

Milton Keynes College

# Project Logbook

HNC Computing – Unit 6: Managing a Successful  
Computing Project

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## Key Information

Project Title:	Do digital technologies improve life or distract from it? The impacts of social media on mental health and wellbeing.
Project Start Date:	21/04/2020
Project End Date:	19/05/2020

w/c 20/04/2020

### Update on weekly research/tasks achieved

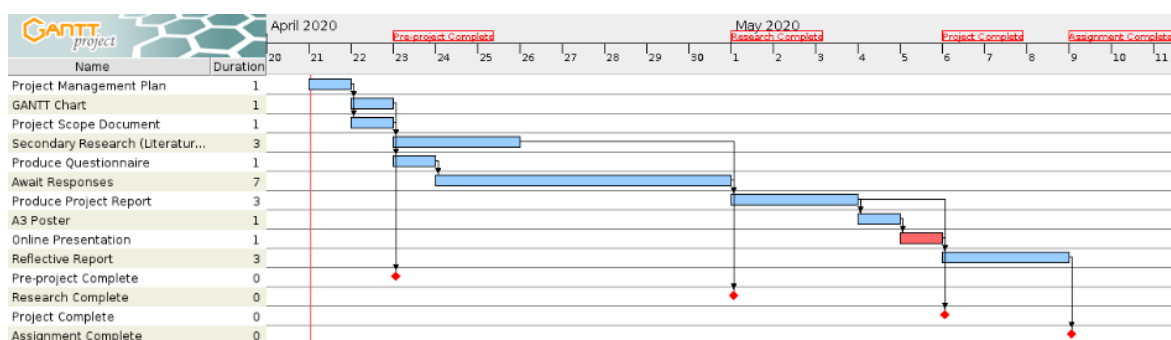
#### Points to consider:

- What have you completed?
- Did you fulfil task requirements?
- Are you on track and within deadlines set?
- Did you need to make any changes to your project management plan?

At this point in time, I've begun work on the project starting with the scope statement document, which I feel has the majority of the difficulty for starting the project. Alongside this document, I've outlined some basic milestones for the project, which I believe is realistically attainable given the late starting date.

As well as this scope statement, I've finished up the management plan, including a work breakdown structure and a Gantt chart. This is on-track with my milestones, as I have until the 25<sup>th</sup> to finish up all the planning documents before commencing the secondary research.

I have had to change some of the deadlines due to confusion around what the milestones mean: secondary research, the literature review, can be completed concurrently with the primary research, a survey, as the survey needs to be produced and then be left to gather responses. Because of this, the Gantt chart in the management plan differs slightly from the scope statement.



### Any risks and/or issues identified?

#### Points to consider:

- Did you identify risks/issues with a lack of skills required for undertaking research/tasks?
- Did you identify any additional risks/issues that have an impact on the project management plan?

The largest risks involved at this stage relate to the time restriction due to a late start of the project. I feel my plan is robust at this stage, but it will require work to maintain and deliver upon within the milestones outlined.

### **Problems encountered**

#### **Points to consider:**

- What barriers did you face?
- How did you overcome them?

My workflow differed from the Gantt chart slightly due to some difficulty with productivity and motivation. Thankfully, I planned in 10 days worth of overflow time as a contingency, but producing a first draft of the report and the complete poster by the 5<sup>th</sup> is essential.

Creating the survey on time proved to be especially difficult, and I ended up instead focussing on the literature review this week. I'm confident I'll be able to get a high number of responses even if the amount of time I'm awaiting for responses is lowered because of my contacts, however it's a key focus for what I need next.

### **New ideas and change of project direction**

This is the beginning of the project, but I've decided to focus specifically on the effects social media has on mental health, changing the title to "Do digital technologies improve life or distract from it? The impacts of social media on mental health and wellbeing." This differs from the brief, but I feel as though it still meets the criteria of technology and the effects on health & wellbeing, while being more descriptive of the content of the research.

### **What have I learnt about myself this week?**

#### **Points to consider:**

- How did I feel when I had to deal with tasks/problems?
- Did I find it useful to complete the tasks?
- How well have I performed? What did I contribute?
- What can I improve on next week?
- How might this learning apply in the future?

I found that taking the time to sit down and plan exactly what the next steps are really helps with my productivity, as quantifying the time I have for each step helps my understanding of the future.

I'm unhappy that it took me this long to get started on the project, however it's still good that I managed to make a start this week, and I'm confident that I'll be able to finish on time.

### **Tasks planned for next week**

#### **Points to consider:**

- Which tasks are priority?
- Have you set aside enough time for completion?

Finishing up the literature review and getting the survey ready and sent out is key for the next steps. There's still lots of time in case any further delays arise, though I'd rather not use it if possible.

