Module	Portfolio	Assessment Type
Collaborative Development (5CS024)	1	Individual Report

Agriculture Management System - Project Manager

Student Id   : 2059797

Student Name   : Sayar Dhakal

Section   : L5CG10

Group   : L5CG10 Group 2

Module Leader   : Uday Kandel

Lecturer   : Anmol Adhikari

Acknowledgement

First and foremost, I would like to express my sincere gratitude to my Module Leader Er. Uday Kandel and Tutorial Mr. Anmol Adhikari for the continuous support during my project sprint and research, for their patience, motivation, enthusiasm and immense knowledge. Their guidance helped me in all the time of research and doing my project work.

Also, I would like to thank all of my project team members for all the support and encouragement during the project time. We being in together study and work hard in order to achieve our project goal till this sprint. Our team co-ordination and good communication helps us to work together in easier manner. Finally, I would also like to thank my fellow students for many helpful discussions and good ideas along the way.

Table of Content

Self-appraisal form

Student number	Np03cs4s210201	Name	Sayar Dhakal
Project	Agriculture Information Management System	Date	04/08/2022
Role	Project Manager	Team	L5CG10 Group 2
Sprint (1 or 2)	1		

Personal objectives – performance measurement

Objectives	Evidence provided	Evaluation *Student / tutor*	
Eg. Risk Analysis	As this was my first time where I am doing software development project being a role of project manager, so I have no any idea about the risk analysis. I have research so many website and watch YouTube videos regarding the risk analysis on project management. Also, I get the some information on it from the lecture slide of this module. I have listed some of the website from where I got the knowledge of risk analysis and ways of using it's concept in project management. This is in Appendix A of my personal development report.	Self-evaluation	
Tutor feedback:			
Eg. People Management	We have the team of four members. All of them have specific task to do in the project. And being the project manager, I think I have gently managed the team member of my group. For this, I have used base camp for whole this sprint. Base camp gives us wide feature to do the		

	project task in easy manner. So, using the feature of base camp I am able to manage my team. I have assigned their task on base camp, make announcement on any new information regarding the project and also inform the information which was suggested from the teacher. I have been using base camp for communicating, organizing the different files and folder of my project which leads in good management of team.		
Tutor feedback:			
		/20	/20

Collaboration Document

Evidence of good collaboration

Good communication and file sharing

As we all know that , when working in a team one of the most immense need of project is good communication. Having a good collaboration and understanding in a team leads to approach a project goal.

So, having said that I want to mention that we have also done our project with good communication and collaboration. For these, we have used Base camp. It is such a good platform where a team can work on any project using it's different feature. In base camp, we have some conversation over the project in campfire, have announcement on different project task and also share our task files and folder.

Below there is a screenshot of base camp where you can find the research work, wire frame, design, gits code etc.

Evidence of Good communication and file sharing.

Continuing Personal Development (CPD)

For my project (Agriculture Information Management System), I have given the role of project manager. My main role in this project is to manage the team as much as possible and use the best from of scrum to reach the project objective. So, for these I have read many article and watch many YouTube videos on how to manage a team. I did research on so many things like Gan chart, Work Breakdown System (WBS) etc which help me to work in a project.

Beside above, I earlier had taken the online courses on Python language from different learning website. It helps me to help the developer when they have any issue on coding. Overall, my knowledge that I gain from online learning platform helps many in different phase of my project.

Evidences of Continuing Personal Development (CPD)

Issue tracking

While working in a big project there will be surely of arising of issue on coding as many things to be done in coding. So, it is necessary to issue tracking and solve it as much as possible.

Being a project manager, I have analysis the code which was done by developer and we have found some bug during the work . I have found the bug in CRUD operation of our project later on our developer team had came up with the solution. Similarly, other team members also have found bugs on their works which they solved in time and in good manner.

Evidences of Issue tracking

Work to deadlines

While working in a project, time is the most valuable thing. We have to do the work on the basis of time. So, proper time evolution should be there.

In the context of our team, we strictly have followed these principle. We have to make different agenda to do in each week and we are also able to complete all of those agenda before deadline. I have never gone late on completing the task. My main task are making Gan chart, Work Breakdown System (WBS), meeting agenda with client and team members, research work. I have completed all of those task in time. It helps me to understand the value of time and also teach us to work in pressure. Along with me, all of my team members had been completed their task on time.

Therefore, the time which was saved due to early completion of task were used in research work by our team.

Appendix A

1. Risk analysis Report

Risk analysis is the process of identifying and managing the potential problems which are arises in the project. It permits you to look at the dangers that you simply or your organization face and makes a difference you choose whether or not to move forward with a choice.

To carry out a Risk analysis, you must to begin with distinguish the conceivable dangers that you just confront , at that point assess their likely impacts on the off chance that they were to happen, and at last assess that these dangers will materialize.

1.1.   Include the report

This is my first time doing a software development project . I am newly into this field so I have so many things which I didn't understand. One of the main feature of project management is risk analysis. As I have got the role of project manager for my project it is very necessary for me to learn about the risk and it's management . Risk is the key point or say thin line between threats and opportunity . Hence, we should take it very seriously in the software development project.

In order of learning the risk and it's management I have research on many article and report . I have also watched some of the YouTube video regarding this topic. Furthermore, I got some stuff of information from our lecture slide .

Before adding the link of website from where I got the information about risk analysis, I just want to describe it's and analysis my project also.

The first step of risk analysis is to identify the treats . We need to identify the existing and upcoming risk that could might happen or come. Being project manager, I listed some sources from where threats can come like human, operational, financial, technical, etc. I have used the tool called SWOT Analysis where I have identify my project strength, weakness, opportunity, and threats . It helps me to clarify my mind and helps me to forward my project.

After identifying the threats that are facing, we need to calculate how much those threat can impact in our project. First we need to know the risk value which simply a product of probability of event and cost of event. Doing this mathematical we can know the upcoming impact on our project and can take action to manage them.

