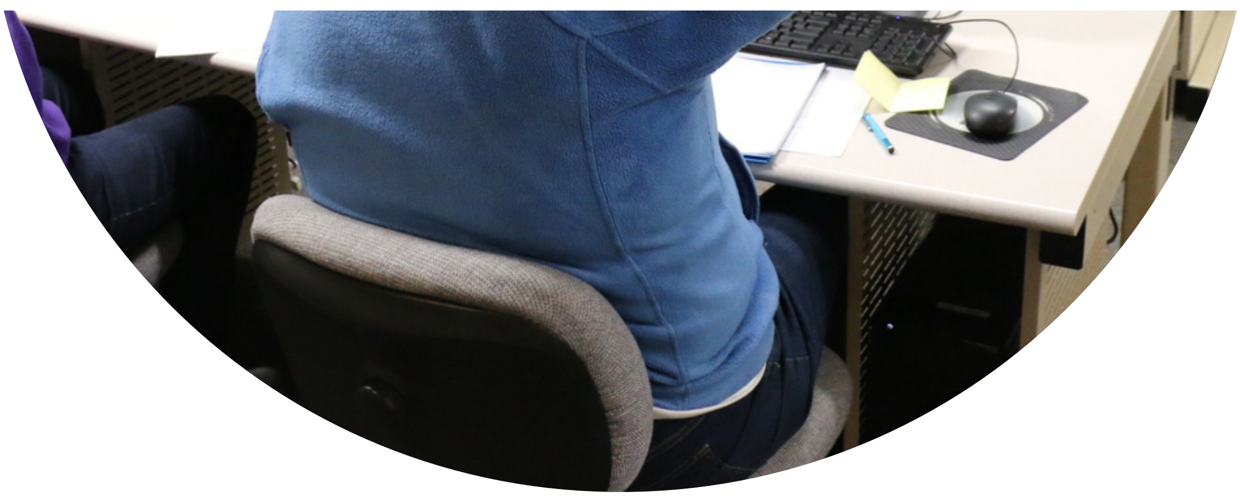
MILESTONE 9

SOLUTION SEEKERS



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MEET OUR MEMBERS

BRADLEY PIKE

FRONT END DEVELOPER & CONTACT REPRESENTATIVE

Bradley Pike serves as our main point of contact between the client and our team. He is responsible for coordinating meetings, as well as building a strong client relationship.

Bradley.Pike@lethbridgecollege.ca

ROBEE LOU DIAZ

BACK END DEVELOPER LEAD

Robee Lou Diaz is responsible for the development of our system. He specializes in programming and coding. Robee guarentees our project concept comes to life.

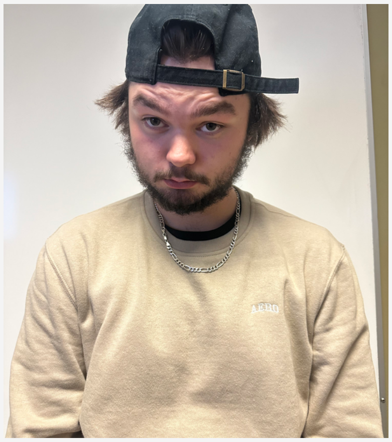
Robee_Lou.Diaz@lethbridgecollege.ca

IRAH LORETO

HARDWARE SPECIALIST

Irah Lorteo specializes in hardware related tasks. He focuses on the technical side of the system ensuring everything runs smoothly.

Irah.Loreto@lethbridgecollege.ca



NATE LAPOINTE

TEAM LEAD

Nate Lapointe guides the team by ensuring that all members are on track with the client's goals. He is also first to resolve any team conflict.

Nathan.Lapointe@lethbridgecollege.ca

WANATDA PHENGPHONEKEO

DOCUMENTATION LEAD

Wanatda Phengphonekeo handles documentation. She is responsible for project reports, project updates, UX design, and documentation between the client.

Wanatda.Phengphonekeo@lethbridgecollege.ca

ABOUT OUR CLIENT

Stephen Graham is our client.

He is a long time instructor at the Lethbridge College who teaches courses for the Computer Information Technology program.

More specifically, he is in charge of managing the practicum program for his students in the CIT 2271 - Field Work course.

Stephen's Business involves connecting students with employers for co-op work experiences, managing agreement forms, timesheets, and self evaluations.

Our team, Solution Seekers, have been given the opportunity to work closely with Stephen to develop a practicum tracking system tailored to his business needs.

3000 College Dr. S, Lethbridge, AB T1K 1L6

Stephen.Graham@lethbridgecollege.ca

403-320-3200 ext. 5794

MILESTONE 9 OVERVIEW

Welcome to Milestone 9

This is where our team focused on the Training Plan & Materials of our clients' system. Meaning we focused on preparing a training plan for the CIT Practicum Management System.

Here is a brief overview of some other things you can expect to find throughout this document:

- **Training Plan**: Decided on what training method would be best to perform on our client.
- **Training Materials:** Creating training material for our client to reference back to in the future.
- **Training Another Team:** Paired up with another group in our class to gather their feedback on our training methods.
- **Reflection:** Short paper highlighting our team's thoughts regarding the group feedback.

TRAINING PLAN

Here is a look at how we narrowed down our Training Plan:

Who is our audience?	Our audience is a total of 3 Users: 1. Our Client (Administrator/Instructor) 2. Employer 3. Students at the Lethbridge College
Based on your audience how is their computer literacy?	1. Students: Intermediate. Familiar with basic computing and navigation of the internet. 1. Employers: Varies. Ranges from Basic to Intermediate. 1. Instructors/Administrative Staff: Proficient. Extremely knowledgeable.
What method would be best to train our client?	One on one.

TRAINING PLAN

Here is a look at how we narrowed down our Training Plan:

When will the training be taking place?	For Client: April 17, 2024. (10am-12pm) Room CE2306 For Team Training: April 3, 2024. (3-4pm) Room IB2133
What issues could we face during the training session with our client?	• Because there is a lot of material to cover with our system there is a possibility of time constraints. • Potential technical issues when loading up the system. • Difficulty with user navigation. • Questions on why things were implemented a certain way. • The training material provided during the session lacked clarity. • Post-training our client could leave feeling confused or overwhelmed with the system. • Our training method was not effective.

What training materials will we be using to support our client?

At first our team was learning into the direction of creating interactive *E-Learning Training Modules* for our client. These training modules would have been based on the Users role (Student, Employer, and Admin).

However, based on our conversation with our client we have decided to move forward with a different approach. Instead we have created a **Web Page "Tour Guide"** that is accessible for all Users.

What other methods of support will we be providing?

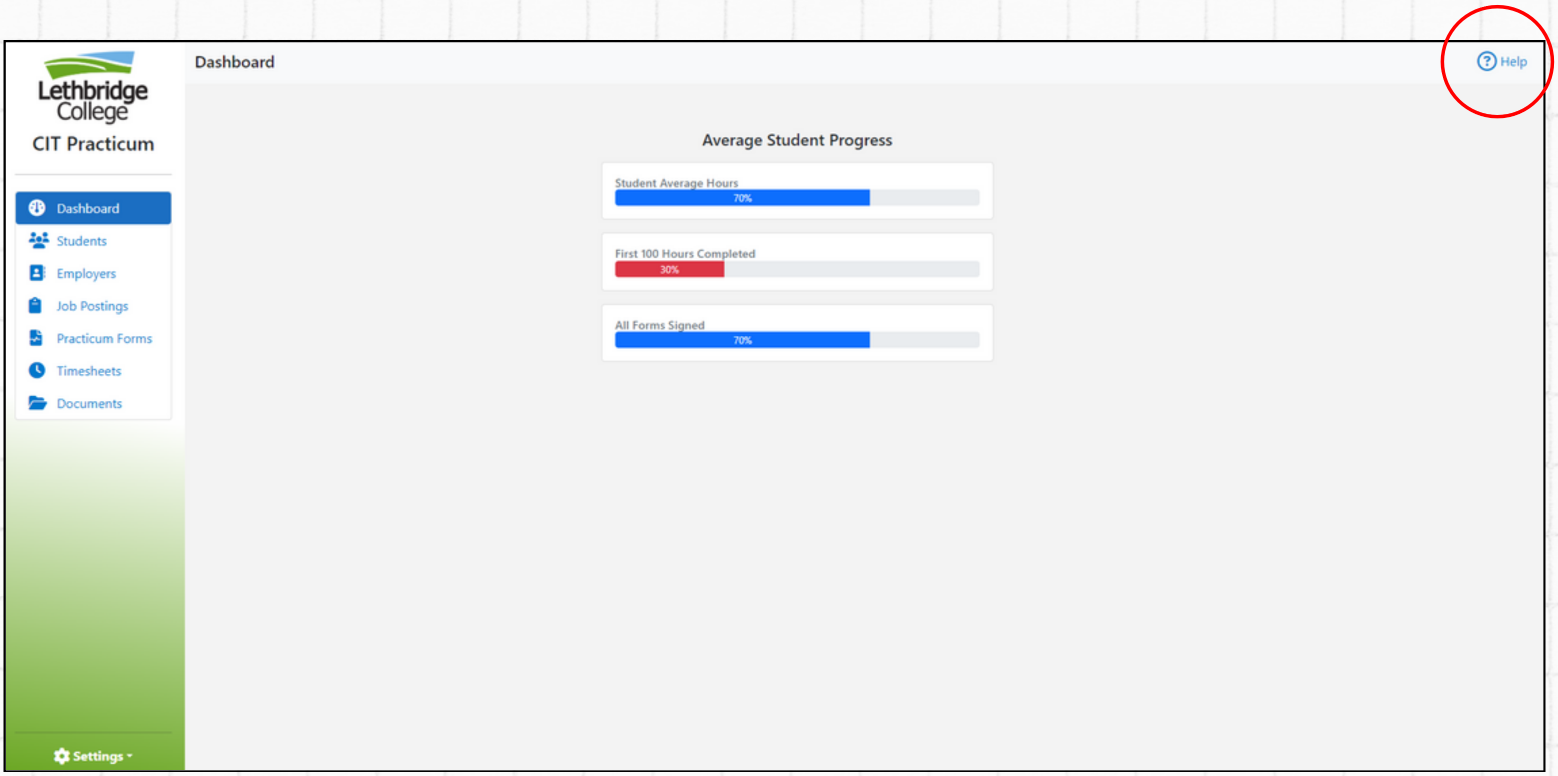
We will be providing a Version 2 Document outlining our code, the features we weren't able to implement and why, along with the contact information of any team member that is open for follow-up after the system goes live.

WEB PAGE TOUR: ADMIN DASHBOARD

Starting off with the Administrator Dashboard.

Here are some useful tips to note:

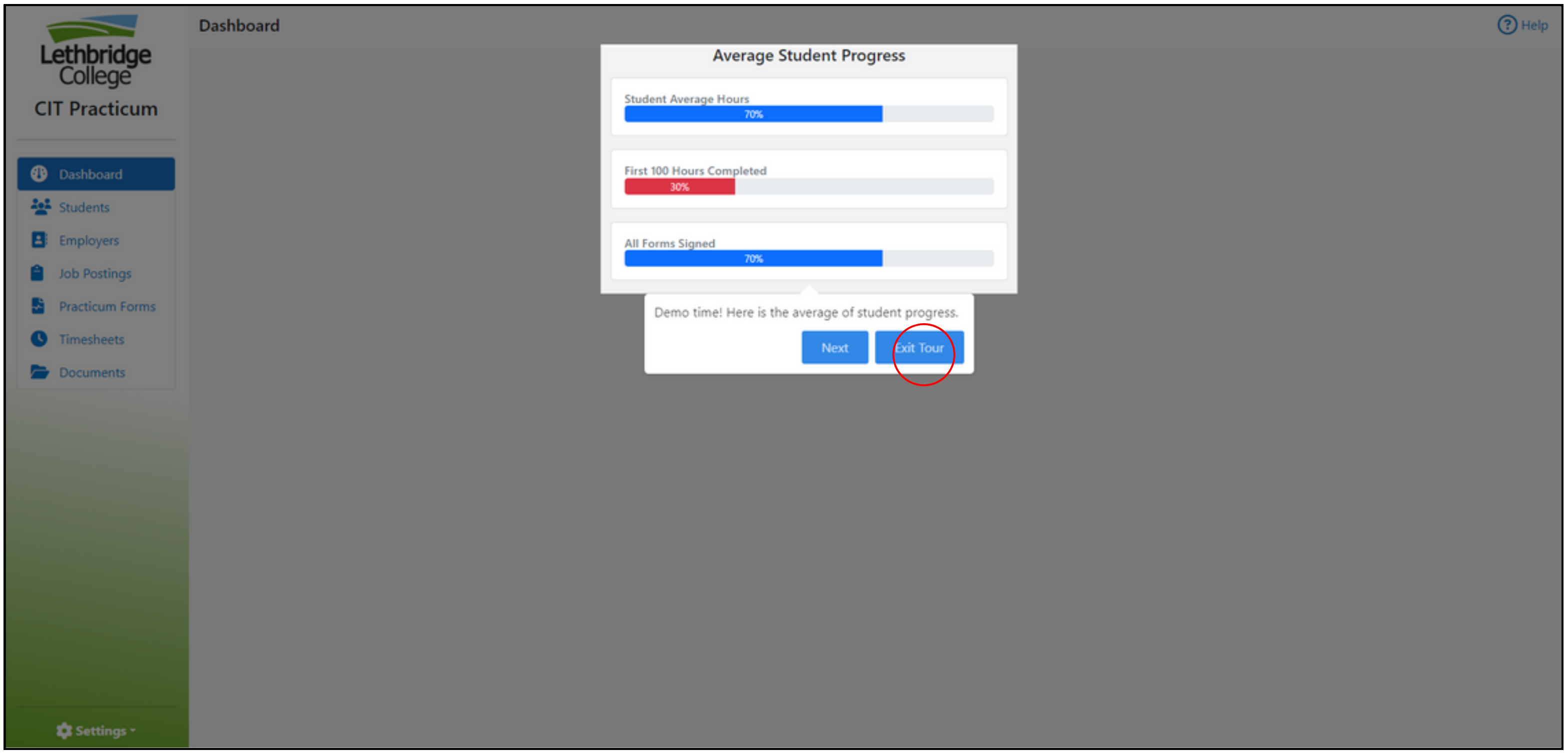
- Start by clicking the "*Help*" icon at the top right of the page to begin the tour.
- Each page and each user have their own designated tour.
- You can finish the tour at any given time.



