

Learning Journal Week 4

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Course: SOEN-6841: Software Project Management

Journal URL: <https://github.com/tanzinariki/SOEN6841>

Dates Range of activities: February 24 – March 13

Date: March 16, 2025

Key Concepts Learned

This week, I focused on two major aspects of project management:

1. **Project Monitoring & Control** – Ensuring that a project stays on track in terms of budget, schedule, and quality.
 - **Monitoring vs. Control** – Monitoring involves tracking project progress, while control means taking corrective actions when deviations occur.
 - **Earned Value Analysis (EVA)** – A technique that evaluates project progress by integrating cost and time constraints. It helps determine:
 - **Schedule Variance (SV)** – Are we ahead or behind schedule?
 - **Cost Variance (CV)** – Are we over or under budget?
 - **Estimate at Completion (EAC)** – How much will the total project cost based on current progress?
 - **S-Curve Analysis** – A visual representation of project progress that compares planned progress vs. actual progress over time. It helps in:
 - Identifying delays or cost overruns.
 - Tracking whether work is being completed as expected
 - **Handling Scope Changes** – Managing scope creep through a formal change control process to ensure changes are reviewed before implementation.
 - **Risk Monitoring** – Risks evolve, so continuous assessment is needed to adjust mitigation strategies as new risks emerge.
2. **Project Closure** – The final phase of project management that ensures all deliverables are completed, lessons are learned, and the project is formally closed.
 - **Final Deliverables Review** – Ensuring that all project requirements are met before official closure.
 - **Lessons Learned Documentation** – Capturing project challenges, successes, and failures to improve future projects.
 - **Archiving Project Data** – Storing important documents, source code, and metrics for future reference.
 - **Post-Mortem Analysis** – Evaluating project performance to identify what worked well and what could be improved.

Application in Real Projects: "Chatbot for Mental Health Support"

For our project, we will focus on:

- **Project Monitoring & Tracking** – Ensure our project plan is being followed and track progress using status updates and milestone check-ins.
- **Risk Monitoring** – Regularly assess potential risks like project scope deviations and delays in task completion.
- **Planning for Project Closure** – Discussed what key takeaways we want to document at the end of the project to improve future work.

Peer Interactions/Collaborations

- **Collaborated on Feasibility Study Report** – Since our feasibility study report was due this week, our team worked together to ensure it covered all essential components, including feasibility study, solution proposal, project plan, risk assessment, and budgeting. We focused on analyzing market needs, defining project scope, and assessing potential risks to ensure a well-structured report.
- **Team Discussions on Monitoring Strategies** – Explored how EVA and S-Curve Analysis can be used to track cost and schedule performance in real projects.

Challenges Faced

- **Time Management Issues** – This week was challenging as I had an exam and other submissions alongside the feasibility study report. Balancing all tasks required strict prioritization.

Personal Development Activities

- **Worked on Frontend Development** – Improved my frontend development skills and developed the UI for my HCI project, focusing on making it more user-friendly and interactive.

Goals for Next Week

- Study Chapter 9 to gain insights into advanced project execution and Agile methodologies.
- Prepare for the Alpha System Demo of my HCI project by refining the UI and ensuring usability.