Finally, after identifying the value of risk that we could face we need to go for managing the risk . We simply have 4 ways of managing risk they are avoid the risk, share the risk , accept the risk and lastly control the risk.

In the context of my project, I have listed the possible threats which can happen in our project and research on way of solving those. One time we had face estimated planning risk called improper time estimation which I later on control the risk by working more than the actual time. For the financial risk, we all pay the cost of photocopy of meeting agenda one by one so it's also solve. Also, to avoid the risk of operational risk I have maintain good communication with the team members. Furthermore, in case of avoiding functional risk our developer team used the good coding platform and use gits to upload the source code . Overall, till the end of sprint 1 we are successfully able to identifying the risk and immediately made a solution of them.

The link from where I got the information on risk analysis are:

https://www.mindtools.com/pages/article/newTMC_07.htm(Team, 2020)

https://www.sciencedirect.com/topics/computer-science/risk-assessment-report

2. Project and people management

We have the team of four members.All of them have specific task to do in the project . And being the project manager I think I have gently manage the team member of my group.

For this, I have used base camp for whole this sprint. Base camp gives us wide feature to do the project task in easy manner. So, using the feature of base camp I am able to manage my team. I have assigned their task on base camp, make announcement on any new information regarding the project and also inform the information which was suggested from the teacher. I have been using base camp for communicating, organizing the different files and folder of my project which leads in good management of team.

2.1.1. Basecamp

The overall work or task are undertaken using basecamp. Being Project Manager basecamp is the most immense place from where I work and also see what's going on with the team members and how they are working in their task. Below I have mention some screenshot of basecamp with different function.
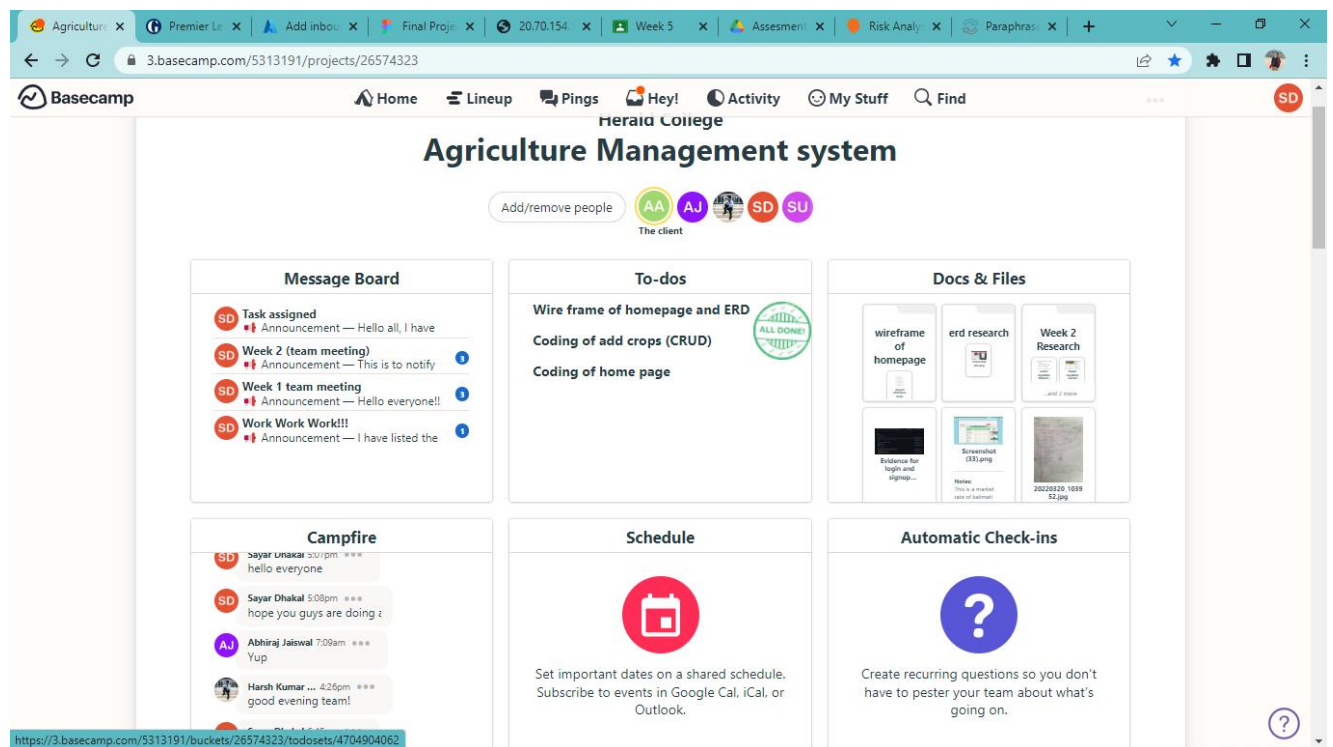
● **Basecamp overview:**

