

Learning Journal

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Course: SOEN 6841 – Software Project Management

Journal URL: https://github.com/prince3453/Software_Project_managment

Week 1: 18th January – 24th January

Date: 24th January 2024

Key Concepts Learned:

The material covered in this week's sessions revolves around the concepts, stages, and practices involved in managing a project, specifically focusing on software projects. Here are the main concepts summarized:

Project Definition and Characteristics:

- Projects are defined as a set of activities with a definite start and end time, aiming to achieve predefined goals.
- They are distinguished from routine jobs or exploratory activities by their non-routine nature, specific targets, involvement of multiple specializations, and time and resource constraints.

Project Phases:

- The project lifecycle is broken down into phases: initiation, planning, monitoring and control, and closure.
- Each phase encompasses specific tasks and milestones critical for the project's progression and success.

Software Project Management:

- This specialty involves managing the unique aspects of software development, requiring specialized skills in software engineering, design, testing, and more.
- It covers software lifecycle processes like requirement gathering, design, construction, testing, deployment, and maintenance.

Project Metrics and Tools:

- Different metrics and tools are necessary for managing a project effectively, including those for measuring progress, cost, effort, and quality.

Project Initiation:

- Involves creating a project charter, defining project scope, objectives, and initial estimates for schedule, effort, and cost.

Project Planning:

- Developing a detailed plan that includes schedules, costs, communication strategies, resource allocation, quality, tools, and risk management.

Project Schedule:

- The tentative project schedule is a projection of the project's timeline, usually visualized as a graph that shows the progression of time against tasks.

Project Monitoring and Control:

- Ongoing processes during the project to ensure it stays on track, including requirement development, design, construction, testing, deployment, and maintenance.

Project Closure:

- The final phase involves wrapping up the project, ensuring all objectives are met, and releasing resources.

SMART Objectives:

- Objectives for a project should be Specific, Measurable, Achievable, Relevant, and Time-constrained.

Division of Project Tasks:

- Tasks in software projects include requirement management, design management, source code building, testing, deployment, and maintenance.

Project Division Technique:

- A technique used for better effort and cost estimation, where an expert makes these estimates to inform the bidding process for project execution.

Metrics Characteristics:

- Metrics used in project management should be relevant, meaningful, practical, calibratable, and should reflect the activity level.
- These frameworks and methodologies are essential for project managers to guide software projects from conception to completion effectively. Each phase and task require careful consideration and application of best practices to ensure project success.

Application in Real Projects:

This week's learnings offer a comprehensive framework for managing software projects that can be applied to real-world scenarios. The structured approach to project management through defined phases such as initiation, planning, monitoring and control, and closure provides a blueprint for guiding projects from conception to fruition.

Implementing these concepts in the real world could significantly enhance project efficiency and effectiveness. For instance, the use of SMART objectives can ensure that project goals are clear and measurable, which is crucial for tracking progress and success. Furthermore, the emphasis on creating detailed project charters and scope documents during the initiation phase can help in setting clear expectations and boundaries for the project team and stakeholders.

However, challenges may arise when attempting to apply these methodologies. One potential difficulty is the resistance to change. Teams that are accustomed to less structured environments may find the

transition to a more disciplined approach cumbersome. Moreover, the initial investment in time and resources to develop comprehensive plans and metrics may be seen as an overhead by some, especially in smaller projects or organizations with limited resources.

The benefits, though, often outweigh the challenges. By adopting a methodical approach to project management, organizations can achieve better resource allocation, risk mitigation, and quality control, leading to more predictable and successful project outcomes. Effective communication plans, as highlighted in the week's sessions, can foster better collaboration among team members and stakeholders, ensuring everyone is aligned with the project's objectives.

In summary, the application of this week's project management concepts to real-world projects offers a structured path to success, ensuring that projects are delivered on time, within budget, and to the required quality standards. While the implementation may present challenges such as resistance to change and the need for upfront investment in planning, the potential benefits of improved efficiency, risk management, and stakeholder satisfaction are compelling incentives for organizations to embrace these practices.

Peer Interactions:

This week, talking and working with my classmates really helped me grasp project management better. We shared different ways to guess time and money for projects. We also had a lively chat about whether it's better to stick strictly to a plan or be more flexible, like in agile methods. Plus, someone pointed out how crucial it is to talk clearly, especially when not everyone knows the techy stuff. All in all, these chats made the stuff we're learning more real and showed me how important everyone's input is when we're tackling a project.