WEB PAGE TOUR:
ADMIN DASHBOARD

Once the 'Help' Icon is clicked:

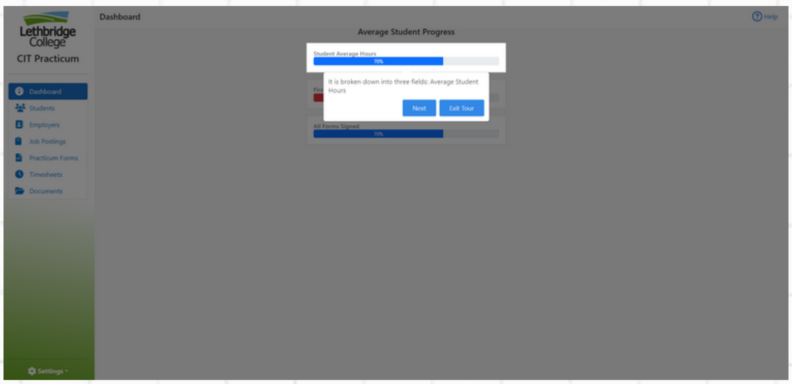
- The background screen will dim and highlight the Average Student Progress. From there a message will pop up to notify the User that we are beginning a Demo.
- Clicking 'Help' only gives the user a tour of the Dashboard.
- Users can click 'Exit Tour' whenever they want.

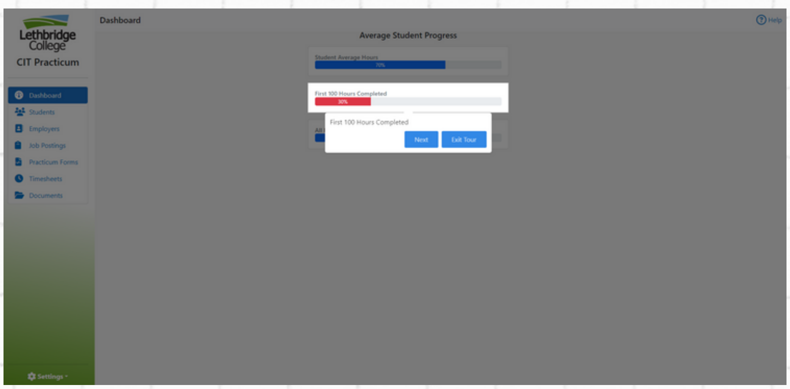


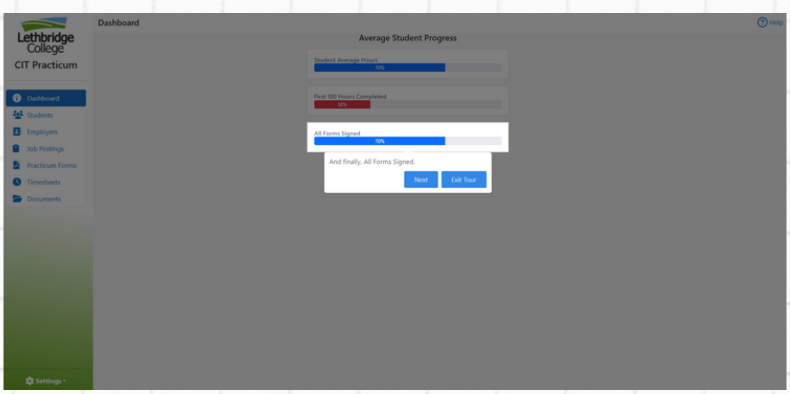
WEB PAGE TOUR: ADMIN DASHBOARD

Further Notes:

- The tour will begin to break down the three fields on the Dashboard.



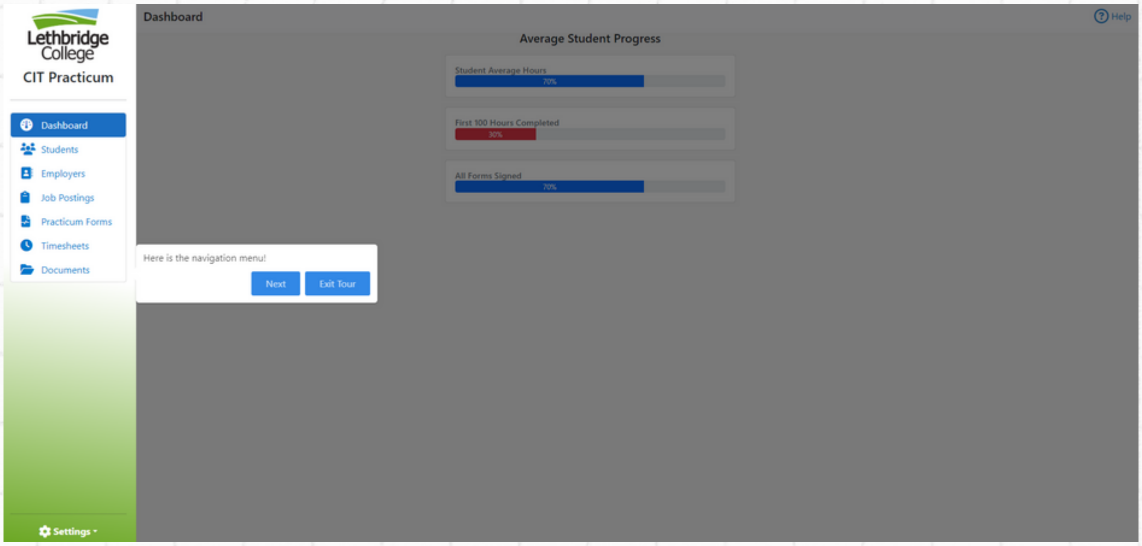


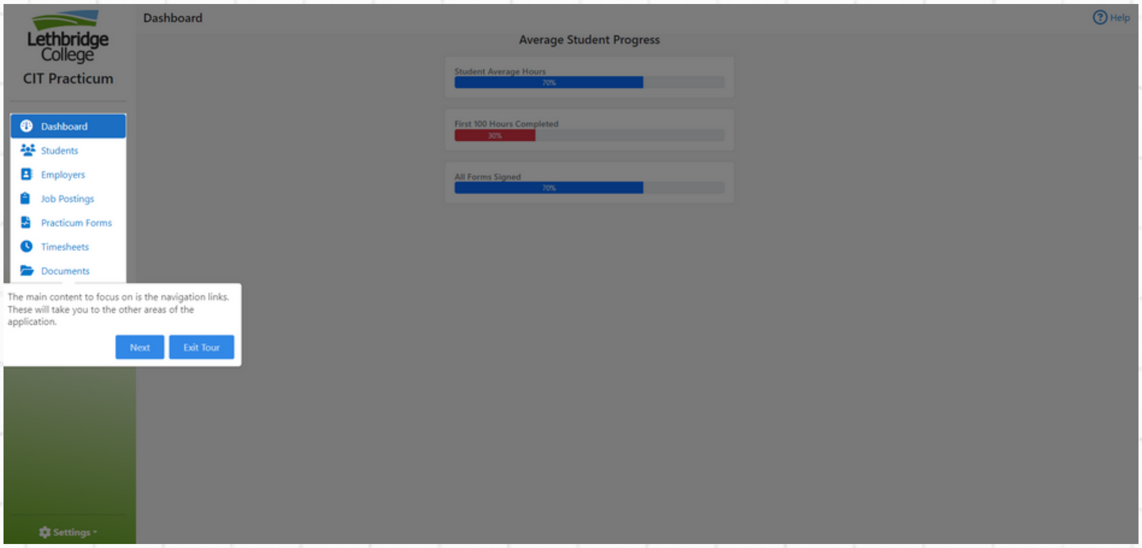


WEB PAGE TOUR: ADMIN DASHBOARD

Navigation Menu:

- After showcasing the Dashboard, the tour will highlight the entire Nav Bar and its purpose.

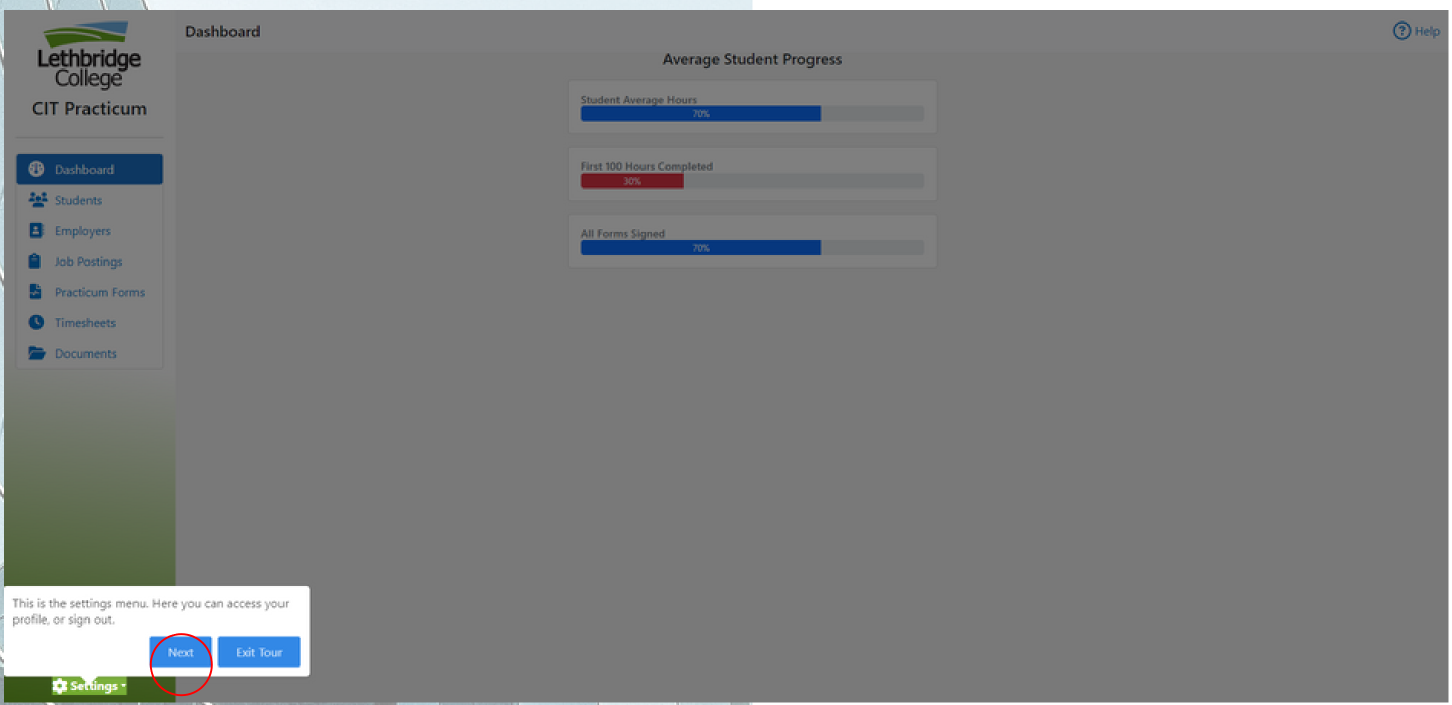




WEB PAGE TOUR: ADMIN DASHBOARD

Settings:

- The final part of this tour will show the settings bar where users can Log Out.
- Clicking ‘Next’ will end the Dashboard tour.