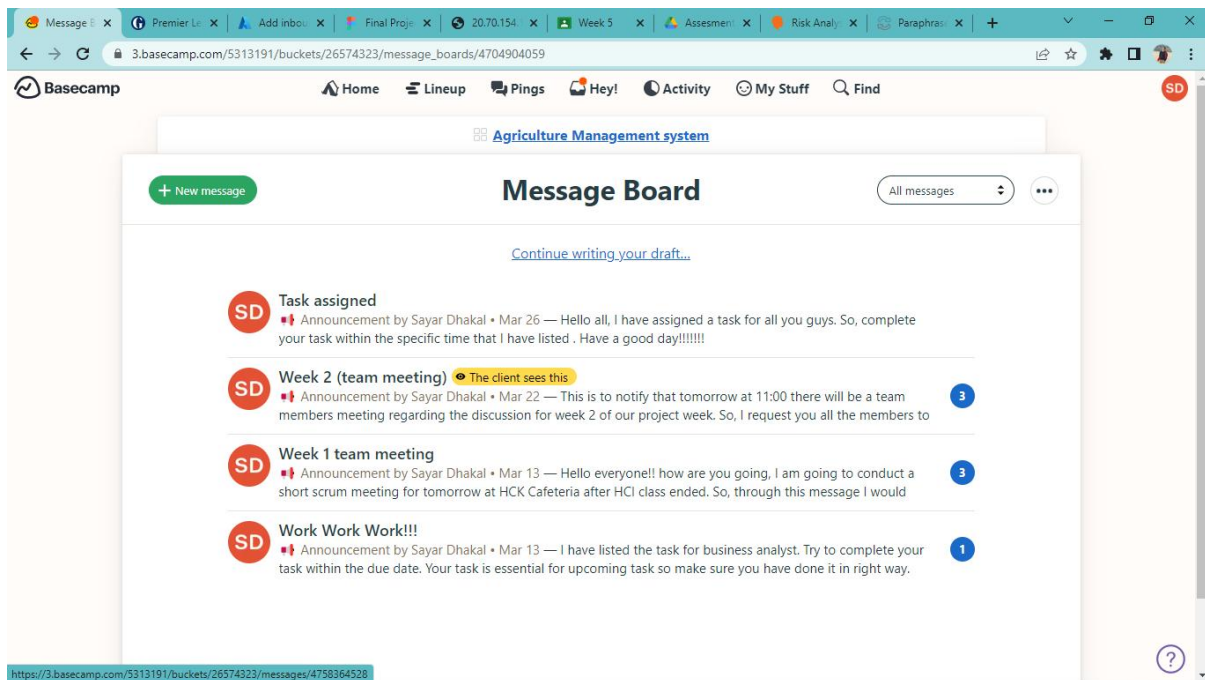Figure 1: Overview of Base camp of our project

- **Message Board:**

Figure 2: Message Board

It is the message board of base camp. Here all the announcement regarding new information , task assigned , team meeting are listed. You can see the work by me in this message board.

- **Campfire:**
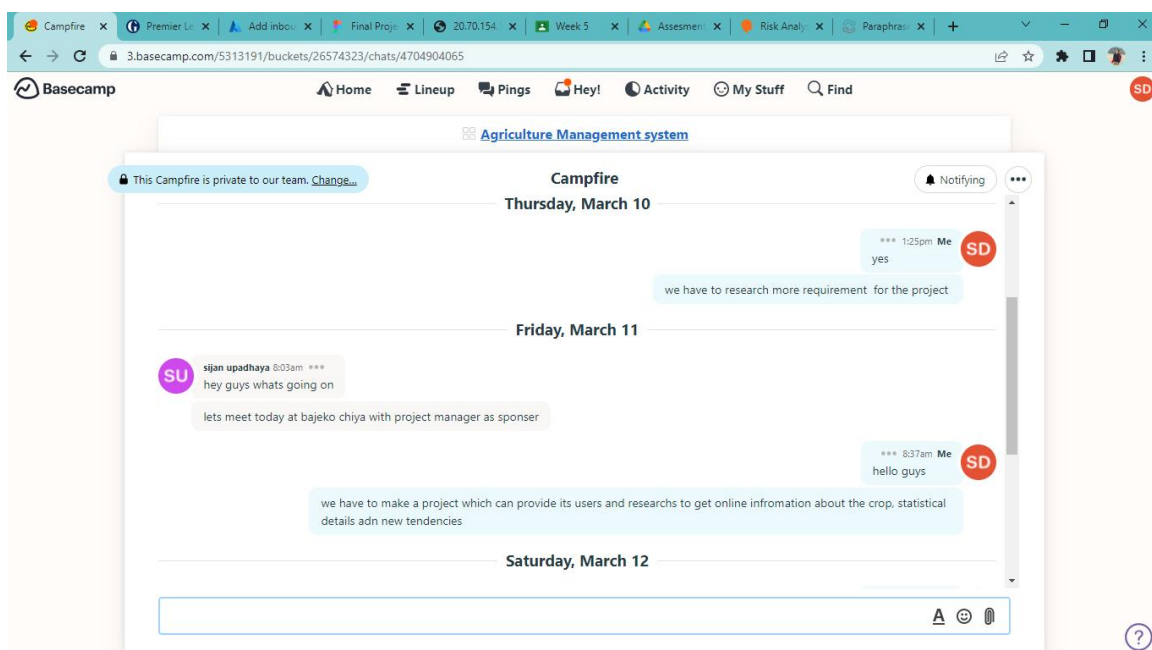
Figure 3: Campfire

It is campfire of basecamp. Here, all the team member are communicate with each other formally or informally in the context of the project. This the sample of our campfire.