Challenges Faced:

This week, while diving into project management, I have face some of the challenges. Estimating the time and cost for software projects was trickier than I expected, and it's something I still need to wrap my head around. The discussions on risk management plans were also a bit complex, and I plan to revisit these topics for a clearer understanding. Additionally, balancing the technical aspects with the management side of projects was a challenge, as I found it difficult to keep up with both simultaneously. I'm aiming to put extra effort into understanding the finer details of creating effective communication plans that cater to both technical and non-technical stakeholders.

Personal development activities:

I took some time this week to work on my skills by watching tutorial videos about project management. I also practiced what I learned by trying to plan a small project from start to finish. This helped me understand how to organize a project better and what to do when things don't go as planned.

Goals for the Next Week:

Next week, my plan is to dive deeper into the areas of project management that I find tough. I want to understand risk management in a real-world context; this means looking at examples of how successful projects identify and handle potential problems. For cost estimation, I'll work through more exercises and maybe even find online simulations that can provide hands-on practice.

Another major goal is to enhance my technical skills, particularly with project management software. I'm aiming to try out at least two different types of software to compare features and see which one is more intuitive and helpful for planning and tracking a project.

Also, I think it's crucial to strengthen my learning through collaboration. So, I'll reach out to classmates or professionals in the field to set up discussion sessions. Sharing knowledge and tackling tough questions together could give me new insights and make the learning process more engaging. Plus, I'm considering attending a webinar or workshop on project management to broaden my perspective and learn from experts.

Week 2: 28th January – 3rd February

Date: 3rd February 2024

Key Concepts Learned:

- The sessions covered effort and cost estimation methods and risk management in software projects. They elaborated on various models like COCOMO and techniques for risk identification and mitigation, building upon previous discussions on project planning and management fundamentals
- The chapter focused on understanding the nature of risks in projects, their categorization, and the impact they have on projects.
- It introduced the ISO/IEC definitions of risk and risk categories, emphasizing the importance of recognizing different types of risks including technical, legal, organizational, safety, economic, engineering, cost, and schedule.
- The process of risk management was broken down into risk assessment (identification, analysis, prioritization) and risk control (planning, resolution, monitoring).
- Key methodologies introduced include qualitative and quantitative risk analysis, risk exposure calculation, and risk response strategies such as acceptance, avoidance, transference, and mitigation.

Reflections on Case Study/Coursework:

- Working on a case study involving project estimation and risk management offered practical insights into the challenges of accurately forecasting project needs and identifying potential risks early in the project lifecycle. This hands-on experience underscored the importance of adaptability and continuous assessment in project management.

Collaborative Learning:

- Engaging in group activities highlighted the value of diverse perspectives in enhancing the accuracy of estimations and the identification of risks. Collaborative sessions fostered a deeper understanding of the subject matter and underscored the importance of teamwork in tackling complex project management challenges.

Further Research/Readings:

- Additional resources explored this week included articles and whitepapers on advanced estimation techniques and risk management strategies. These readings provided a broader context for the methodologies discussed in the course, offering insights into their application in different project environments.

Adjustments to Goals:

- Initially, the goal was to deepen understanding of specific estimation models. However, the practical challenges encountered in the case study led to a revised focus on integrating risk management practices more effectively within project planning processes. This adjustment reflects a more holistic approach to project management, recognizing the interplay between accurate estimations and proactive risk management.

Week 3: 4th February – 10th February

Date: 10th February 2024

Key Concepts Learned:

- Configuration Management (CM) is vital for managing changes during software development, involving identification, control, tracking, and auditing of changes.
- Configuration Identification defines and documents product components and their interrelationships.
- Configuration Control systematically manages changes to maintain system integrity.
- Configuration Status Accounting records and reports the status of components and change requests.
- Configuration Audits verify that configurations match their specifying documents, including requirements and user manuals.
- Project planning is continuous, updating regularly with new information and covering scheduling, budgeting, resource allocation, communication, and quality planning.
- Project scheduling methodologies like top-down and bottom-up planning help estimate project time.
- Work Breakdown Structure (WBS) breaks the project into manageable tasks while maintaining their interrelationships.
- Resource allocation involves matching skills with project requirements, considering effort and duration.