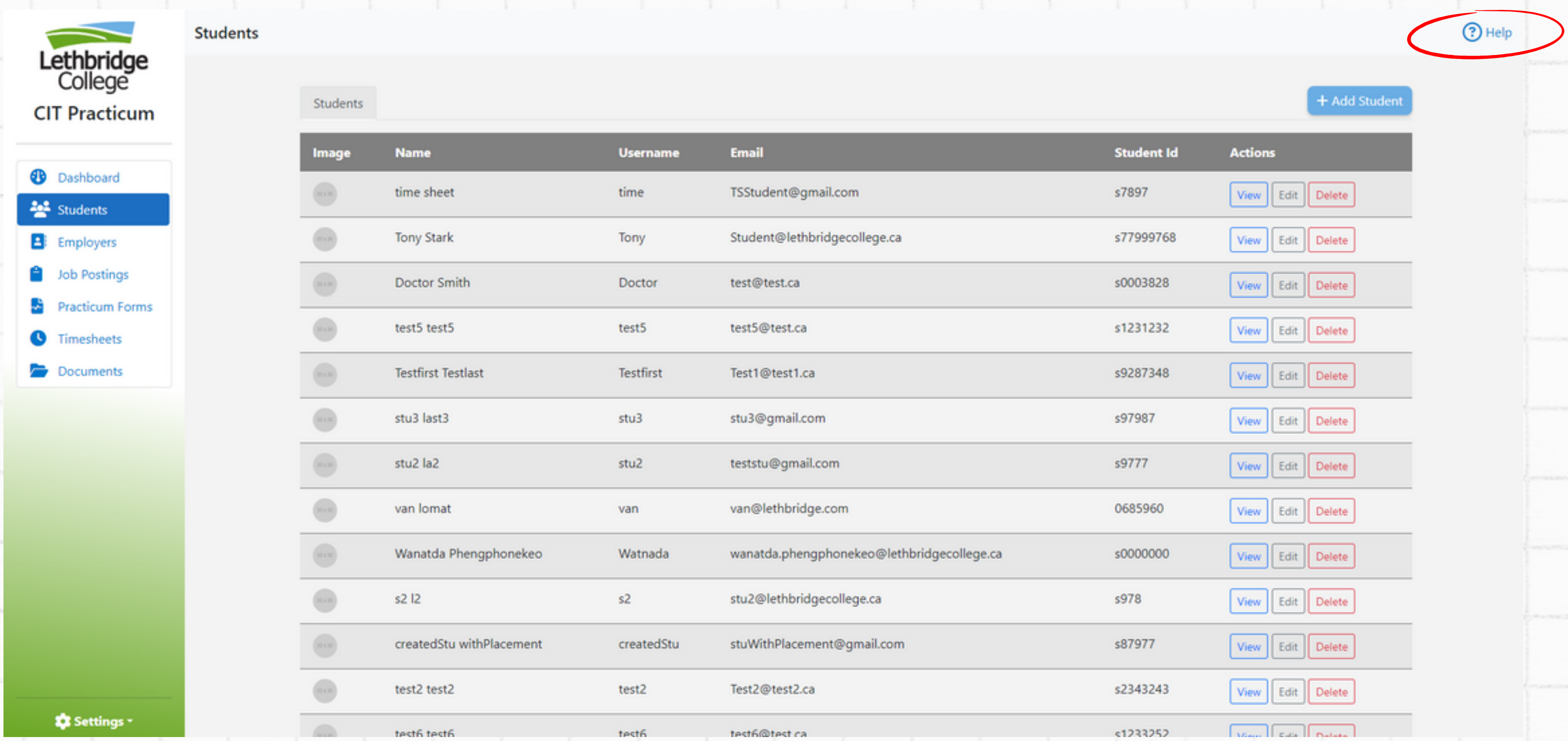


WEB PAGE TOUR: ADMIN STUDENTS

This page is where the Administrator can create Student accounts.

Here are some useful tips to note:

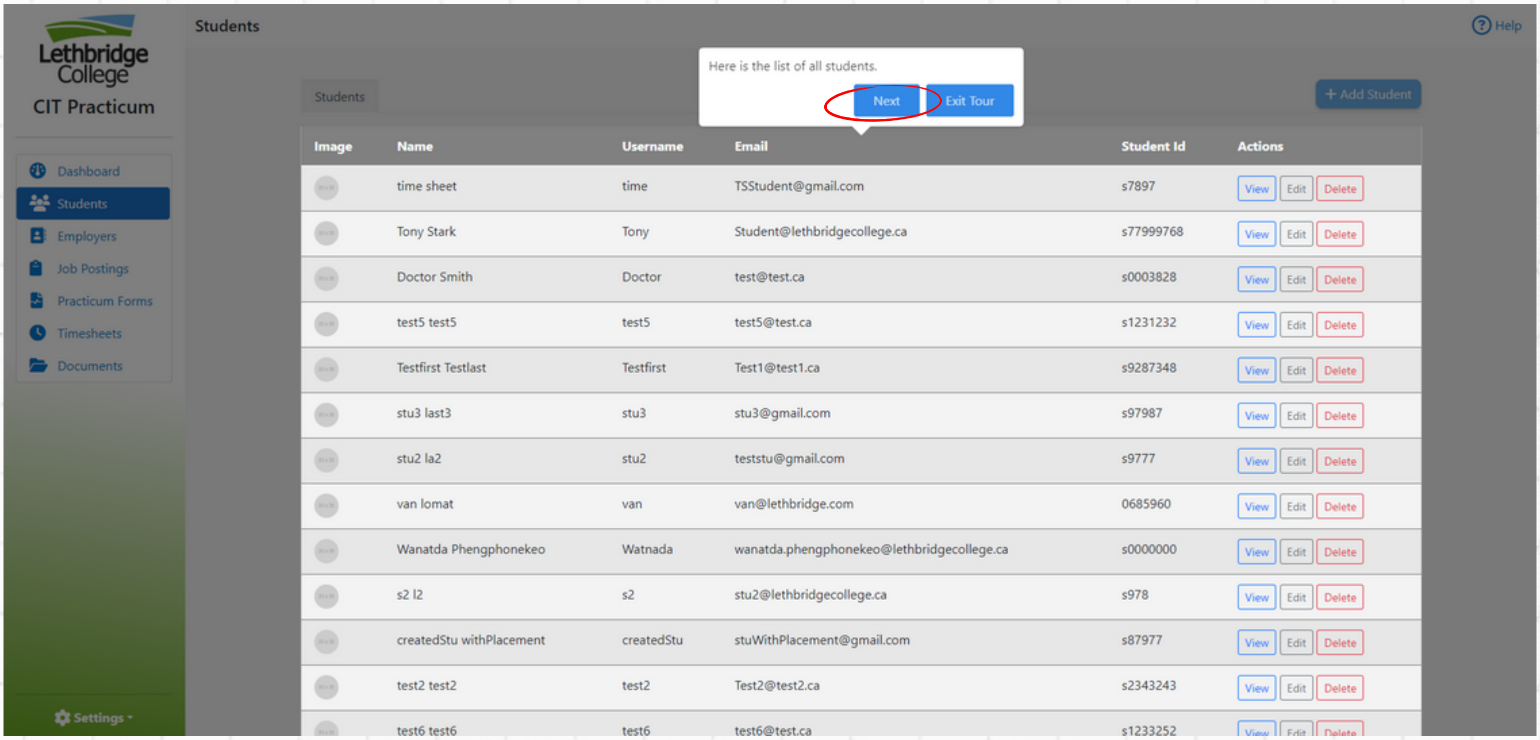
- Start by clicking the "*Help*" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.



WEB PAGE TOUR:
ADMIN STUDENTS

Student Table:

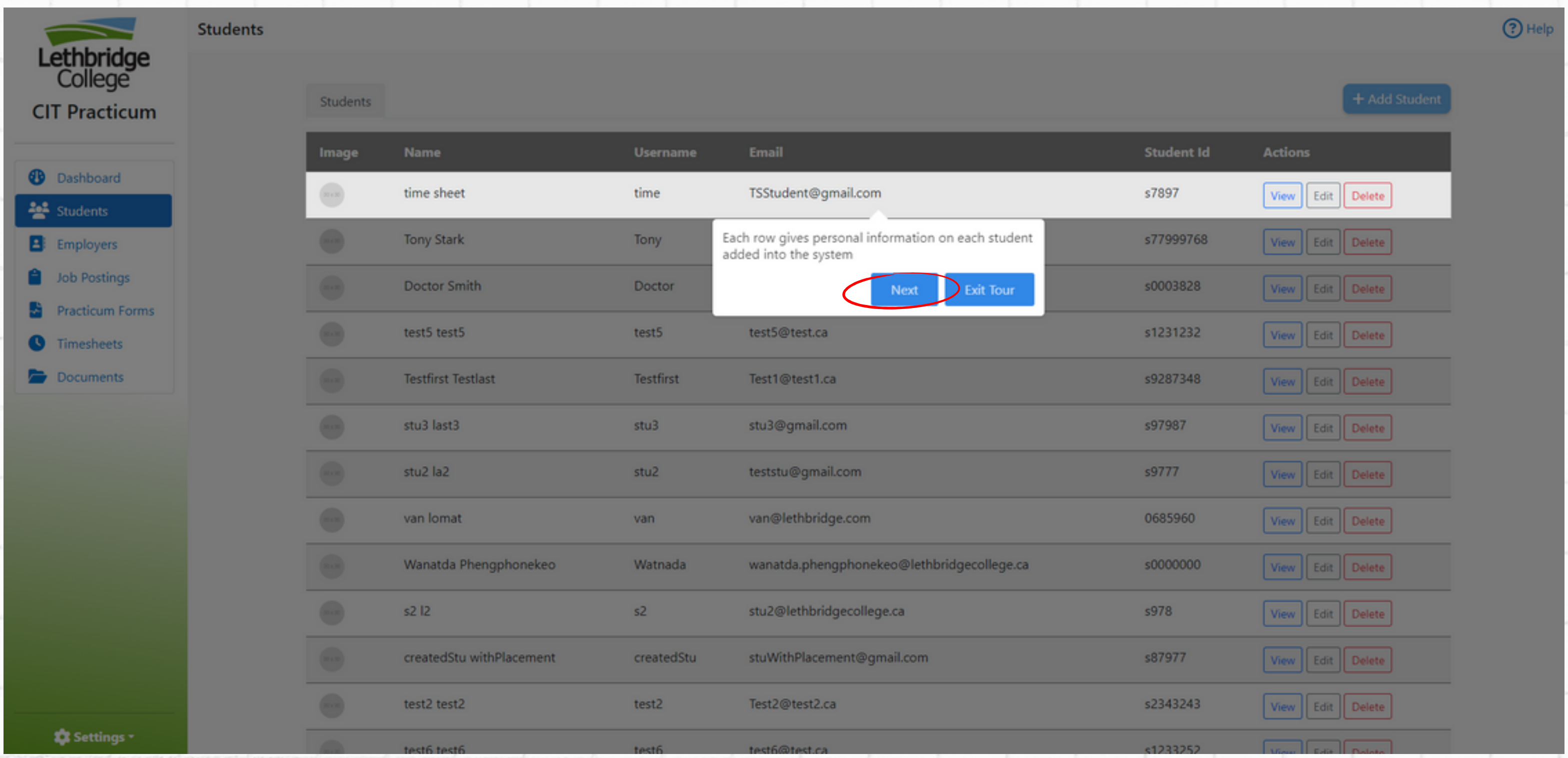
- The tour will begin by highlighting the list of all student accounts.



WEB PAGE TOUR: ADMIN STUDENTS

Student Table:

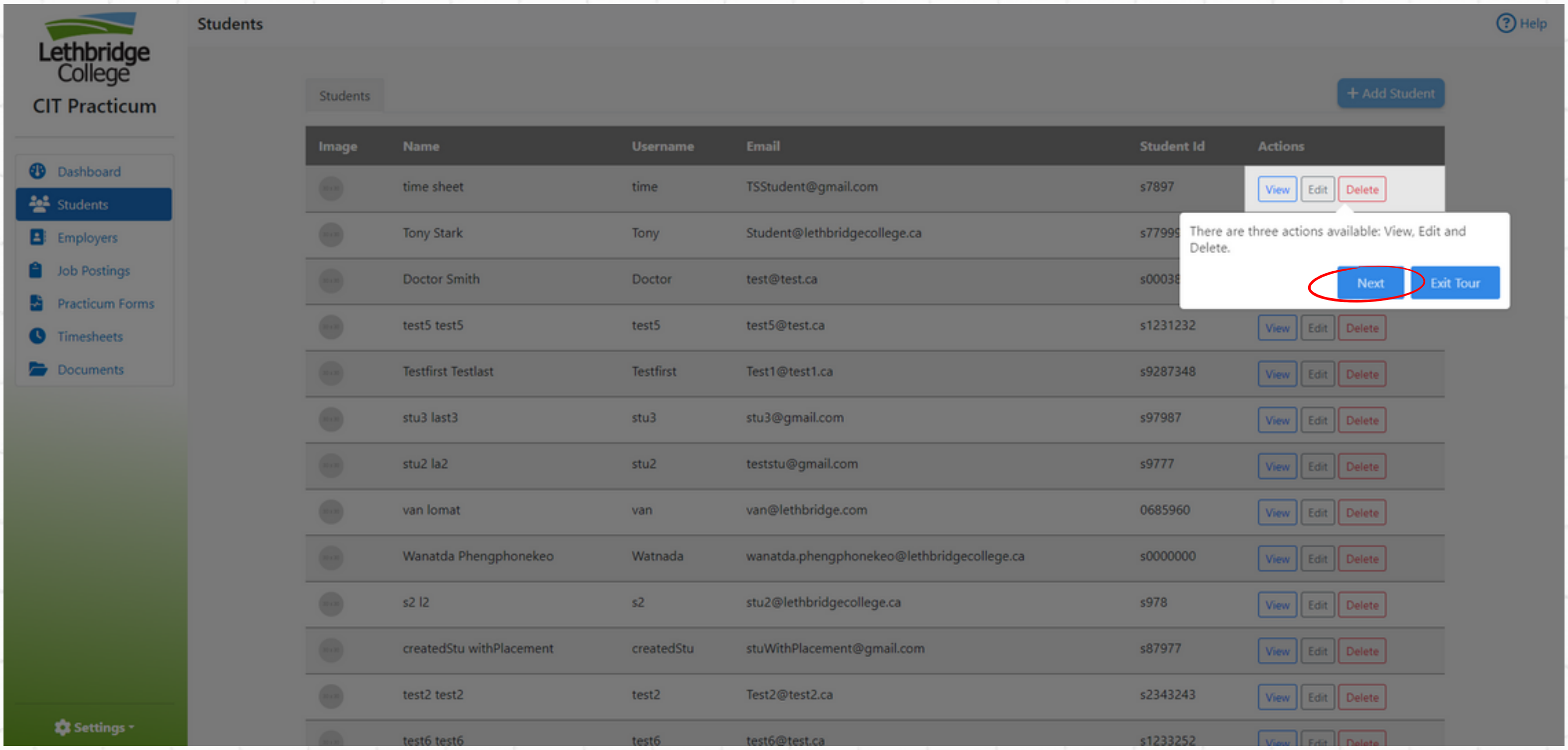
- Next it will briefly explain to the User what each entry entails.