- **To Do :**
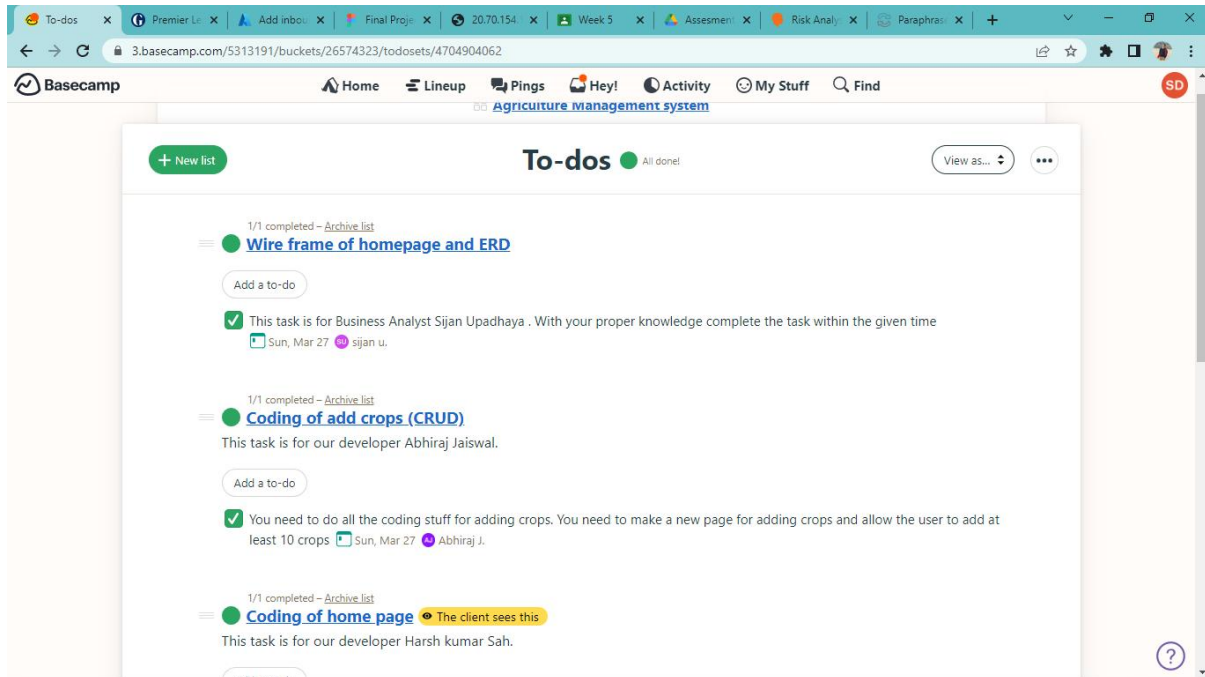
Figure 4: To-dos

This is the To-do list of base camp. In this, project manager assign the task for all the team members respectively . Here, due date are also enlist. This is the to-dos list of my project where I have given the task to my members.

- **Docs and files :**
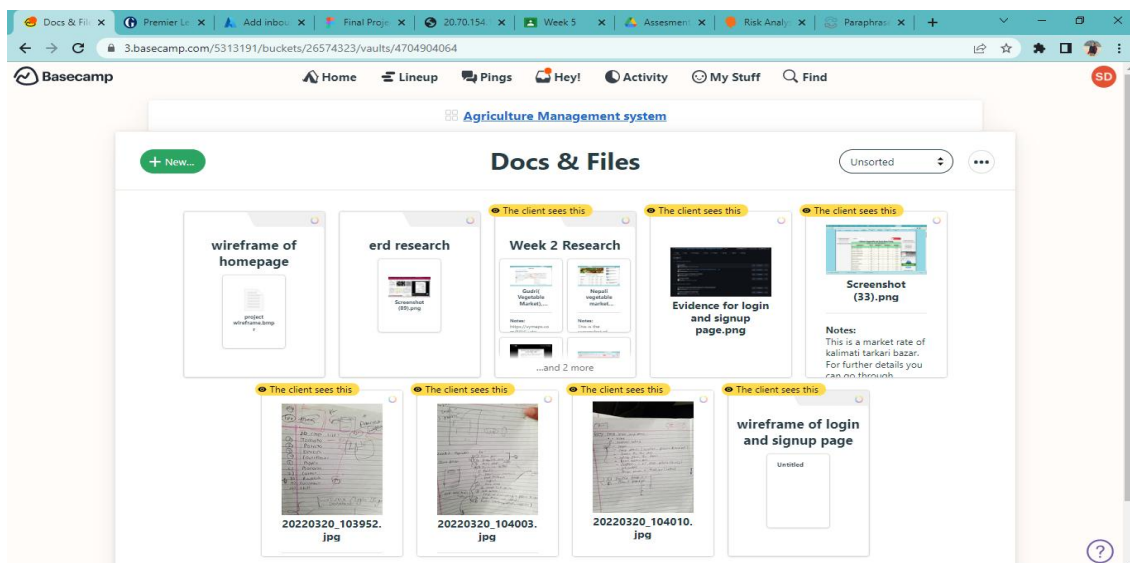
Figure 5: Docs & Files

This is the docs and files of basecamp. In this feature, all the documents and the files of project are uploaded so that later it will be used as a proof . You can see we are also uploading our given task in this list .

Thus, these are the main feature of basecamp where we can work in a team and let our project to access the goal.

2.1.2. Meeting minutes

Meeting minutes is one of the most important things in a project management. It is note which are recorded during a meeting. It highlight the key issues that are talked about, meeting agenda which are to be undertaken. In our project we have meeting minutes with client and team members. Below is the screenshot of meeting minutes of our project:

Figure 6: Meeting Minutes

2.1.3. Meeting schedule

Meeting schedule is a note where date of meeting held are listed. In our project we have meeting with both the client and team member respectively. And it's my role to manage the meeting schedule. I have given different time and date for the meeting. I have made a meeting schedule in base camp. So, the screenshot of meeting schedule which I announce in basecamp is below:
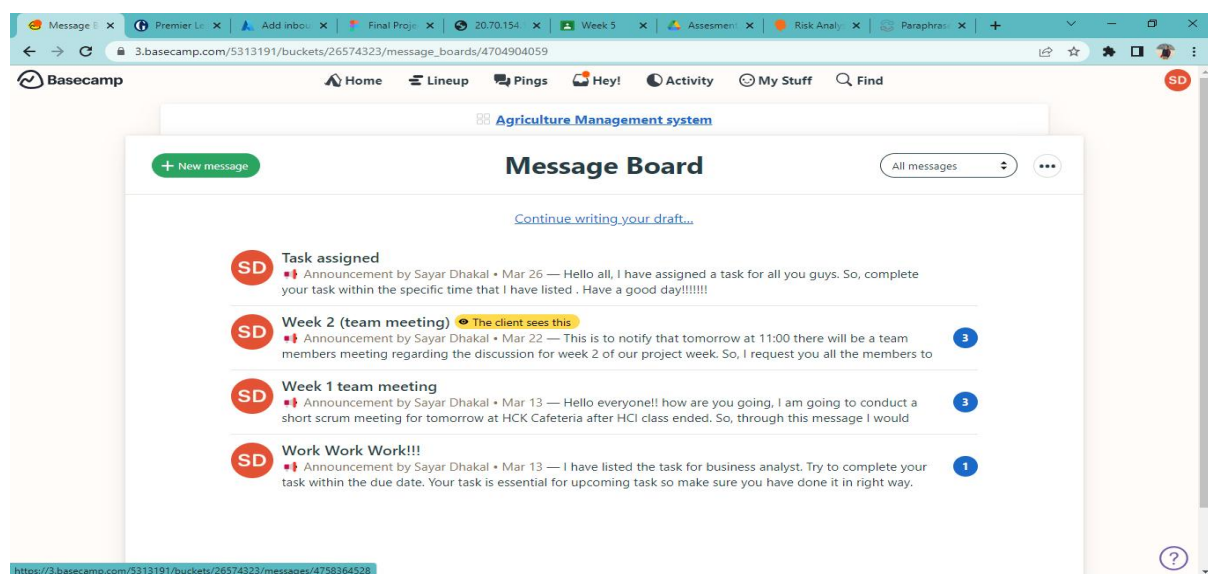