Reflections on Case Study/Coursework:

- Applying CM to a case study shows the need for meticulous change management to prevent delays and cost overruns.
- The case study underlines risks like version loss or unauthorized changes in poor CM practices.
- Case study analysis stresses the importance of project planning concepts.

- Real-world resource allocation and scheduling challenges highlight the need for planning flexibility.
- WBS application in real scenarios proves its value in project execution clarity.

Collaborative Learning:

- Group activities reveal diverse perceptions of change and the importance of varied team perspectives in CM processes.
- Collaborating on a CM plan offers a broader view of managing changes with tools like version control and audit processes.
- Peer interactions enrich learning through diverse ideas and strategies exchange.
- Group discussions on case studies can unveil complex insights into project planning and the interdependence of its components.

Further Research/Readings:

- Further readings could involve advanced project scheduling and resource management strategies.
- Industry case studies might show how planning techniques are adapted in various project environments.
- Research on CM best practices and tools can provide practical CM application examples and emphasize product integrity.
- Latest CM tools and automation insights can enhance efficiency in change management.

Adjustments to Goals:

- Initial theoretical focus on project planning may shift towards practical application in real scenarios.
- New goals might include adapting plans quickly to changes or stakeholder feedback and integrating risk management.
- The goal might evolve to learn effective CM implementation and proficiency in CM tools.
- Goals could expand to understanding CM's role in different development methodologies and advocating for its importance in project execution.
- A new objective may encompass integrating CM into broader project management activities, including risk management and quality assurance.

Week 4: 11th February – 17th February

Date: 17th February 2024

Key Concepts Learned:

- The coursework this week was a deep dive into two pivotal areas: project planning within the realm of software development and the integration of chatbots in mental health care.

- **Software Project Planning:** We learned the intricacies of planning for software projects, from dealing with hardware and software suppliers to the importance of clear communication channels. Effective project planning involves detailed outlines with suppliers to ensure consistent quality and well-defined task dependencies. It's essential to plan for a repository for all project documents and manage different software product versions. Communication planning is particularly crucial, requiring the selection of appropriate communication tools and techniques to prevent miscommunication
- **Scheduling Techniques:** We learned about the methodologies of project scheduling, particularly top-down and bottom-up planning. This introduced us to the importance of decomposing a project into smaller tasks and the strategic allocation of time to these tasks
- **Supplier and Communication Management:** The sessions underscored the importance of supplier planning, especially in projects involving external partners. This ties back to ensuring that the quality of outsourced work meets the project's standards. Additionally, we explored the vital role of communication planning, understanding that preserving the integrity of informal and formal communication can be challenging but is essential for project success.
- **Extension from Previous Material:** These concepts build upon the previous week's focus on configuration management systems, demonstrating the importance of an integrated approach to managing all aspects of a project.
- **Mental Health Chatbots:** The document report presented a comprehensive analysis of mental health issues and the role chatbots like iHelp, Woebot, and Wysa could play in providing support. These chatbots represent an innovative approach to accessible, immediate, and personalized mental health care, addressing the limitations of traditional therapy. The stakeholder analysis identified the primary beneficiaries and contributors to the development and implementation of these chatbots, highlighting the importance of effectiveness, accessibility, confidentiality, usability, user experience, and integration with existing healthcare services.

Reflections on Case Study/Coursework:

- **Reflecting on the case study of mental health chatbots** provided an opportunity to apply the learned concepts of project planning to a real-world context. The integration of these chatbots into healthcare settings requires meticulous planning, not unlike what was outlined in the project planning concepts. The potential impact of such digital tools on the global concern of mental health underscored the importance of innovative solutions and the need for thorough planning in their deployment.
- **Integration of Chatbots in Mental Health:** The case study provided valuable insights into how digital tools, specifically chatbots, can address global mental health concerns. It highlighted the significance of accessibility, immediate support, and personalization in mental health interventions.
- **Stakeholder Analysis and Software Solutions:** The case study's stakeholder analysis offered a practical application of course content, emphasizing the diverse needs of stakeholders and the intersection of technology with healthcare services.