WEB PAGE TOUR: ADMIN STUDENTS

CRUD Operations:

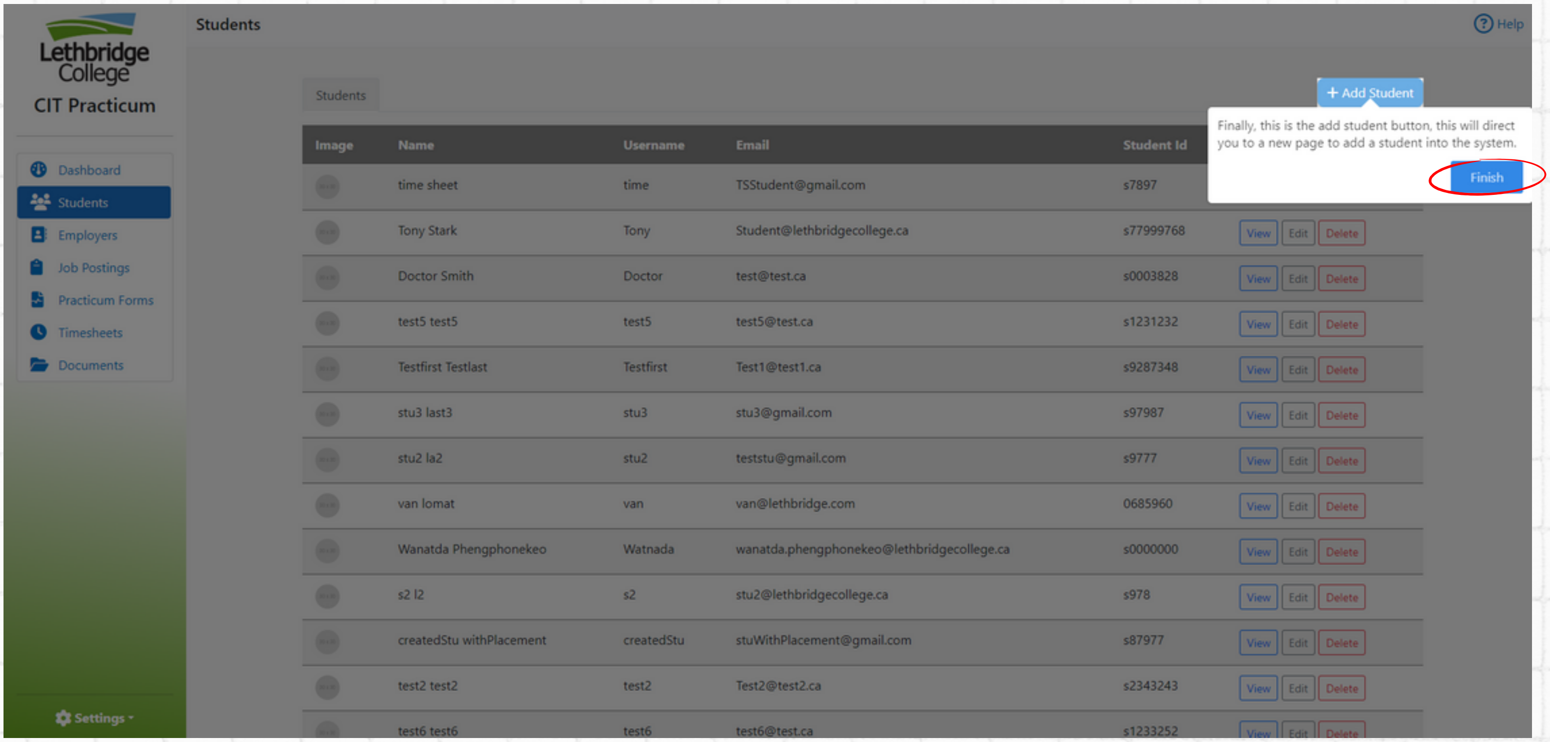
- Next it will gloss over the privileges that the Admin has access to.



WEB PAGE TOUR: ADMIN STUDENTS

Add Student:

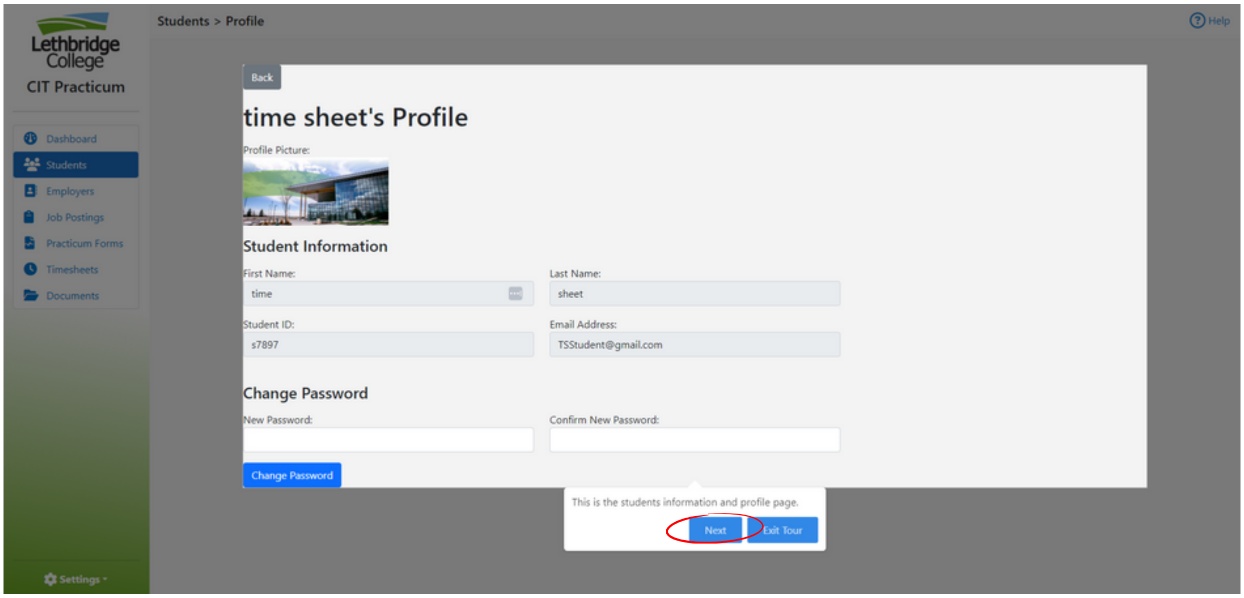
- The tour ends with the "Add Student" button, allowing Admins to create accounts for students in the system.

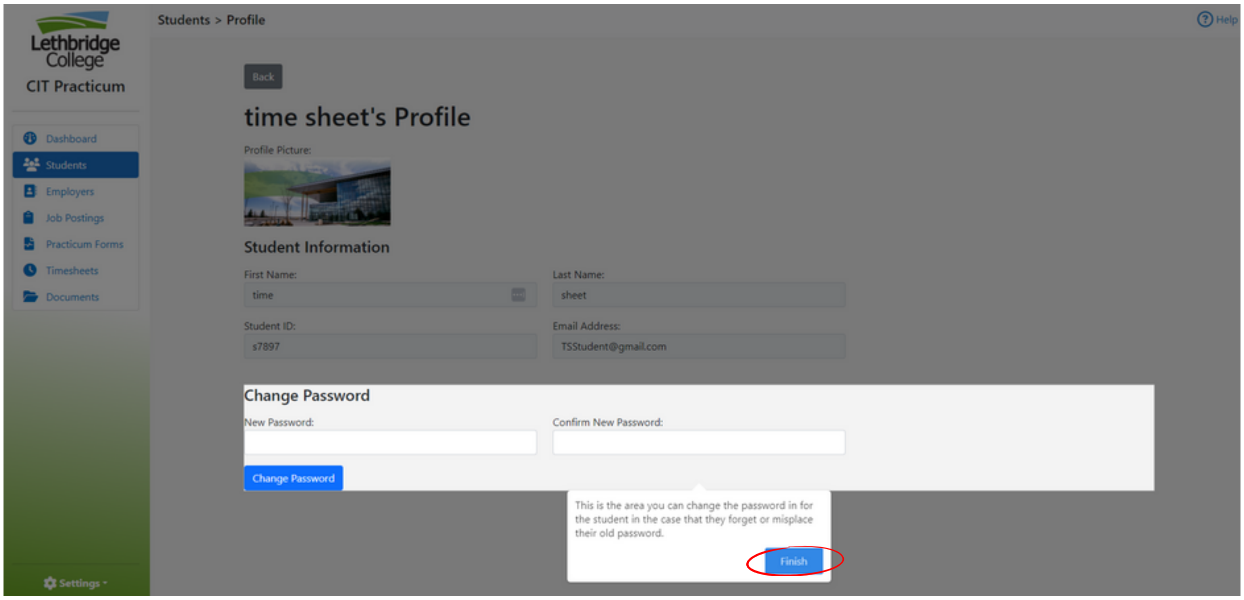


WEB PAGE TOUR: ADMIN STUDENT

View Student:

- Viewing a student's profile will have its own separate demo to guide you.

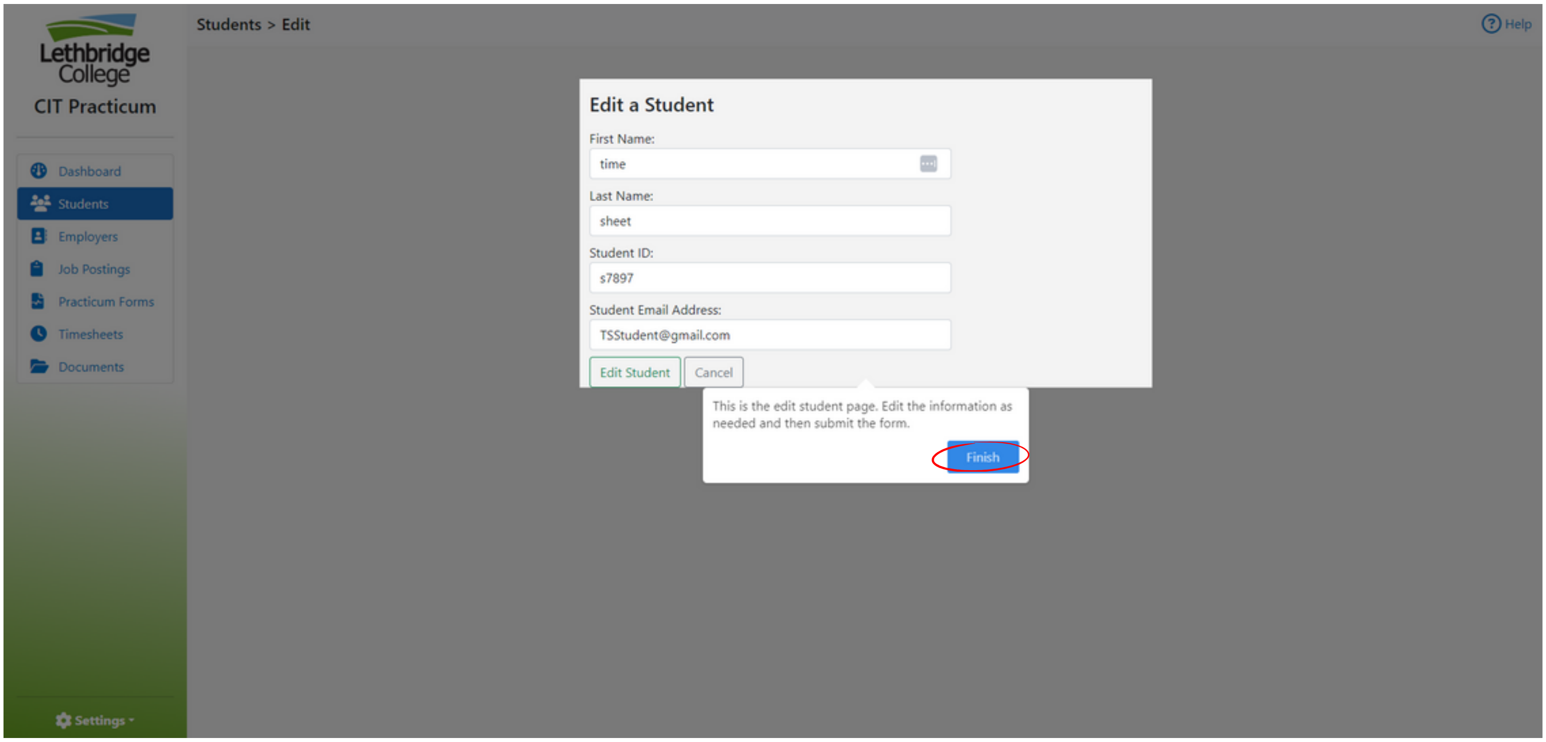




WEB PAGE TOUR: ADMIN STUDENT

Edit Student:

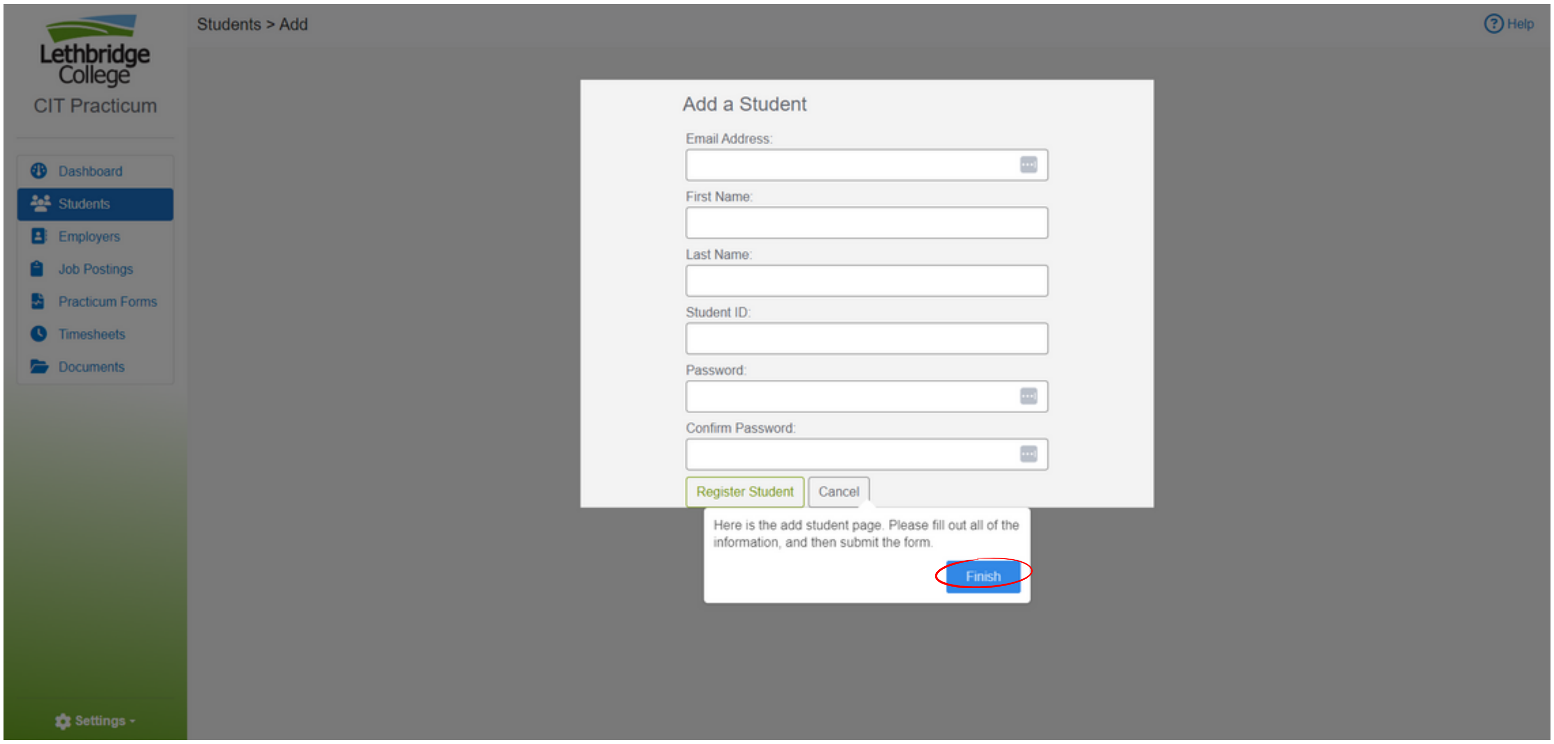
- Editing a student's profile will have its own separate demo to guide you.



WEB PAGE TOUR: ADMIN STUDENT

Adding a Student:

- Adding a new student account will have its own separate demo to guide you.

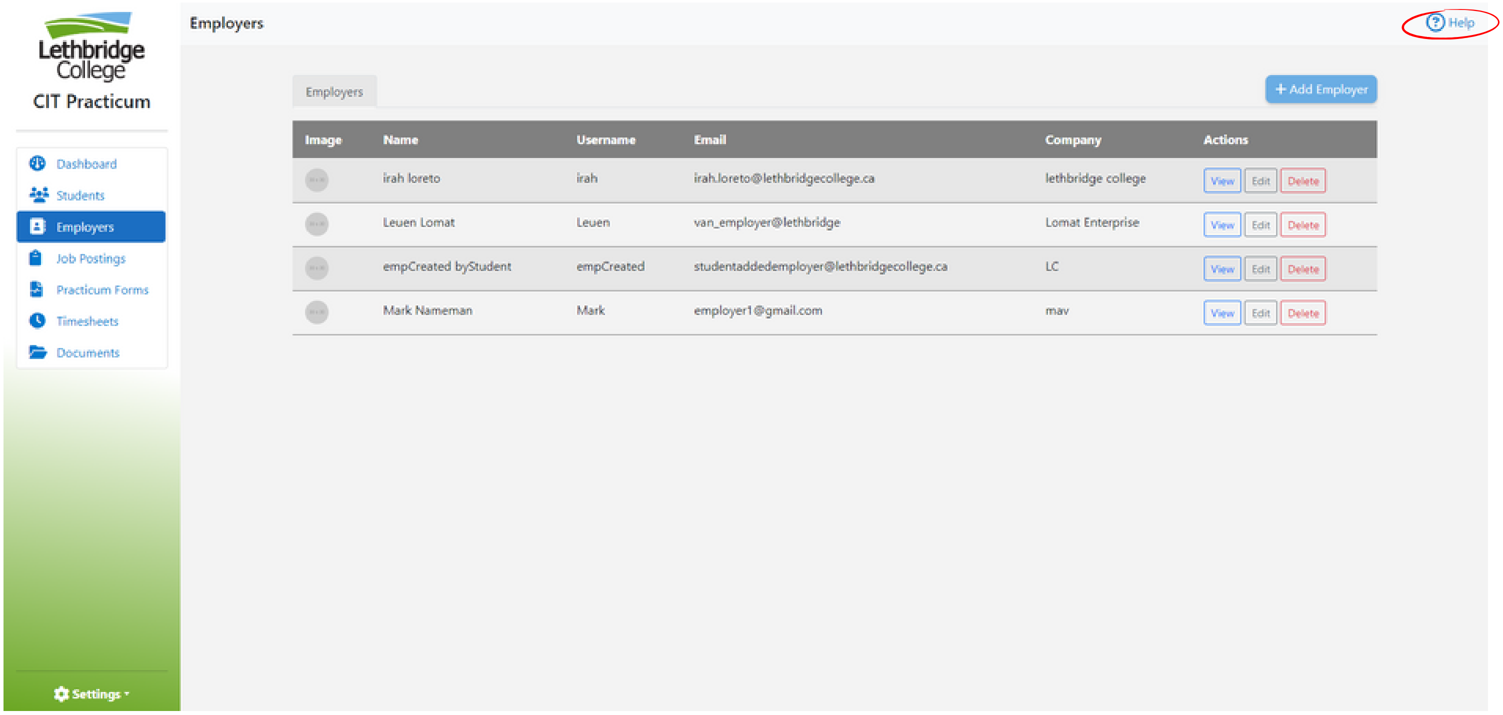


WEB PAGE TOUR: ADMIN EMPLOYERS

This page is where the Administrator can create Employer accounts.

Here are some useful tips to note:

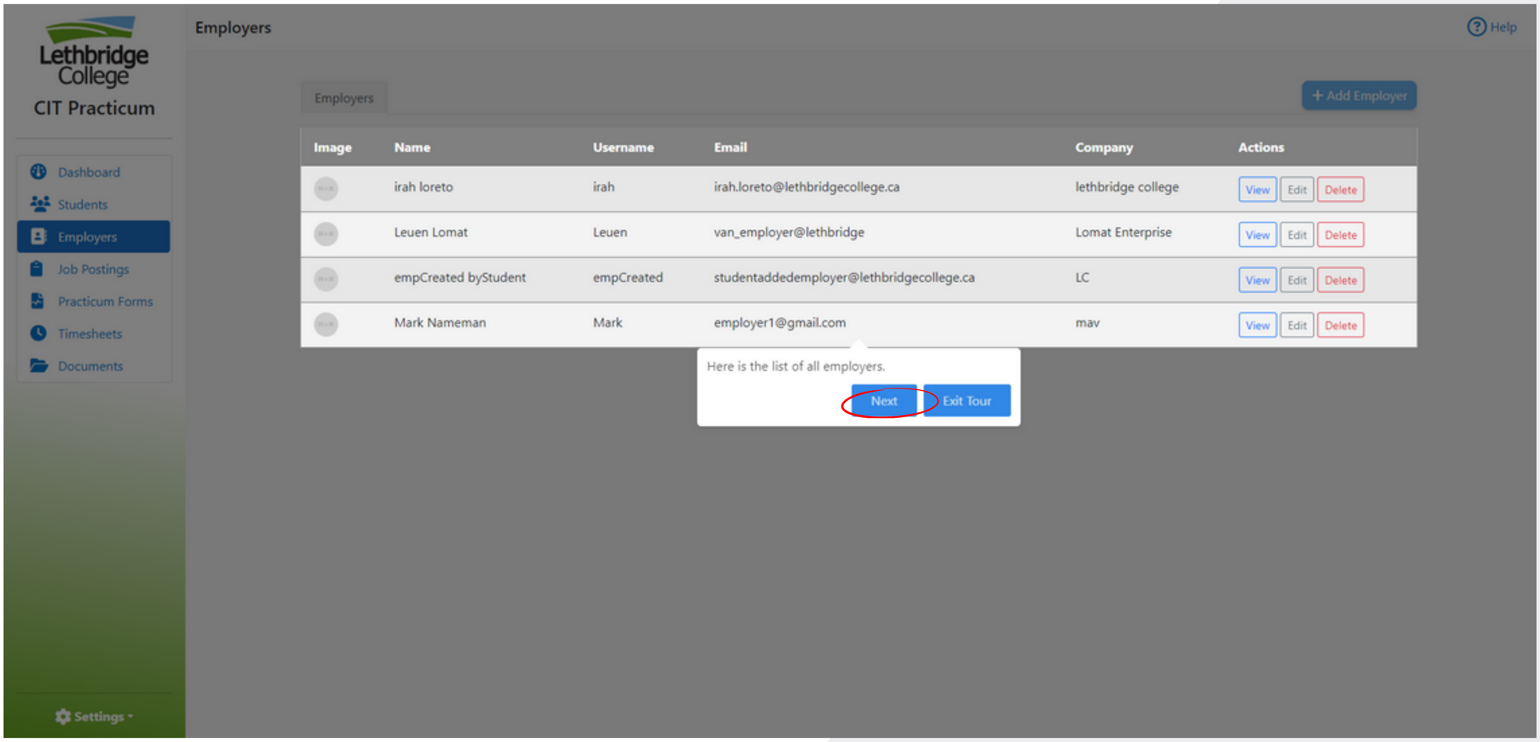
- Start by clicking the "*Help*" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.



WEB PAGE TOUR: ADMIN EMPLOYERS

Employers Table:

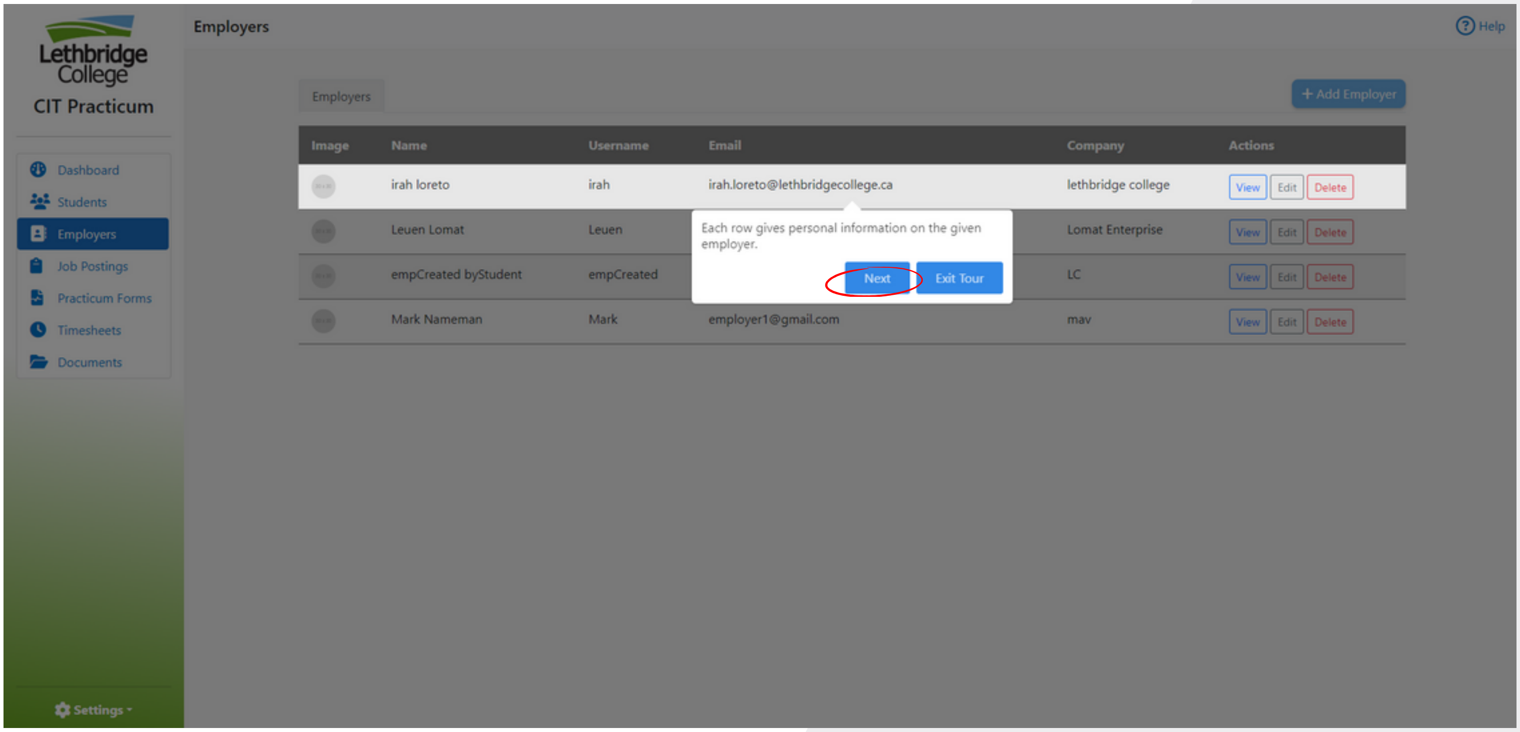
- The tour will begin by highlighting the list of all employer accounts.