Figure 7: Meeting Schedule

Below I have made a table from where you can get clearly information when we had our meeting held:

Week1	Client Meeting	Team Meeting
Date	Mar13,2022	Mar14,2022
Time	10:00 am	10:15 am
Location	SR-03 WLV	HCK Lounge

Week2	Client Meeting	Team Meeting
Date	Mar20,2022	Mar23,2022
Time	09:30 am	11:00 am
Location	TR-012 Sivapuri	WLV Lounge

Week3	Client Meeting	Team Meeting
Date	Mar27,2022	Mar28,2022
Time	10:00 am	09:00 am
Location	SR-03 WLV	HCK Lounge

Week3	Client Meeting	Team Meeting
Date	Mar27,2022	Mar28,2022
Time	10:00 am	09:00 am
Location	SR-03 WLV	HCK Lounge

2.1.4. **Attendance**

While working in a team, the presence of team member is very essential for completing the project team. Below I have made a attendance table where you can see the team members presence.

Date	Sayar Dhakal	Sijan Upadhaya	Abhiraj Jaiswal	Harsh Kumar Sah	Meeting
13-Mar-2022	P	P	P	P	Client
14-Mar-2022	P	P	P	P	Team
20-Mar-2022	P	P	P	P	Client
23-Mar-2022	P	P	P	P	Team
27-Mar-2022	P	P	P	P	Client
28-Mar-2022	P	P	P	P	Team
03-Mar-2022	P	P	P	P	Client

| 05-Mar-2022	P	P	P	P	Team

P= Present, L= Late, A = Absent

Appendix 2

1. Evidences of Good communication and file sharing

As I have already mentioned that good communication is the key to success of a project. Team combination is the major factor how the project will go. So, it is necessary to mention that the team member should have co-ordination, collaboration with each other.

We are also working in a team for this project. We are of 4 members (one project manager, one business analyst, and two developers). I can proudly say that till the end of this sprint 1 we are able to work the project in a good manner without misunderstanding and conflict. We have made a vow of respecting each other in a team and help each other.