Collaborative Learning:

- Collaboration this week was rooted in discussions around the case study's stakeholder analysis, which was instrumental in understanding the various perspectives and needs in the mental health care landscape. Group activities focused on applying project management techniques to the case study, ensuring a holistic approach to planning, communication, and implementation. Collaborating with peers provided a multifaceted view of the challenges and solutions in integrating chatbots into healthcare, reinforcing the lessons on communication and supplier planning from the coursework.
- Enhanced Understanding Through Collaboration: Group discussions and activities deepened comprehension of project planning nuances. Sharing perspectives on supplier and communication planning allowed for a richer understanding of these complex project management areas.
- Peer Contributions: Working with peers on the mental health chatbot case study provided a multi-faceted view of the problem, allowing us to appreciate the role of technology in solving real-world health issues from various stakeholder perspectives.

Further Research/Readings:

- Additional readings and research were undertaken to expand on the topics covered in the coursework. This included delving into scholarly articles on project management methodologies and current literature on the efficacy of mental health chatbots. The further research provided a deeper understanding of how project management principles can be applied to healthcare technology projects, particularly those aimed at mental health support. These readings supplemented the coursework by offering practical examples and case studies, bridging the gap between theoretical knowledge and practical application.
- Exploring resources on current software project management methodologies provided context and depth to the theoretical knowledge gained in class, reinforcing the learning outcomes.

Adjustments to Goals:

- Initially, the goal was to grasp the fundamentals of software project planning. As the week progressed, it became evident that the application of these principles in the context of healthcare technology required a broader scope. Goals were adjusted to encompass a more nuanced understanding of stakeholder management, communication strategies, and the integration of technological solutions in healthcare. The insights gained from the coursework and collaborative activities led to a refined focus on how project planning can directly influence the success of health tech innovations like mental health chatbots.
- In summary, this week's coursework and associated activities provided a robust foundation in project planning while also exploring the innovative intersection of technology and mental health care. The collaborative efforts and additional research

enriched the learning experience, fostering a comprehensive understanding that will inform future projects and professional endeavors in the dynamic field of healthcare technology.

- Goal Refinement: Based on the case study insights and collaborative learning experiences, goals were adjusted to emphasize stakeholder engagement, effective communication, and the integration of health technology within project planning frameworks.

Week 5: 18th February – 9th March

Date: 9th March 2024

Key concept learned:

- Project Monitoring Defined: Project monitoring is about tracking the project's progress to ensure that tasks are being executed as per the project plan. This involves collecting data and updating project status regularly.
- Project Control Explained: Control is about ensuring project delivery within the set schedule, cost, and quality parameters. It includes taking corrective actions when necessary to address deviations from the plan.
- The Role of Earned Value Management (EVM): EVM is pivotal in tracking both schedule and budget progress by comparing planned values with actual performance in monetary terms, helping to determine schedule and budget variances.
- Setting Baselines: Establishing baselines for costs, time, and performance is crucial. Baselines serve as benchmarks against which project progress is measured. Any changes to these baselines should be made only after thorough review and approval using a change control system.
- Measuring Performance: Regularly collecting accurate information, such as percentage completion, costs expended, quality tests, and scope change reports, is essential for monitoring project performance effectively.
- Variance Analysis: The project's actual performance is contrasted against planned performance to identify variances, which helps in understanding the causes and effects of any discrepancies.
- Corrective Actions: Corrective actions may range from no action for minor variances to re-planning, revising the plan, or even terminating the project in extreme cases. All causes of change and reasons for selected corrective actions should be documented.
- Resource Loading and Utilization: It's important to measure how effectively resources are being used on the project. This involves comparing the number of hours of baseline work assigned to a resource versus the actual hours worked.
- Schedule Optimization: To correct any delays in project work, one can use available slack or perform resource leveling. Schedule optimization techniques can be applied to reduce unnecessary slack and complete the project sooner.

- **Project Metrics:** Various performance indicators, known as project metrics, are used to measure project execution against the baseline plan. These include metrics related to product quality, schedule variance, and budget variance.
- **Collaboration and Reporting:** Monitoring progress involves various means, including team meetings, regular progress reports, specific technical meetings, and ensuring the information gathered is timely, clear, relevant, and accurate.
- **Iterative Project Monitoring:** In iterative projects, monitoring includes managing slack and buffer effectively and updating project plans after removing unnecessary slack, thereby enhancing efficiency.
- **Action Planning Framework:** Monitoring and control provide a framework for the project manager to understand the project's progress and status at any given time and to plan for necessary actions in response to project dynamics.
- **Difference between Monitoring and Control:** Monitoring ensures the project follows the plan, while control is about corrective measures to align the project with its objectives.
- **Tools for Monitoring and Control:** Tools such as S Curve and Earned Value Analysis are used for detailed monitoring and control of projects, providing quantitative measures of progress and performance.

