice and good online research resources, then in turn we performed very well on our numerous group tasks to the point where we submit our assignments first in class on many occasions.

Another thing that helped me a ton was our mentor's willingness to review early submissions. Both our group and I have avoided a low or penalized markings thanks to Professor Doris Pham's doing assessments of submissions for up to 3 days before the deadline, allowing careful inspection of helpful resources on Canvas to clear out mistakes for better results.

## I found the following topics particularly challenging:

Other than the Distinction assignments that I did inadequately and the obviously most difficult High Distinction tasks, there is one part during even the mandatory Pass ones that was rather a spike in challenge presented: Having to drastically increase our workloads during the actual project Sprint for good progress reports was quite troublesome considering we were just about entering our final project and assignment phase in our other 2 subjects this semester.

We went from task 9 needing just 1 burndown chart and links for Github and Trello to all-out 5 days per week work on our sprint and needing to put our teamwork progress in the forms of daily Trello progress, burndown charts, back-end features, Github updates and direct groupwork photo at the school lab. All of this going down for over 2 weeks really takes away room to breathe especially with other deadlines still nagging at us with penalties if failed. This experience did once again show that we need better scheduling for sudden workload increases like this in future semesters.

## I found the following topics particularly interesting:

The most fascinating aspect of our car sale website project was undoubtedly the assembling of the Project Proposal in Group Task 07. This phase represented the culmination of our team's hard work over the previous weeks, where each member's individual contributions were pieced together to form a cohesive plan. This is basically the halfway point that highlighted the synergy of our diverse skills and ideas, converging into a single document that

not only outlined our vision for Top Deal Auto's online presence but also set the stage for the transformative steps we were about to undertake in the weeks to follow.

## I feel I learnt these topics, concepts, and/or tools really well:

I gained substantial expertise in creating sprint items and developing a WBS by the end of the course. The detailed documentation of sprint items, complete with dependencies, business value, development effort, required dates, and associated risks, provides a robust framework for understanding the intricacies of agile project management. Moreover, the meticulous WBS for just 1 sprint item showcases a clear division of tasks, estimated times, and responsibilities, which are crucial for grasping the step-by-step process of breaking down complex features into manageable tasks. This hands-on experience would leave a team member well-equipped with the skills to efficiently plan sprints and construct WBS for future software development projects.

## I still need to work on the following areas:

A major fumble I made was while on the Estimation Accuracy assessment. My approach was misaligned with the assignment's expectations. Instead of a comparative analysis between the original estimation and the actual total effort, I inadvertently focused solely on narrating the events and extracting lessons learned.

This oversight led to a report that, while informative, lacked the critical evaluation required to understand the discrepancies in time management and task execution. Consequently, my mentor, expecting a detailed assessment, awarded a lower grade, emphasizing the need for a more analytical perspective that not only recounts the experiences but also scrutinizes the variances to foster better future estimations and project outcomes.

I did manage to submit a completed version on time and get my mentor to look into my newly fixed Credit task for a hopefully better score.

## This unit will help me in the future:

This unit equipped me with countless skills on Technical, project management and team exercise aspects, but the most practical would be being able to work with the SCRUM framework on a somewhat realistic website and perform Sprint Cycle analysis for the project reports and better work pace.

The SCRUM master in our team imparted invaluable experiences of what he has went through in combination of what our mentor taught this course would help me greatly in future long team projects. Meanwhile the Sprint Analysis from what I've gathered of Work Breakdown Structure, burndown chart and Trello boards would help me greatly in increasing how soundly and easily to fix the project progress in the case of a future tech product in development gone wrong.

## If I did this unit again I would do the following things differently:

This is partially due to the two subjects happening at different pace in the semester, but I missed a great chance to apply what I've learned early on in this SWE300010 into another subject I was attending called Information Technology Project or ICT30001, and vice versa.

What precisely happened was that on my week 1, my mentors in IT Project class hears I'm studying Managing IT project in tandem with said subject and recommended me to put what I learn each week into developing the AI-powered product for the IT project. This really ended up nowhere due to the actual AI project starting way too early on for me to start applying what Professor Doris Pham taught me into said project. Then it was a bit too late when I actually get to the week where our teacher shows us what we could've used in the early stages of the AI powered project.

In hindsight I really should've read much further into later weeks, since I found resources on SWE30010 Week 8 onwards to be pretty useful to apply on the AI project due to said project also using Agile Development. I could also look for resources on the Swin Libraries and also

conversely apply what I've learned from the IT Project subject into this IT project Management course.

## Other…:

While on my role as the front-end developer of the project, I was able to witness and exchange work progress with other members and see their diverse ways of work and sometimes outright unconventional output (the most blatant case was with Thanh Dat).

An experience I'd call eye-opening was when our team was on our second extensive development week and the back-end personnel called in sick, so I had to do something I was unused to – fixing the inner systems of our treasured team product. Thankfully I had assistance from Vu and later Dat, plus the notes and comments from Nam the backend guy, which means I successfully keep our team's progress on track and task 11 was submitted without any other issue.