As a evidence, we have many things like email and conversation in Facebook, conversation on basecamp and also have the file sharing of own task in basecamp. The list of evidence are below:
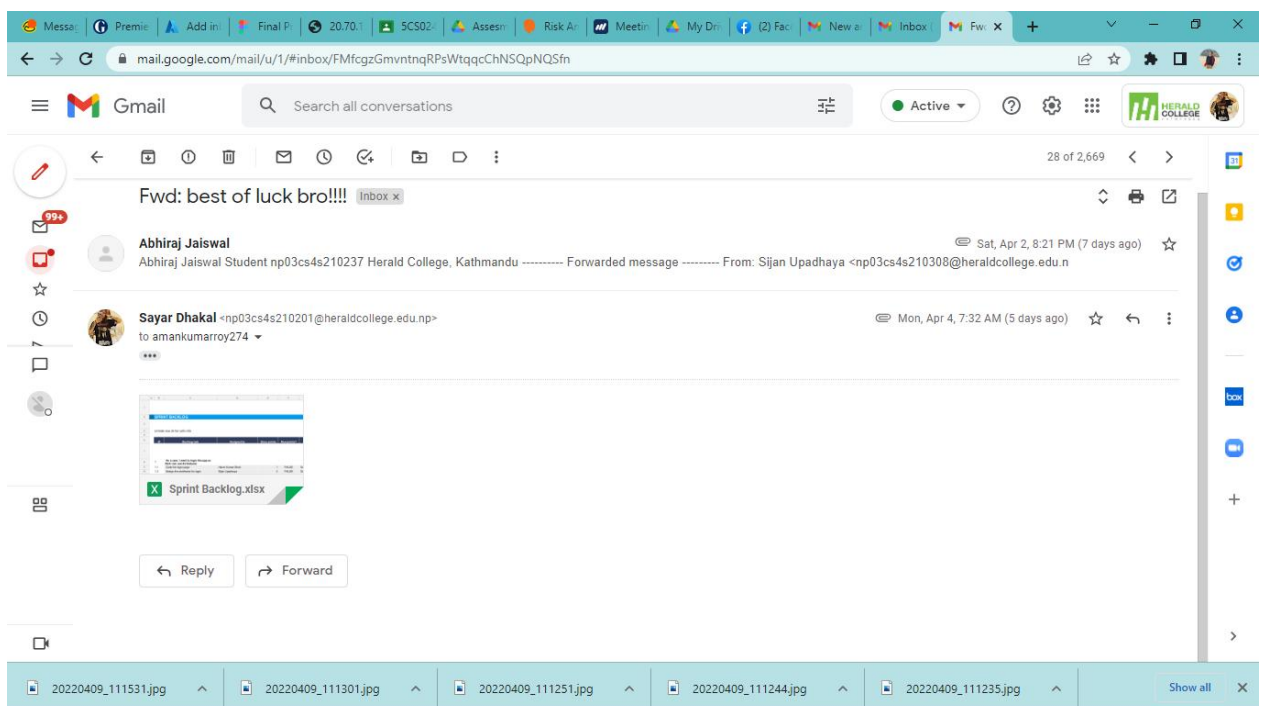