<b>Project plan status to date (on, ahead, behind)</b>
Behind currently.
<b>Supervisor comments to address</b>

w/c 27/04/2020

<b>Update on weekly research/tasks achieved</b>  <b>Points to consider:</b> <ul style="list-style-type: none"> <li>• What have you completed?</li> <li>• Did you fulfil task requirements?</li> <li>• Are you on track and within deadlines set?</li> <li>• Did you need to make any changes to your project management plan?</li> </ul>
<p>At this point in time, Task 1 content is mostly finished, and my literature review only needs final touches. The survey is done at this point, and it's been distributed, so I'm waiting on responses while working on the additional secondary research.</p>
<b>Any risks and/or issues identified?</b> <b>Points to consider:</b> <ul style="list-style-type: none"> <li>• Did you identify risks/issues with a lack of skills required for undertaking research/tasks?</li> <li>• Did you identify any additional risks/issues that have an impact on the project management plan?</li> </ul>
<p>Currently everything is on track, and the survey quickly got over 30 responses, so I'm not worried about anything at the moment.</p>
<b>Problems encountered</b> <b>Points to consider:</b> <ul style="list-style-type: none"> <li>• What barriers did you face?</li> <li>• How did you overcome them?</li> </ul>
<b>New ideas and change of project direction</b>
<p>I've introduced three themes of questioning in the survey, relating to perceived mental health, social interaction quality, and impact on current events. This relates to the literature review, in which I identified three general over-arching topics in the literature analysed. This is manifested in the survey, containing a question for each theme.</p>
<b>What have I learnt about myself this week?</b> <b>Points to consider:</b> <ul style="list-style-type: none"> <li>• How did I feel when I had to deal with tasks/problems?</li> <li>• Did I find it useful to complete the tasks?</li> </ul>

<ul style="list-style-type: none"> <li>• How well have I performed? What did I contribute?</li> <li>• What can I improve on next week?</li> <li>• How might this learning apply in the future?</li> </ul>
<p>Producing the literature review was interesting as it involved lots of high-level reading. I feel as though I'm not the best at finding literature to review, though the literature I have found can be related back to the main project.</p>
<p><b>Tasks planned for next week</b></p> <p><b>Points to consider:</b></p> <ul style="list-style-type: none"> <li>• Which tasks are priority?</li> <li>• Have you set aside enough time for completion?</li> </ul>
<p>The poster is a key priority, with the first draft of the report coming shortly after. The presentation on the 5<sup>th</sup> is a hard deadline and as such is very important to be on track for.</p>
<p><b>Project plan status to date (on, ahead, behind)</b></p>
<p>Currently making good time.</p>
<p><b>Supervisor comments to address</b></p>
<p>Some feedback I got said to include a report and poster in the project deliverables section for the management plan and scope statement, which I have completed.</p>

w/c 04/05/2020

<p><b>Update on weekly research/tasks achieved</b></p> <p><b>Points to consider:</b></p> <ul style="list-style-type: none"> <li>• What have you completed?</li> <li>• Did you fulfil task requirements?</li> <li>• Are you on track and within deadlines set?</li> <li>• Did you need to make any changes to your project management plan?</li> </ul>
<p>This week marks the presentation week, which is good because the poster is done, along with my first draft of my report. On-track for that. I'm confident in the quality of the work pre-presentation.</p> <p>The presentation went really well, with John and Dan and Laura popping in to ask questions. Once it got started, I didn't have much difficulty getting through it. They asked some questions that helped me form my final ideas about the recommendations section of the report, additionally.</p>
<p><b>Any risks and/or issues identified?</b></p> <p><b>Points to consider:</b></p> <ul style="list-style-type: none"> <li>• Did you identify risks/issues with a lack of skills required for undertaking</li> </ul>

<p>research/tasks?</p> <ul style="list-style-type: none"> <li>Did you identify any additional risks/issues that have an impact on the project management plan?</li> </ul>
<p>At this moment in time, all that's required is finishing up the report and getting the reflective report done in time for the end-of-project.</p>
<p><b>Problems encountered</b>  <b>Points to consider:</b></p> <ul style="list-style-type: none"> <li>What barriers did you face?</li> <li>How did you overcome them?</li> </ul>
<p>I only just got the poster done on time, finishing it in the same day as the presentation. This relates to energy levels, though thankfully I scraped by on this deadline.</p>
<p><b>New ideas and change of project direction</b></p>
<p>The recommendations I'm providing in the report have shifted because of the presentation evening, revolving around news media online, restrictions of certain platforms on college networks, and the possible risks of spending too much time online.</p>
<p><b>What have I learnt about myself this week?</b>  <b>Points to consider:</b></p> <ul style="list-style-type: none"> <li>How did I feel when I had to deal with tasks/problems?</li> <li>Did I find it useful to complete the tasks?</li> <li>How well have I performed? What did I contribute?</li> <li>What can I improve on next week?</li> <li>How might this learning apply in the future?</li> </ul>
<p>I feel like it took all of my energy to get to this point, having finished the presentation and the poster and the first draft. I doubt I'll be able to get right back to work immediately after Tuesday, though I'm still confident I'll get the project done before the deadline, if not the self-set deadline but the absolute deadline.</p>
<p><b>Tasks planned for next week</b>  <b>Points to consider:</b></p> <ul style="list-style-type: none"> <li>Which tasks are priority?</li> <li>Have you set aside enough time for completion?</li> </ul>
<p>Finalising the report and working on the reflective report is key now. There's plenty of time to finish these parts up.</p>
<p><b>Project plan status to date (on, ahead, behind)</b></p>
<p>On track at the moment</p>
<p><b>Supervisor comments to address</b></p>
<p>Feedback from the presentation evening was very positive, though I shifted my views on the recommendations because of it.</p>