WEB PAGE TOUR: ADMIN EMPLOYERS

Employers Table:

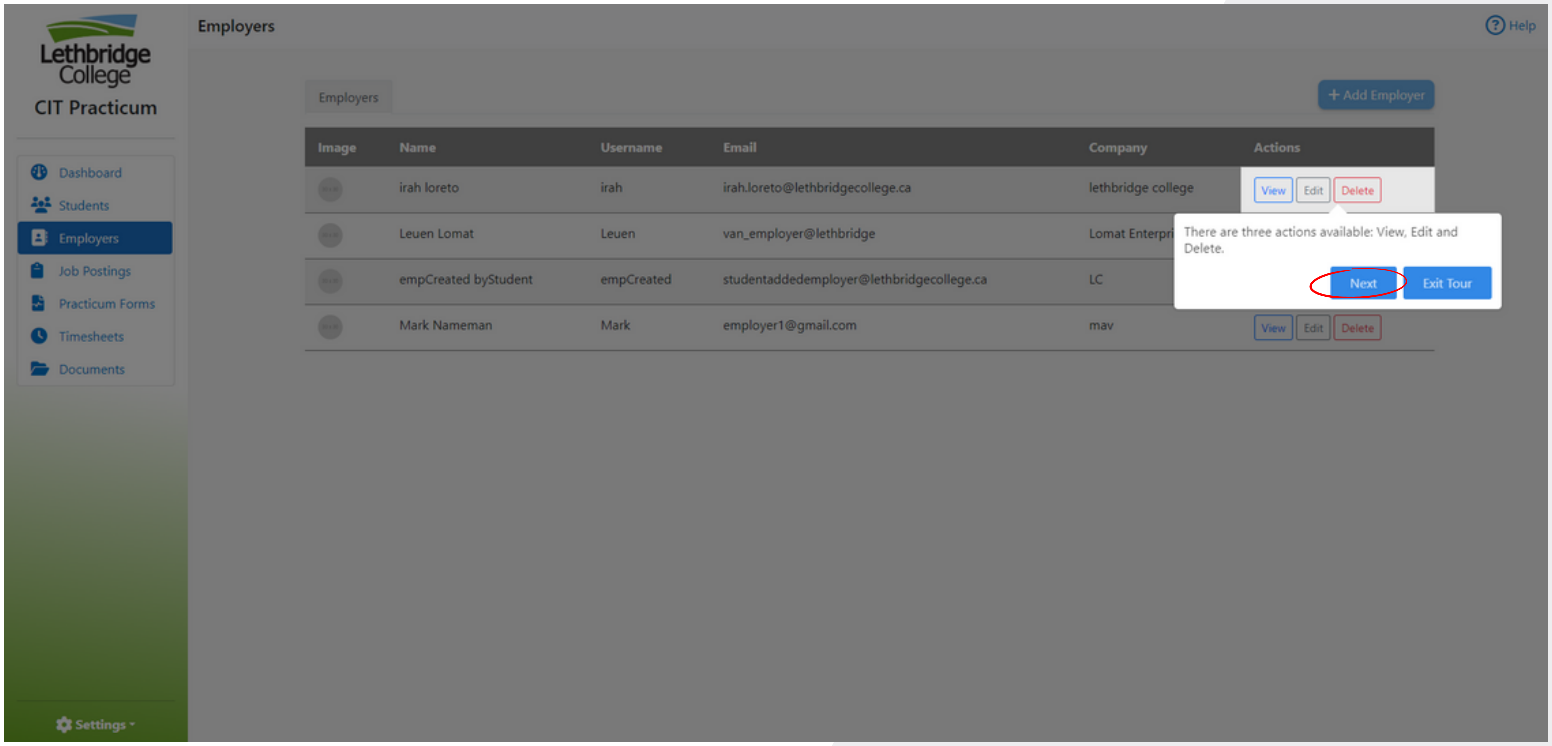
- Next it will briefly explain to the User what each entry entails.



WEB PAGE TOUR: ADMIN EMPLOYERS

CRUD Operations:

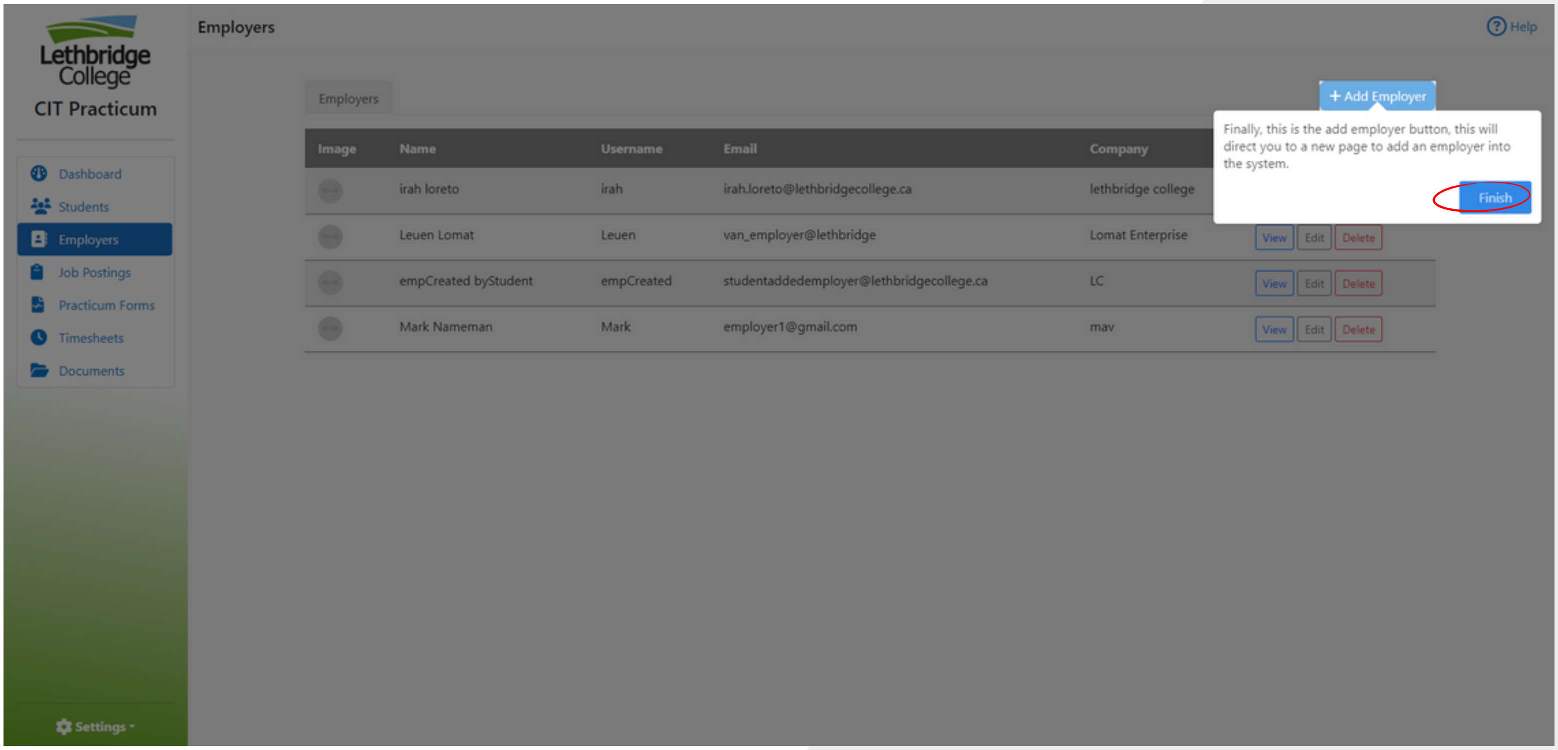
- Next it will gloss over the privileges that the Admin has access to.



WEB PAGE TOUR: ADMIN EMPLOYERS

Add Employer:

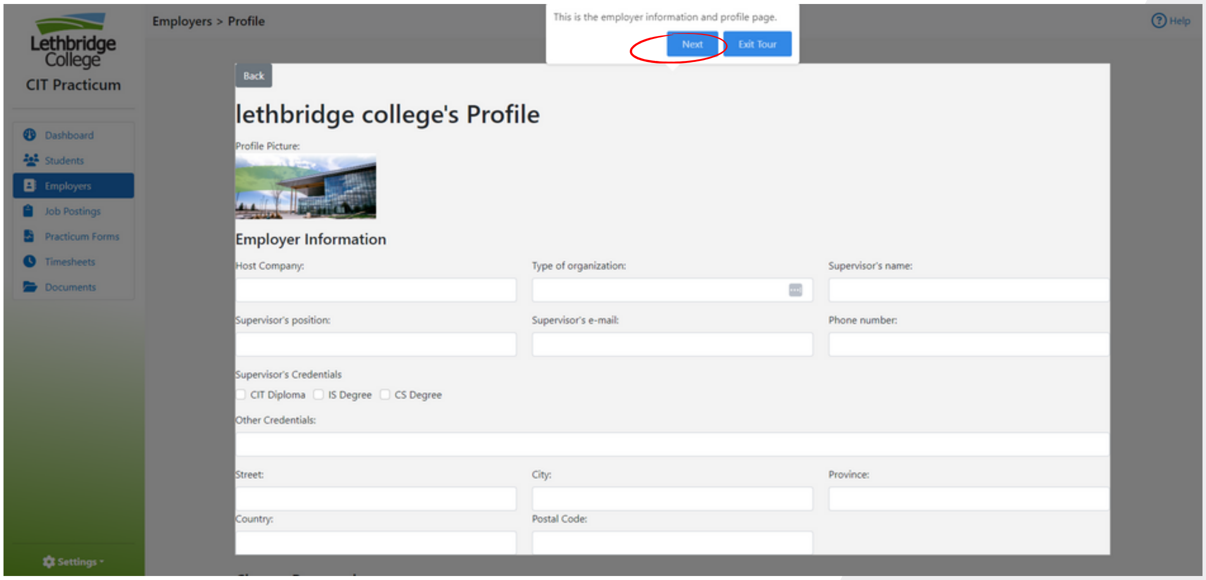
- The tour ends with the "Add Student" button, allowing Admins to create accounts for students in the system.

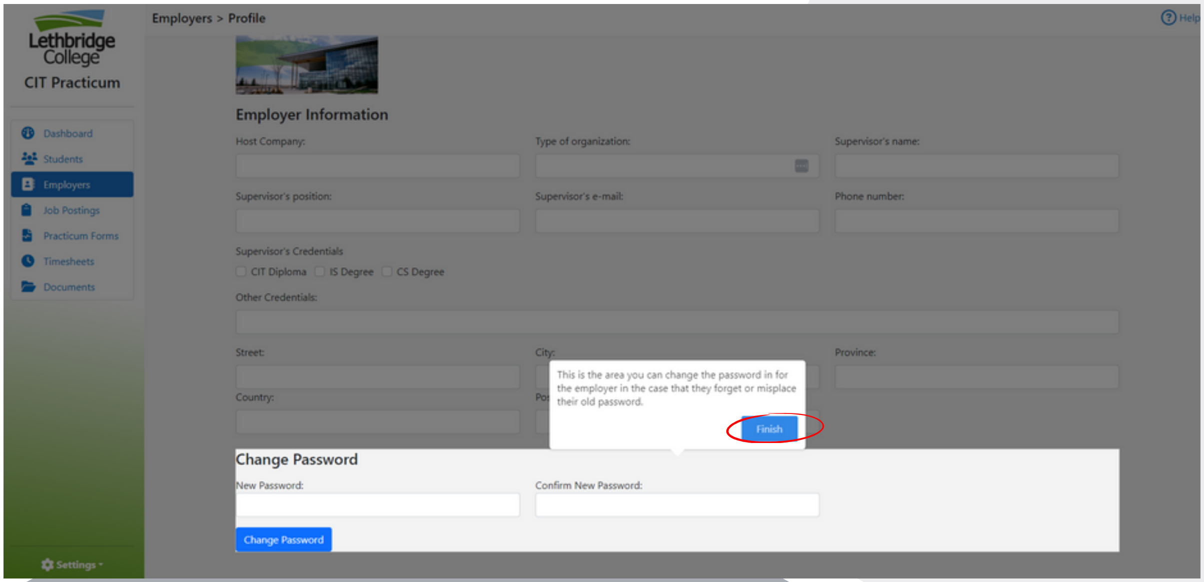


WEB PAGE TOUR: ADMIN EMPLOYERS

View Employer

- Viewing an Employers profile will have its own separate demo to guide you.