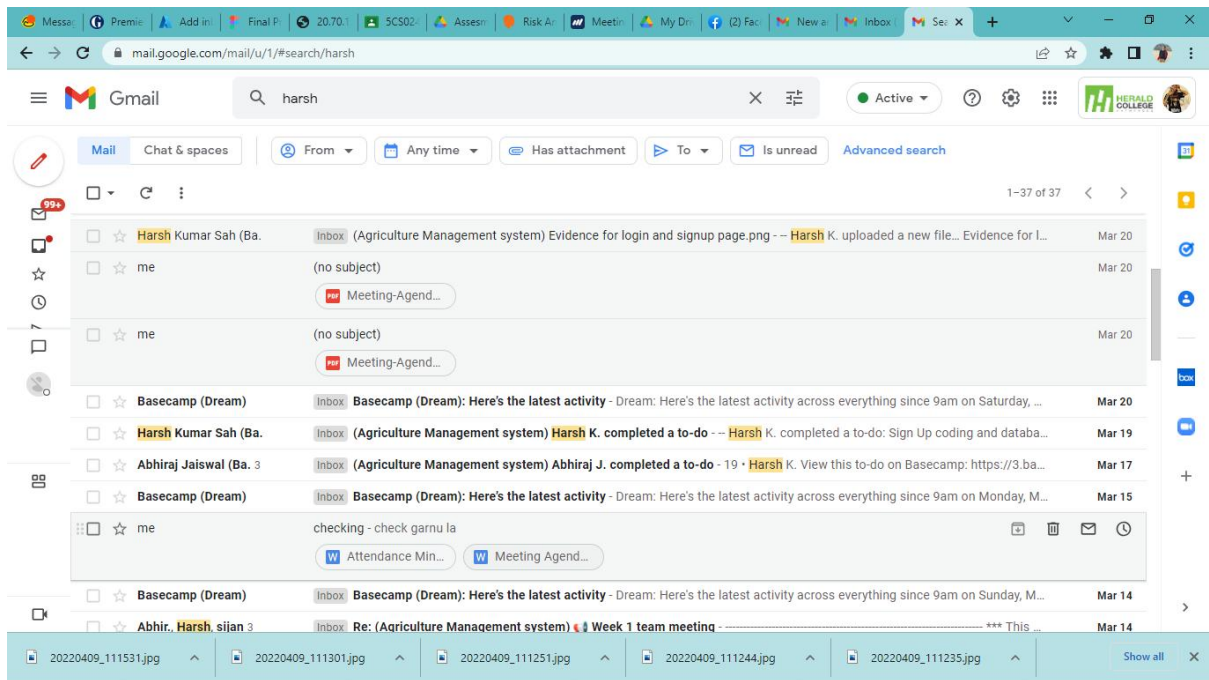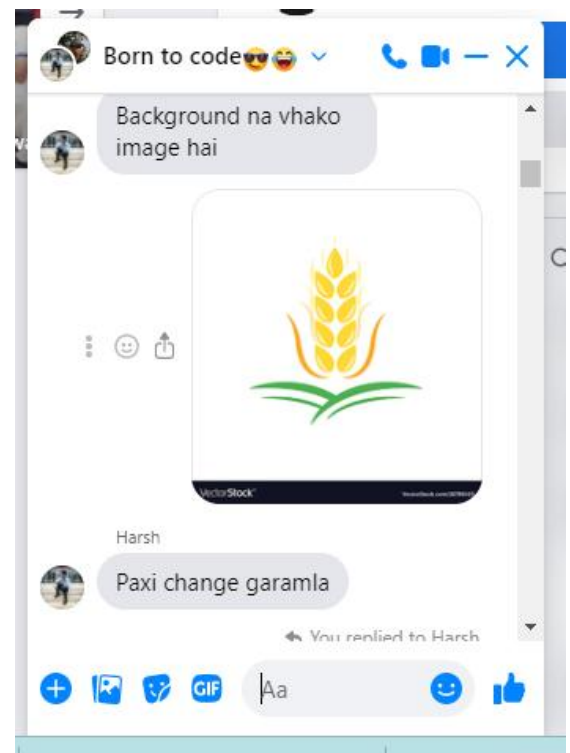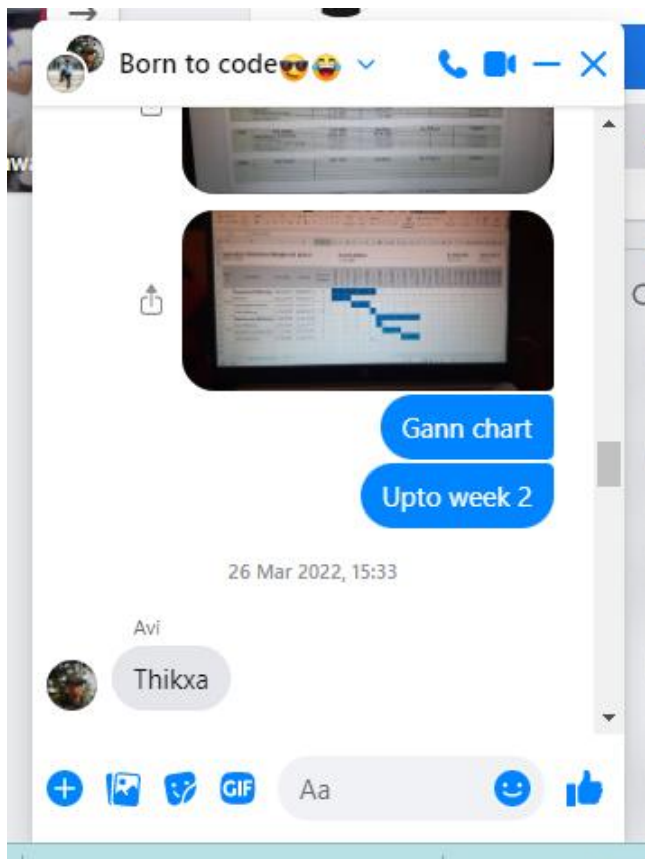
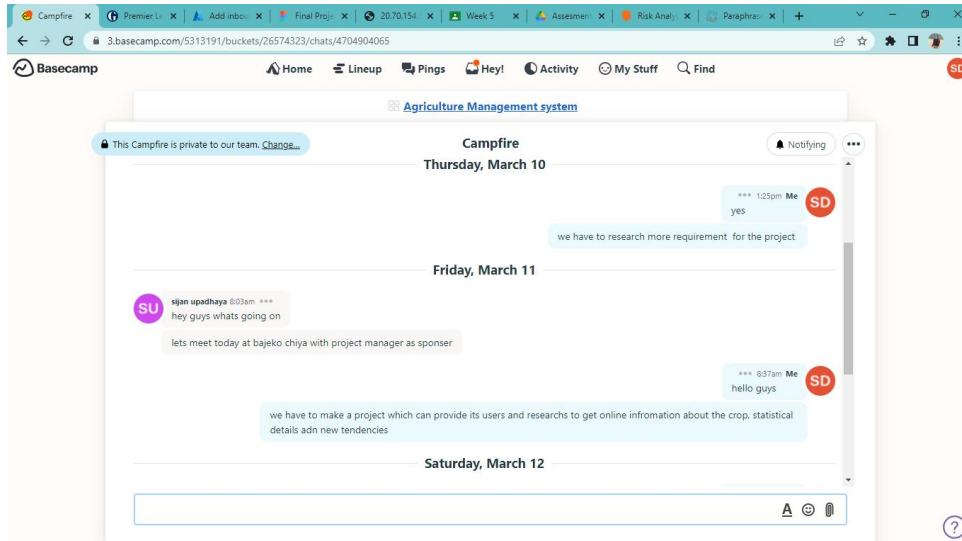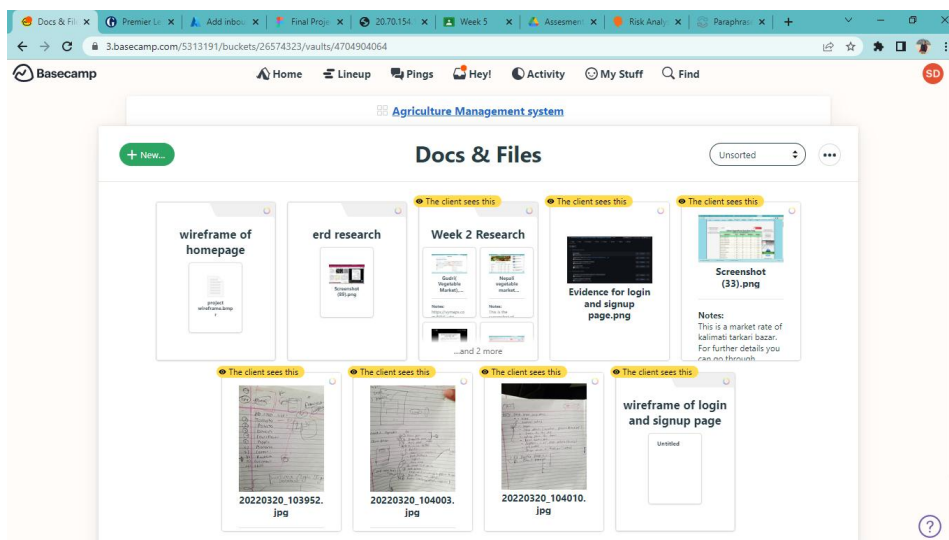Figure 8: Emails

