

Professional Skills Matrix and Development Plan

Skill	Proficiency Level	Experience/Examples	Areas for Improvement	Development Plan
Time Management	Intermediate	Managed group meetings, unit activities and video production tasks alongside work.	Improve balance between group and individual work in parallel.	Use weekly planning tools to divide workload more clearly across project and unit tasks.
Critical Thinking and Analysis	Intermediate	Evaluated project briefs, managed inconsistencies in Unit 11 and worked with the team to adopt Agile for the group project.	Improve how I review project briefs and confirm assumptions with the tutor.	Ask clarifying questions sooner and cross check project documents early in the unit.
Communication and Literacy Skills	Intermediate	Communicated effectively in group meetings and online. Developed a narrated presentation using OBS and Resolve.	Improve confidence in audio-based presentation delivery.	Practise delivery methods with a peer or use self-review to improve clarity and pacing.
IT and Digital Skills	Advanced	Used Trello, Excel, OBS, Resolve and Python. Worked with estimation models, code quality tools and presented via video.	Continue improving video editing and digital presentation skills.	Use OBS and Resolve for future assignments to build fluency.
Numeracy	Intermediate	Used Excel for project costing, timeline estimation and BOM review.	Improve accuracy in aligning project phases with budget constraints.	Practise modelling project costs against timelines using case studies or example briefs.
Research	Intermediate	Located alternative sources when references were missing. Followed up on The Mythical Man-Month and The Pragmatic Programmer. Learned to use OBS and DaVinci Resolve.	Structure literature review more efficiently when sources are incomplete.	Maintain a personal reference tracker and check academic libraries earlier in the unit.
Interpersonal Skills	Intermediate	Took part in small group collaboration and helped build consensus on tools and methods.	Improve delegation and managing delays.	Set clear expectations and backup plans for group-based tasks in future modules.
Problem Solving	Intermediate	Handled inconsistencies in Unit 11 brief, resolved tool issues in Replit and adapted working practices across multiple systems.	Increase efficiency with unfamiliar tools under time pressure.	Build tool familiarity through mini tasks or tutorials between assignments.
Ethical Awareness	Basic	Reflected on group responsibility, fairness in workload and transparency in planning discussions.	Engage more explicitly with software ethics in documentation and team decisions.	Use ethical checklists or simple framework reviews in future projects.
Leadership and Ownership	Intermediate	Helped lead team planning using Trello and Agile principles. Supported shared ownership of work to improve motivation and outcomes.	Build in clearer deadlines and fallback options when planning shared tasks.	Take initiative in setting early timelines and clear task ownership when forming project groups.