Professional Skills Matrix and Development Plan

Skill	Proficiency Level	Experience/Examples	Areas for Improvement	Development Plan
Time Management	Intermediate	Managed multiple tasks such as learning Python, using Flask, and collaborating on projects. During the final project, prioritised learning Flask and applying security protocols.	Improve ability to allocate time for learning new skills while meeting project requirements.	Use project management tools to break down tasks and allocate extra time for unfamiliar tools at the start.
Resilience	Advanced	Adapted to challenging and unclear project requirements, continuing to develop a web interface in Flask despite conflicting advice from the tutor.	Develop strategies to manage project stress effectively, especially with unclear instructions.	Practice mindfulness techniques and seek clarifications early in the project to reduce stress.
Critical Thinking and Analysis	Intermediate	Evaluated project requirements and recognised the need for a web interface instead of a command line interface.	Improve analysis of project briefs to align technical decisions with requirements.	Engage in deeper project requirement analysis at the outset and consult peers or instructors for clarity.
Problem Solving	Intermediate	Resolved technical challenges, such as database normalisation issues and securing login systems with strong passwords.	Improve problem solving in database design to avoid unnormalised structures.	Study advanced database design principles and apply them in smaller personal projects for practice.
Communication and Literacy Skills	Intermediate	Participated in weekly team meetings, ensuring task delegation based on team strengths, and documented project progress.	Improve clarity and consistency in communication regarding project expectations.	Focus on consistent team updates and clarifying requirements in meetings.
IT and Digital Skills	Advanced	Developed a secure system using Python, Flask, HTML/CSS, and SQL Alchemy, implementing strong password policies.	Improve proficiency with advanced frameworks and security testing techniques like API injection attacks.	Explore advanced frameworks like Django and study penetration testing tools and techniques.

Interpersonal Skills	Intermediate	Worked effectively in a team with members from both technical and non-technical backgrounds.	Improve negotiation skills and ability to handle team disagreements.	Participate in group leadership or conflict resolution workshops to enhance mediation skills.
Teamwork/Global Citizen and Leadership	Intermediate	Collaborated well with team members of varying skill levels, meeting weekly to assign tasks based on expertise.	Improve leadership to ensure all decisions align with the team's understanding of the project brief.	Engage in leadership development courses or seminars focused on project management and teamwork.
Emotional Intelligence	Intermediate	Showed empathy toward team members with varying technical skills, creating a collaborative environment.	Develop emotional regulation techniques during high-pressure situations due to misalignment.	Use emotional self regulation techniques during stressful project phases and seek feedback.
Critical Reflection	Advanced	Conducted critical reflection on the entire project using the Rolfe model, analysing areas for improvement.	Continue integrating reflective practices and applying feedback for personal growth.	Maintain a reflective journal after every project and seek peer reviews on areas for improvement.