Figure 9: Messenger Chat

Figure 10: Campfire Conversation

These all are the evidence of file sharing and good communication.

2. Evidences of Continuing Personal Development (CPD)

The project name of our is Agriculture Information Management System. For this project, I got the role of Project Manager. So, a huge task is upon my responsibility. I need to know how to manage the team in effective ways and what steps should be follow in order to get the project objective goal. All the managing role is upon my duty so I have started to research in those topic. I have read so many report and article regarding the project management and risk analysis. Also, I have watch so many YouTube videos on Gan chart, WBS system etc.

Beside these , the knowledge or skills that enhances my personal development is that I have learn online python courses from learning website before the start of our project. I have also earn some certificate from those website. I got the knowledge of good coding . This help now to collaborate with my developer in finding bugs and debugging those error code. Hence, personal development plays a vital role in doing the project easier.

Below are the evidence of online certificate and some screenshot of YouTube videos, website:

COURSE CERTIFICATE

This is to certify that

Sawyer Dhakal

has successfully completed the course by demonstrating
theoretical and practical understanding of

Python Core

Python
Core

Yeva Hyusyan
Chief Executive Officer

sololearn

Certificate 22063639-1073
Issued 03 January, 2022

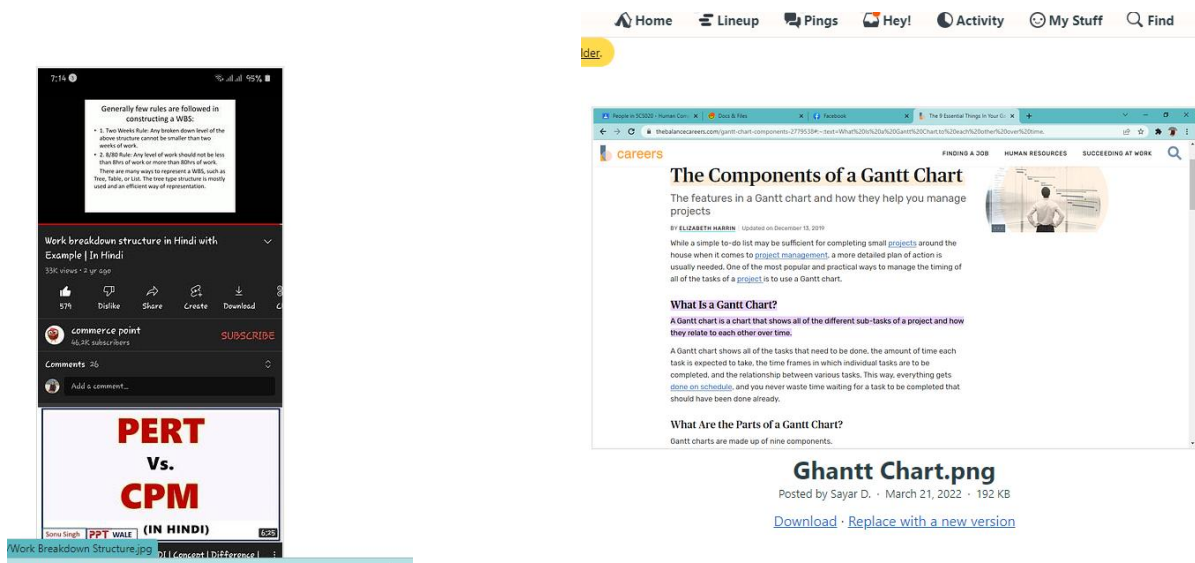Figure 11: Online Certificate from sololearn

Figure 12: WBS

At conclusion , I want to say that the knowledge and the skill that I have helps me in doing my project work and also helps in implementing my project requirement with my team members.

3. Evidences of Issue tracking

While working in a big project, there will surely of arising of issue on coding as many things to be done in coding. So, it is necessary to issue tracking and solve it as much as possible.

Being a project manager, I have analysis the code which was done by developer and we have found some bug during the work. I have found the bug in CRUD operation of our project later on our developer team had came up with the solution. Similarly, other team members also have found bugs on their works which they solved in time and in good manner.

Below I have list the issue tracking of my app and describe on some of the things on it:

This is the login page of our software app. Here, we came up with the issue of choosing logo for our app. Logo is the symbolize meaning of something. So, with the meaning of that we made many design of logo which can be related to our project objective. After all, we analysis the best one and selected the logo. I have circled the logo which gives the meaning of land, crops, water etc.
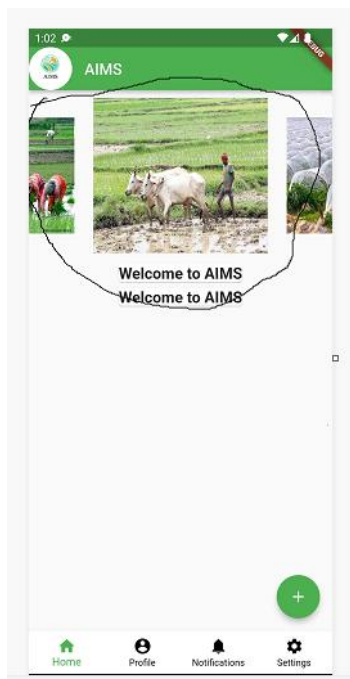
This is the home page of our software app. We had some issue what to do in our homepage. First, we decide to give the information on the crops and all. But later, we came up the result of making a slideshow picture which reflects the agriculture sector of Nepal. The picture will continuously sliding right to left. We can also slide them by click an arrow in the right side.
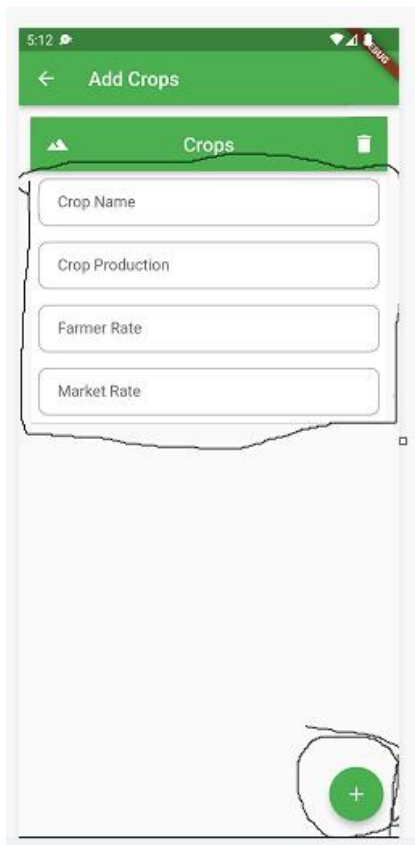
This is our add crops page. This is open when a farmer user click on that plus (+) button in the bottom right end. We discuss so much in this topic that what could be the best option of making add crops and what features should be added on it. Later, we came up with the solution and the solution is shown in the picture. We can add at most 10 crops and their detail information.

These are the issue of our page. During the period of coding for all those pages many error and bugs were arises like error in database connection, CRUD operation and so on. After coming those type of issue we research for the solution of the problem and thankfully our developer have solve them.

This is the conclusion of our sprint 1 where we face many obstacles, create many opportunity, find the solution. I especially feel very good to work in this type of project as I learn so many new skills and ideas. I hope sprint 2 will go more good than the sprint 1.

References

HARRIN, E., December 13, 2019. Project Management. *The Compnents of Gantt Chart*.

Simplilearn, Feb 8, 2022. Project Management. *Exploring Work Breakdown Strucutre in Project Management*.

Team, M.T.C., 2020. Mind Tools. *Risk Analysis and Risk Management*, p.3.