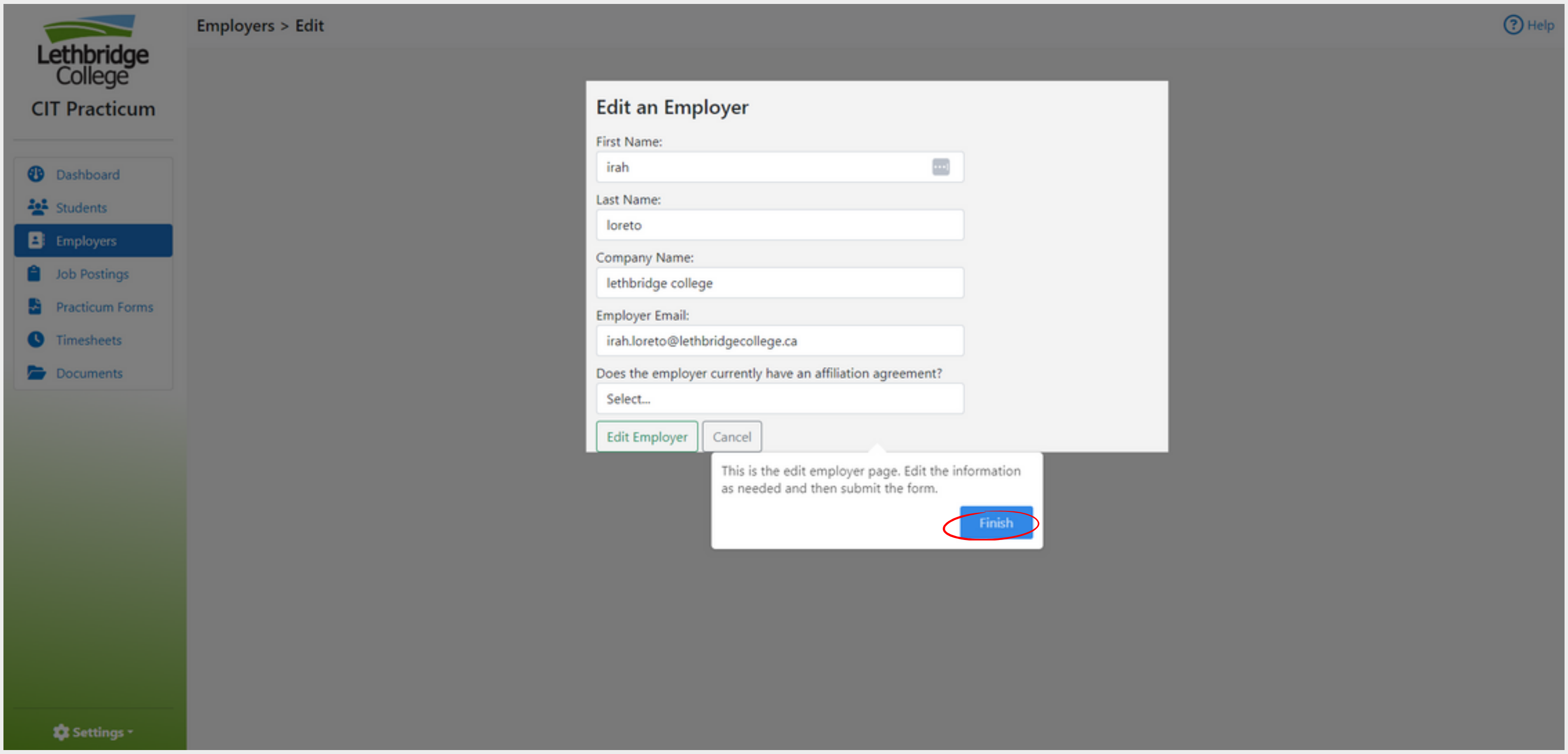




WEB PAGE TOUR: ADMIN EMPLOYERS

Edit Employer:

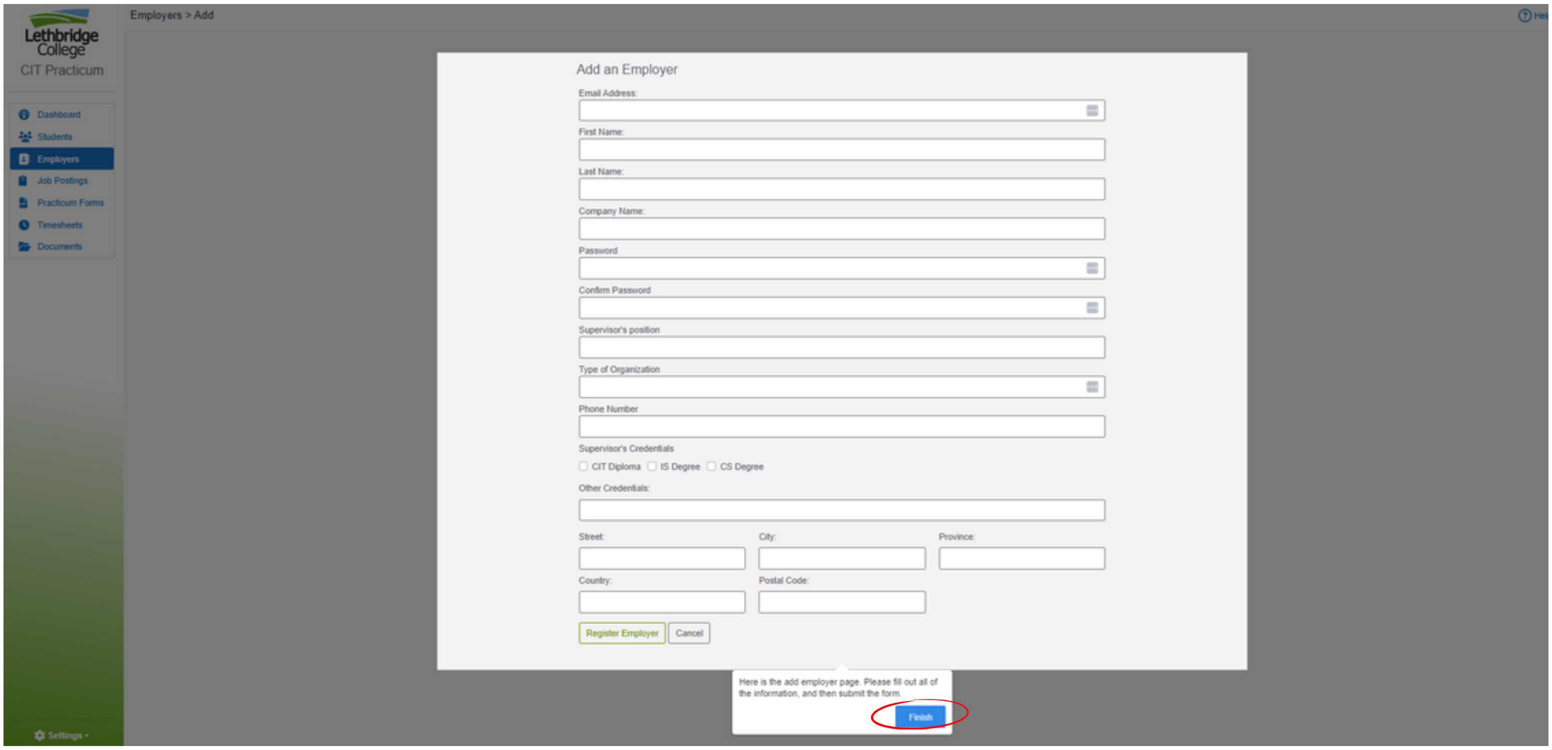
- Editing an Employers information will have its own separate demo to guide you.



WEB PAGE TOUR: ADMIN EMPLOYERS

Adding an Employer:

- Adding a new employeraccount will have its own separate demo to guide you.

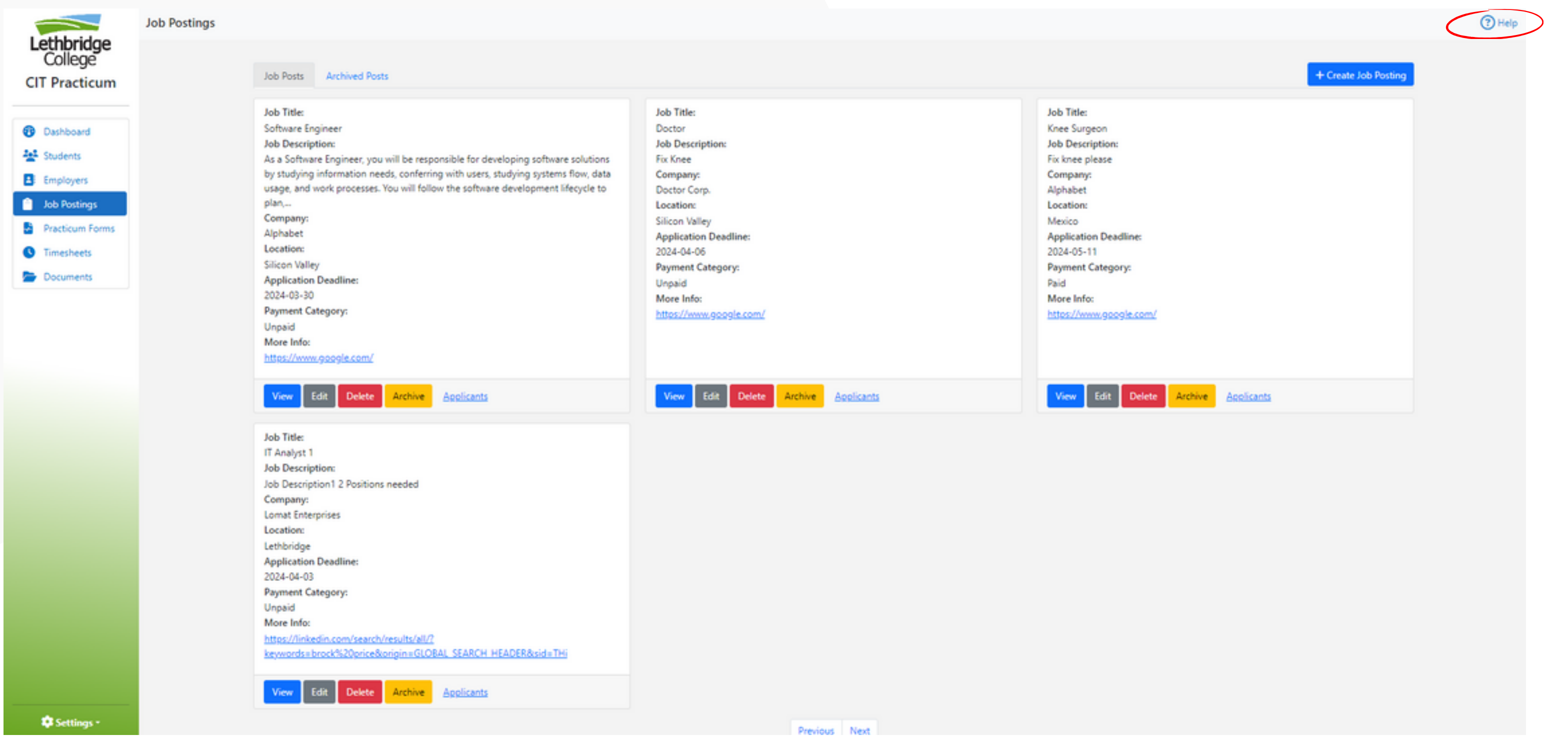


WEB PAGE TOUR: ADMIN JOB POSTINGS

This page is where the Administrator can create Job Postings.