w/c 11/05/2020

### **Update on weekly research/tasks achieved**

#### **Points to consider:**

- What have you completed?
- Did you fulfil task requirements?
- Are you on track and within deadlines set?
- Did you need to make any changes to your project management plan?

It's clear that the presentation used up most of my energy in this project, as now I'm making very slow progress on finalising the report. I feel as though I might run over my self-set deadline of the 9<sup>th</sup>, but overall that's not a huge problem as I can still get the project finished.

### **Any risks and/or issues identified?**

#### **Points to consider:**

- Did you identify risks/issues with a lack of skills required for undertaking research/tasks?
- Did you identify any additional risks/issues that have an impact on the project management plan?

Work is slow, so keeping on track with the quantity I get done is very important here. The biggest risk is just not getting enough done before the deadline.

### **Problems encountered**

#### **Points to consider:**

- What barriers did you face?
- How did you overcome them?

As described, just pure motivation and ability limits at the moment. I'm making what little progress I can each day, which definitely beats doing nothing at all.

### **New ideas and change of project direction**

### **What have I learnt about myself this week?**

#### **Points to consider:**

- How did I feel when I had to deal with tasks/problems?
- Did I find it useful to complete the tasks?
- How well have I performed? What did I contribute?
- What can I improve on next week?
- How might this learning apply in the future?

It's possible that I need to better plan for the potential using-up of my energy, as if I go through a large task like a pre-planned presentation I then end up stagnant for a few days afterwards, if not longer. Maybe accounting for recovery time might be important on future projects? It could also be a by-product of lockdown too, so really it depends.

### **Tasks planned for next week**

#### **Points to consider:**

- Which tasks are priority?



<ul style="list-style-type: none"> <li>Have you set aside enough time for completion?</li> </ul>
Just need to finalise the project (very close now) and start work on the reflective report.
<b>Project plan status to date (on, ahead, behind)</b>
Behind slightly
<b>Supervisor comments to address</b>

w/c 18/05/2020

<b>Update on weekly research/tasks achieved</b>
<b>Points to consider:</b> <ul style="list-style-type: none"> <li>What have you completed?</li> <li>Did you fulfil task requirements?</li> <li>Are you on track and within deadlines set?</li> <li>Did you need to make any changes to your project management plan?</li> </ul>
I've gotten the report finished at this point, and I only need to get the reflective report done now. This is very behind compared with my self-set deadlines, but overall it's still within the range of acceptability.
<b>Any risks and/or issues identified?</b>
<b>Points to consider:</b> <ul style="list-style-type: none"> <li>Did you identify risks/issues with a lack of skills required for undertaking research/tasks?</li> <li>Did you identify any additional risks/issues that have an impact on the project management plan?</li> </ul>
Getting the reflective report and this document done by tomorrow evening is the largest risk, as they're both sizeable documents that take a fair amount of energy to fill out.
<b>Problems encountered</b>
<b>Points to consider:</b> <ul style="list-style-type: none"> <li>What barriers did you face?</li> <li>How did you overcome them?</li> </ul>
Ditto from last week
<b>New ideas and change of project direction</b>
n/a
<b>What have I learnt about myself this week?</b>
<b>Points to consider:</b>

<ul style="list-style-type: none"> <li>• How did I feel when I had to deal with tasks/problems?</li> <li>• Did I find it useful to complete the tasks?</li> <li>• How well have I performed? What did I contribute?</li> <li>• What can I improve on next week?</li> <li>• How might this learning apply in the future?</li> </ul>
<p>Definitely mirrors last week's comment in that I need to better figure out how to cope with my energy levels. This issue came up last year too, even if this time around I'm coping far better with it. Perhaps it's a skill that will get better with time? Hard to tell at the moment, I just need to get things done for now.</p>
<p><b>Tasks planned for next week</b>  <b>Points to consider:</b></p> <ul style="list-style-type: none"> <li>• Which tasks are priority?</li> <li>• Have you set aside enough time for completion?</li> </ul>
<p>n/a</p>
<p><b>Project plan status to date (on, ahead, behind)</b></p>
<p>Behind</p>
<p><b>Supervisor comments to address</b></p>
<p>n/a</p>