Reflections on Case Study/Coursework:

- **Establishing Baselines for Monitoring and Control:** The case study illustrated the critical importance of establishing accurate baselines for cost, time, and performance. This activity highlighted that without a firm baseline, any monitoring efforts would be directionless, making it impossible to determine if the project is on track.
- **The Role of Earned Value Management (EVM):** In applying EVM to a project, it became evident how this tool provides a quantifiable measure of project performance and progress. The insights gained here related directly to the course content by showcasing EVM's practical applications in merging cost and time constraints to evaluate project health.
- **Tracking Project Progress and Variance Analysis:** Through regular project progress measurement activities, the significance of variance analysis became clear. Comparing actual performance with the project plan highlighted the effectiveness of corrective actions. Understanding the reasons behind deviations and learning to forecast potential outcomes were key insights that tied back to the course's focus on dynamic project control.
- **Corrective Actions and Their Implications:** The coursework provided an in-depth look at the various corrective actions available to a project manager, such as re-planning activities, revising plans, or, in extreme cases, project termination. This tied in with the course material on the need for flexibility and adaptability in project management.
- **The Dynamics of Scope, Risk, Quality, and Team Control:** The case study activities stressed the importance of controlling scope, managing risks, maintaining quality standards, and ensuring team motivation. These controls are not static and need continuous monitoring,

as taught in the sessions. The case study provided practical experience in implementing changes with full awareness of their impact on the project.

- **Resource Loading and Utilization:** By working on resource loading metrics, insights were gained into the efficient allocation of resources. The need for balancing resource utilization, as discussed in the coursework, was practically experienced during the case study. This highlighted the necessity of avoiding both resource overloading and underloading to maintain an efficient project flow.
- **Schedule Optimization Techniques:** The case study presented real-world applications of schedule optimization techniques. The ability to re-plan and remove unnecessary slack from the project schedule was an insight that resonated well with the course content on schedule management.
- **Action Planning Framework:** Monitoring and control activities reinforced the idea of an action planning framework. The case study work provided an understanding of how to use the data collected from monitoring to plan and implement actions, thus bridging the gap between the planned and actual project states.

Collaborative Learning:

- **Establishing Baselines:** Collaboration underscored the necessity of setting clear baselines for cost, time, and performance. Through discussions and shared tasks, it became evident that without these benchmarks, it is challenging to measure and manage project progress effectively.
- **Monitoring and Control Dynamics:** Engaging with peers in monitoring activities highlighted the dynamic nature of control. The process of ensuring that the project meets its deliverables as per the established baselines requires constant vigilance and flexibility to address unforeseen changes.
- **Earned Value Management Application:** Applying EVM in a team setting provided practical insights into how this method merges cost and time to provide a comprehensive picture of project health. Collaborative problem-solving exercises involving EVM deepened the understanding of its benefits and challenges.
- **The Importance of Communication:** Working in groups highlighted the critical role of communication in project monitoring and control. Regular meetings and the exchange of progress reports facilitated an environment of transparency and collective responsibility.
- **Risk and Scope Control:** Discussions around risk management strategies and scope control illustrated how project deviations could have cascading effects. The collective analysis of potential risks and their impacts led to a more profound appreciation for proactive risk management and scope control.
- **Team Management:** Collaborative learning experiences provided an opportunity to witness firsthand the importance of maintaining team motivation and direction. It became clear that managing a project team is as much about technical execution as it is about leadership and interpersonal dynamics.

- **Corrective Actions:** Through role-playing and scenario analysis, group members practiced determining and implementing corrective actions. This exercise enhanced the practical understanding of how to realign a project that deviates from its plan.
- **Resource Loading and Utilization:** By collectively working on exercises related to resource allocation, insights were gained into the complexities of resource loading and utilization. This hands-on experience was instrumental in understanding the balance between resource availability and project demands.
- **Slack and Buffer Management:** In iterative project simulations, managing slack and buffer in the schedule was a focus area. Group members learned how to negotiate and redistribute slack to optimize the project timeline.
- **Practical Implications of Theory:** Group activities helped bridge the gap between theoretical knowledge and real-world application. By working through scenarios that required the application of course concepts, the practical implications of monitoring and control in project management became more tangible.

