**Process Report**

**Eurofins work-planner**

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**[Name of supervisor(s)]**

**[Number of characters]**

**[Study program]**

**[Semester]**

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**Table of content**

[Preface iii](#_Toc522214325)

[1 Introduction 1](#_Toc522214326)

[2 Group Description 2](#_Toc522214327)

[3 Project Initiation 3](#_Toc522214328)

[4 Project Description 4](#_Toc522214329)

[5 Project Execution 5](#_Toc522214330)

[6 Personal Reflections 6](#_Toc522214331)

[7 Supervision 7](#_Toc522214332)

[8 Conclusions 8](#_Toc522214333)

Appendices

# Preface

Optional

# Introduction

The starting point of the Semester project has been on the 7th of September when we had the first general meeting with the customer, on behalf of Eurofins Denmark. The problem proposed by the customer has been in relation with their work assignment and scheduling of their current employees and teams. They have requested for a more efficient tool than the ones they were using at that moment.

Progress has been made in stages. The first step taken by the group was making the group contract. This was handed in together with the project description, that was made in the following week after the group contract. Short time after we handed in the project description, we have presented an overview of our project description to our project supervisors. It is important to note that our project description covered the first four chapters, as instructed. Our project description has been altered after, based on the supervisor¨s recommendations.

In the next phase we have started with the first half of the Analysis which contains requirements and use cases. Similar to project description, a presentation has been held and alterations have been made based on recommendations. The second part of the Analysis started immediately after the first one has been completed

/////////to be completed  
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

Sometimes the road to the finish line can be a rocky road. There is a great amount of knowledge in working with a project like this. We found out, that we need to work in a structured manner. It is important to plan our time, set some goals which are reachable within a reasonable amount of time. The learning process has been dysfunctional, because we started out with working in different directions. A good example would be, the case where we found it difficult to agree on, which outlook and functionalities the final solution should provide. The group had disagreements, in relation to the output of the tool, and the methods of data processing. This regarding the output to the employee, and in which format it should be delivered in.

For content see Appendix 2 “Process Report – VIA Engineering Guidelines”.

**Process of work - Evaluation of tools -**

Our group had cooperation issues, due to the fact, that we found it difficult to meet up as a group. It was an issue of focus and coordinating of same. We have not build a habit of working together, which is unfortunal.

Maybe the use of a time-planning-tool, could have helped up to maintain on the track.

- Planning - Execution - Reflections - Init phase 🡪 complete project - Constructive criticism - Avoid personal blaming.

# Group Description

**Intro - group members:**

**Florin:**

Florin is from Romania, but for 9 years he has lived in other countries than his own. Most of the time has been spent in Denmark but also countries like Spain, France, Germany, Latvia, Lithuania, Estonia and Slovenia. He has a professional background in international sales and management and ERP solutions. Academically speaking, he has a background in Marketing and Management. Prior to this group project, he holds a vast experience in group work in academical and professional environment with stakeholders of different professional and cultural background.

**Jimmi:**

Jimmi is from Denmark and have lived there for the most of his life. He has a professional background as a Physiotherapist, he has participated groupwork and projects many times during his education. He has worked with students from Iceland, Norway, Turkey and The Faroe Islands. By doing so, on a personally level, it rises the horizon towards other people and their way of living.

**Teakosheen:**

**Kenneth:**

**Project Initiation:**

At the beginning, we had an idea about how the project should look like. This image has been altered along the way. We found a need for revise our delimitations, we planned to many things, which not stood hold towards our actual amount of time.

If we look back in retrospective, we would have planned more specific according to the time-management.

**Project Description:**

The part with analysis and delimitations went fine, without any disagreements. We all had the same idea about what we wanted to present to the costumer.

**Project Execution:**

We ended up having limited resources, due to a lack of efficient communication.

There was a serious lack of meeting and coordinating in the group.

**Methods:**

* **Follow up on project. - which methods - useful?**
* **Could other methods be used If started the project today?**

Time-management could be useful, it is actually very important. Because every lack of efficient time, will be a problem in the end. We would use that time in an other manner.

**Results:**

* **Are you satisfied with the project results?**

Compared to our expectations, we came off a little slow. It took longer time to define the partial parts of the project.

* **Project risks - identifier - how to monitor and handle?**

We had a risk identifier which stated, a lack of presence could be a threat.

According to the group contract, we expected group members to show up and participate.

* **What was less successful? Why?**

We should have started out with working together, that would have created a habit of teamwork. By meeting up, the communication would be better, and thereby would the frustration be less.

Personal Reflections: 🡪 important.

- Deal with this each individual member of the group.

Project Supervision:

We should have consulted our supervisors more, then we did, to benefit more from their guidance.

Project Conclusion:

Group summary: to do:

Not to do:

List of recommendations:

For content see Appendix 2 “Process Report – VIA Engineering Guidelines”.

# Project Initiation

For content see Appendix 2 “Process Report – VIA Engineering Guidelines”.

# Project Description

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# Project Execution

For content see Appendix 2 “Process Report – VIA Engineering Guidelines”.

# Personal Reflections

For content see Appendix 2 “Process Report – VIA Engineering Guidelines”.

# Supervision

For content see Appendix 2 “Process Report – VIA Engineering Guidelines”.

# Conclusions

(For content see Appendix 2 “Process Report – VIA Engineering Guidelines”.)

**Appendices**

For content see Appendix 2 “Process Report – VIA Engineering Guidelines”.