Further Research/Readings:

- **Books on Project Management:** "Project Management: A Systems Approach to Planning, Scheduling, and Controlling" by Harold Kerzner provides in-depth insights into project management techniques, including monitoring and control.
- **Journal Articles:** Scholarly articles from the Project Management Journal or the International Journal of Project Management often explore new methodologies in project monitoring and control, offering insights that could be directly applied to case studies.
- **Industry Standards:** The PMI's PMBOK Guide is a fundamental resource that outlines industry standards for project monitoring and control, which could give a broader context to the EVM and other tools mentioned in the chapter.
- **Agile Methodology Resources:** Since it is mentioned iterative project monitoring, resources on Agile practices such as the Agile Manifesto or Scrum Guides would offer additional perspective on flexibility in project management.
- **Risk Management Frameworks:** For understanding the complexities of risk management in projects, ISO 31000 (Risk Management Guidelines) could provide a comprehensive framework that complements the course content.
- **Software Development Practices:** To complement the focus on software project management, readings on current software development practices and case studies from sources like ACM Digital Library or IEEE Xplore could offer practical examples of monitoring and control in the software industry.
- **Tools and Techniques for EVM:** More detailed guides or tutorials on EVM, like those provided by the Association for Project Management (APM) or PMI, would deepen understanding of the tool mentioned in the course.

Adjustments to Goals:

- **Broadening the Scope:** Initially, my aim was to get a handle on the basics of software project planning. However, the unfolding complexities of integrating these principles into healthcare technology have broadened the scope of my learning objectives. I now see that managing stakeholder expectations and maintaining clear channels of communication are as critical as the plan itself.
- **Healthcare Technology Integration:** Insights from coursework have directed me toward understanding how project planning directly impacts the success of health tech innovations. This has been particularly evident in the context of mental health chatbots, which require a careful melding of technical savvy and user-centered design.
- **Emphasizing Stakeholder Management:** As the week progressed, the importance of stakeholder management became ever clearer. The interplay between various interests in healthcare—patients, providers, regulators—means that I now prioritize stakeholder mapping and engagement strategies within my project plans.
- **Fostering Effective Communication:** Given the nuanced environment of healthcare technology, effective communication is pivotal. My goal has now expanded to not just establish communication plans but also to continually refine these strategies to ensure all parties remain aligned with the project's trajectory.
- **Refining Focus on Innovation Success:** The coursework has been invaluable in illustrating how detailed planning can be the difference between a product that resonates with users and one that falls by the wayside. Therefore, my refined focus includes an in-depth analysis of planning stages that directly affect user adoption and satisfaction in health tech.
- **Project Planning Frameworks:** The application of the Earned Value Management (EVM) system and the establishment of performance baselines during our case studies have redefined my appreciation for these frameworks. My goal now includes a deeper dive into EVM to enhance my project monitoring abilities.
- **Resource Loading and Utilization:** The case study's challenges in resource management have led me to adjust my goals towards achieving a more balanced resource allocation approach. Understanding and applying resource loading metrics will be a key area of focus going forward.
- **Agility in Planning:** Iterative project work, particularly the need to manage slack and buffer, has reshaped my goal to include agility in planning and execution. It's clear that being nimble and responsive in planning is crucial in the rapidly evolving field of healthcare technology.
- **Documenting and Reporting:** The lessons on the necessity of accurate and timely documentation and reporting have prompted me to incorporate these practices into my routine. My goal is to ensure that any changes to the project baseline are thoroughly documented and communicated to all stakeholders.

Final Reflections:**Overall Course Impact:**

Summarize the overall impact of the course on your understanding.
Highlight key insights and transformations in your perspective.

Application in Professional Life:

Discuss how the knowledge gained in this course can be applied in your professional life.
Consider specific scenarios or projects where these skills would be valuable.

Peer Collaboration Insights:

Reflect on the value of peer collaboration throughout the course.
Consider how interactions with classmates contributed to your learning.

Personal Growth:

Share insights into your personal growth as a learner.
Identify areas where you have seen improvement or development.

Note: Ensure that the journal is updated weekly, at least twice a week, and that the publicly-accessible cloud service URL is provided for easy access by teaching assistants and for potential test-related inquiries.