Here are some useful tips to note:

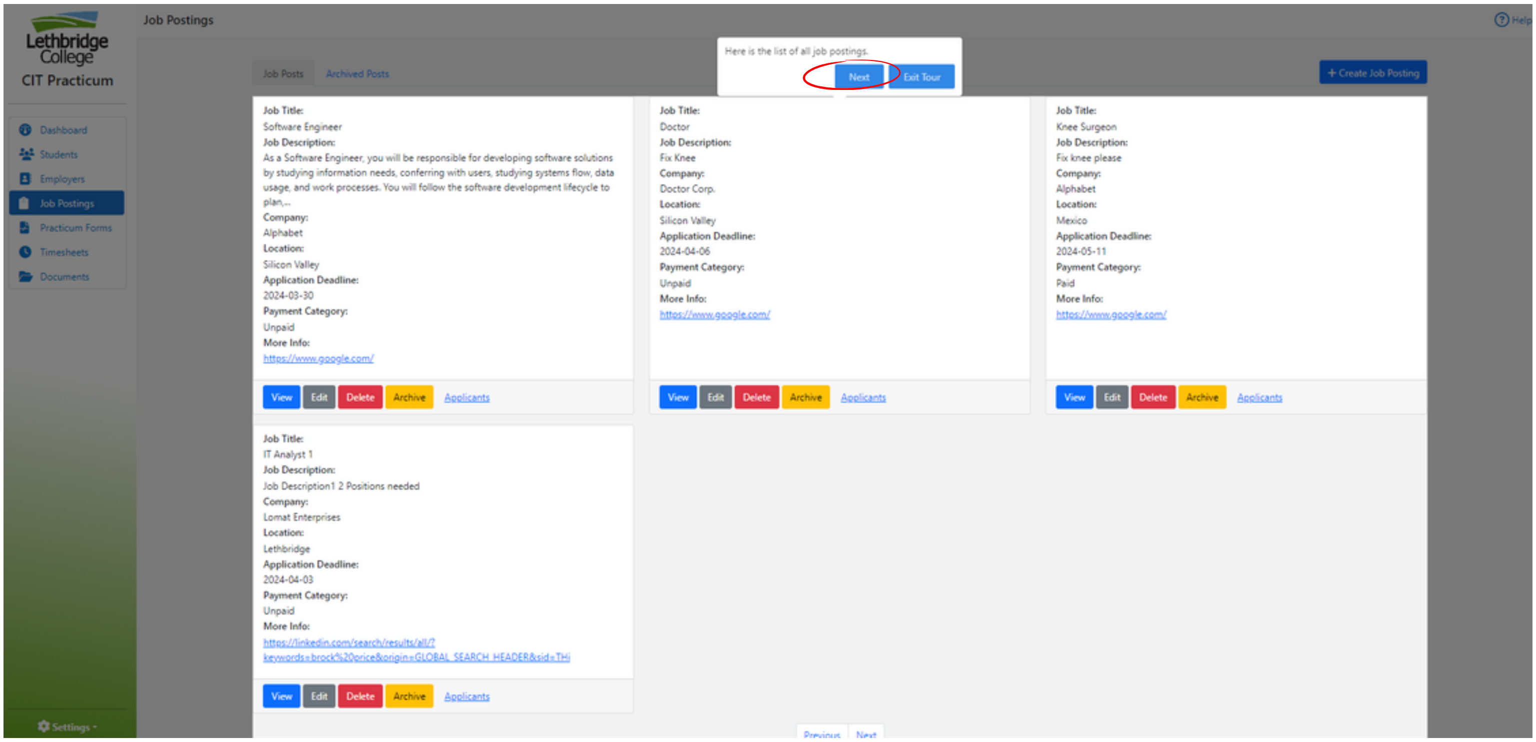
- Start by clicking the "*Help*" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.



WEB PAGE TOUR: ADMIN JOB POSTINGS

Job Postings:

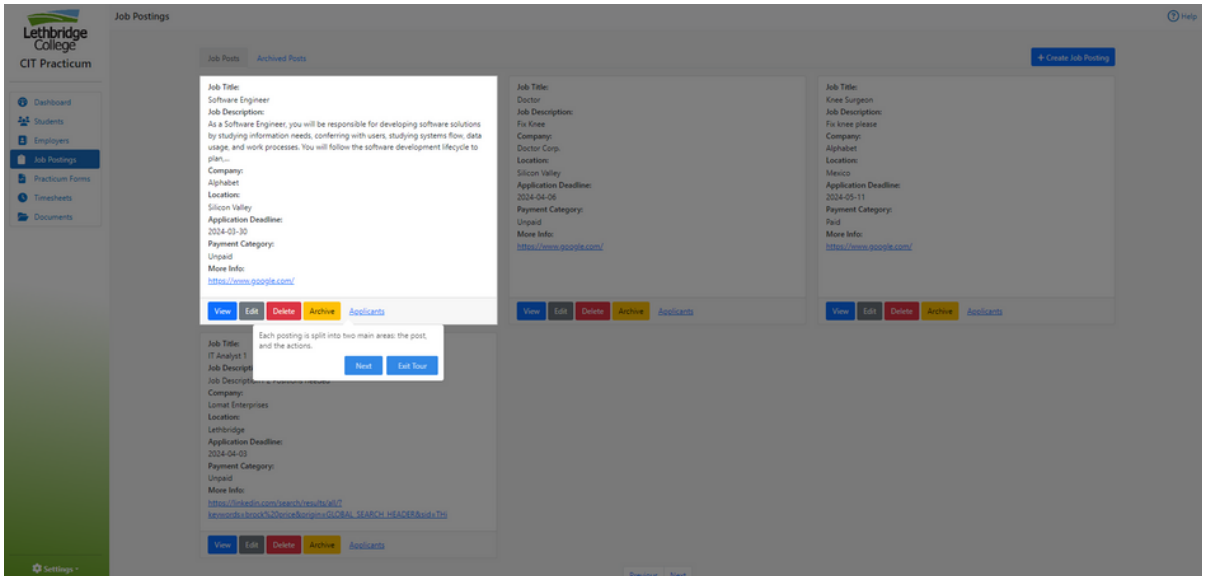
- The tour will begin by displaying all available job postings.

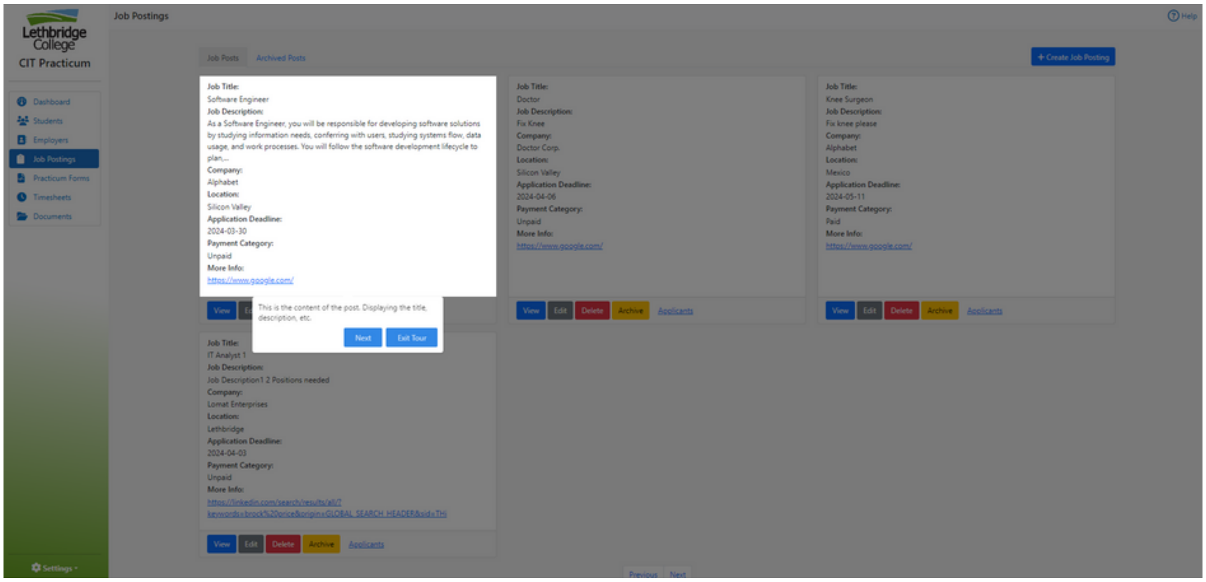


WEB PAGE TOUR: ADMIN JOB POSTINGS

Job Posting Actions:

- First we will begin by describing to the User the contents in the Job Posting.

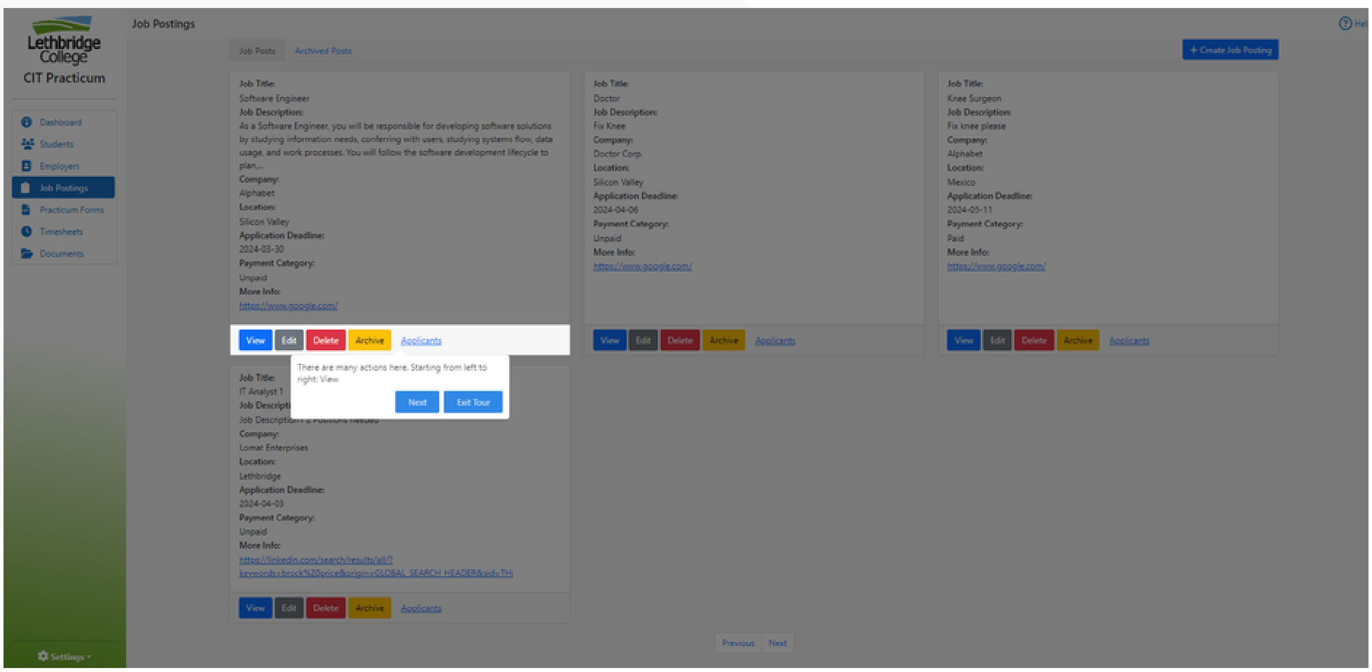




WEB PAGE TOUR: ADMIN JOB POSTINGS

CRUD Operations:

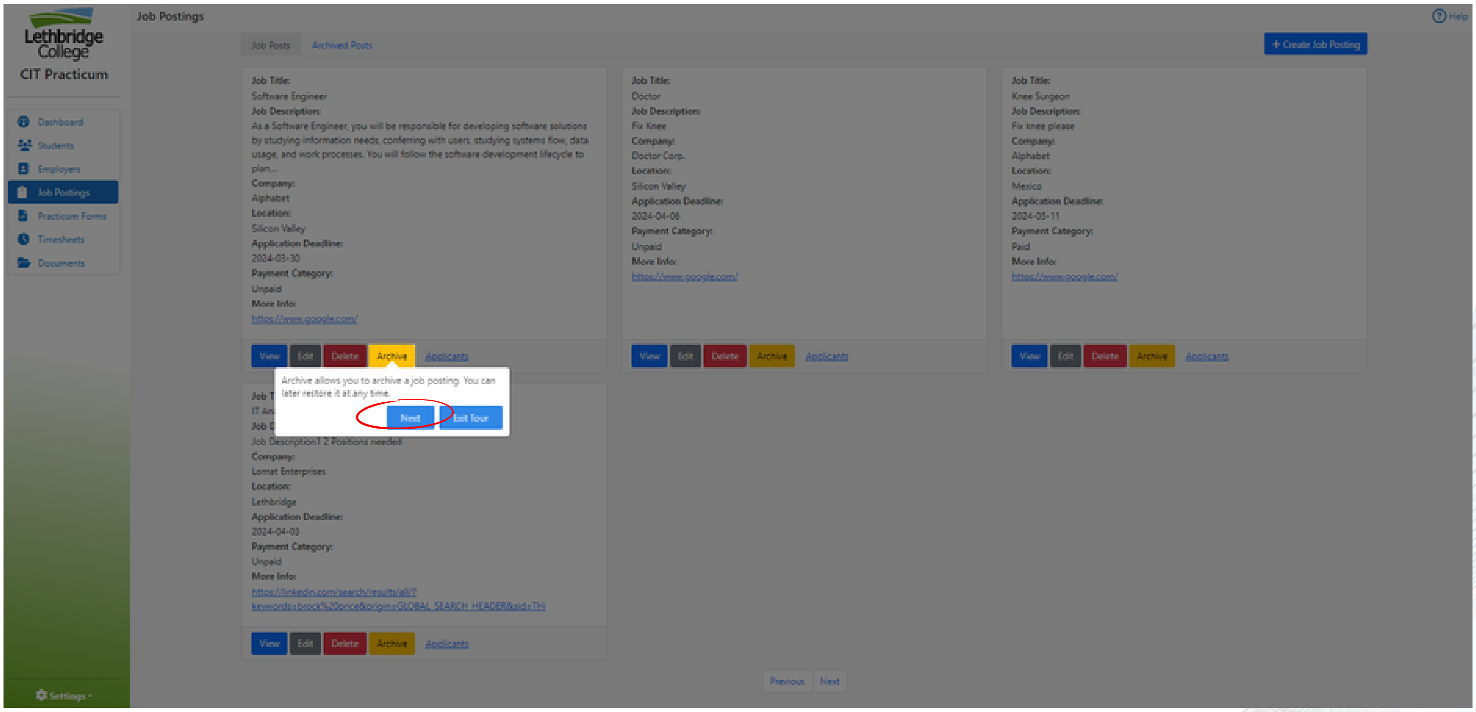
- The next part of the tour will demonstrate how users can perform Create, Read, Update, and Delete (CRUD) operations within the system



WEB PAGE TOUR: ADMIN JOB POSTINGS

Job Archiving:

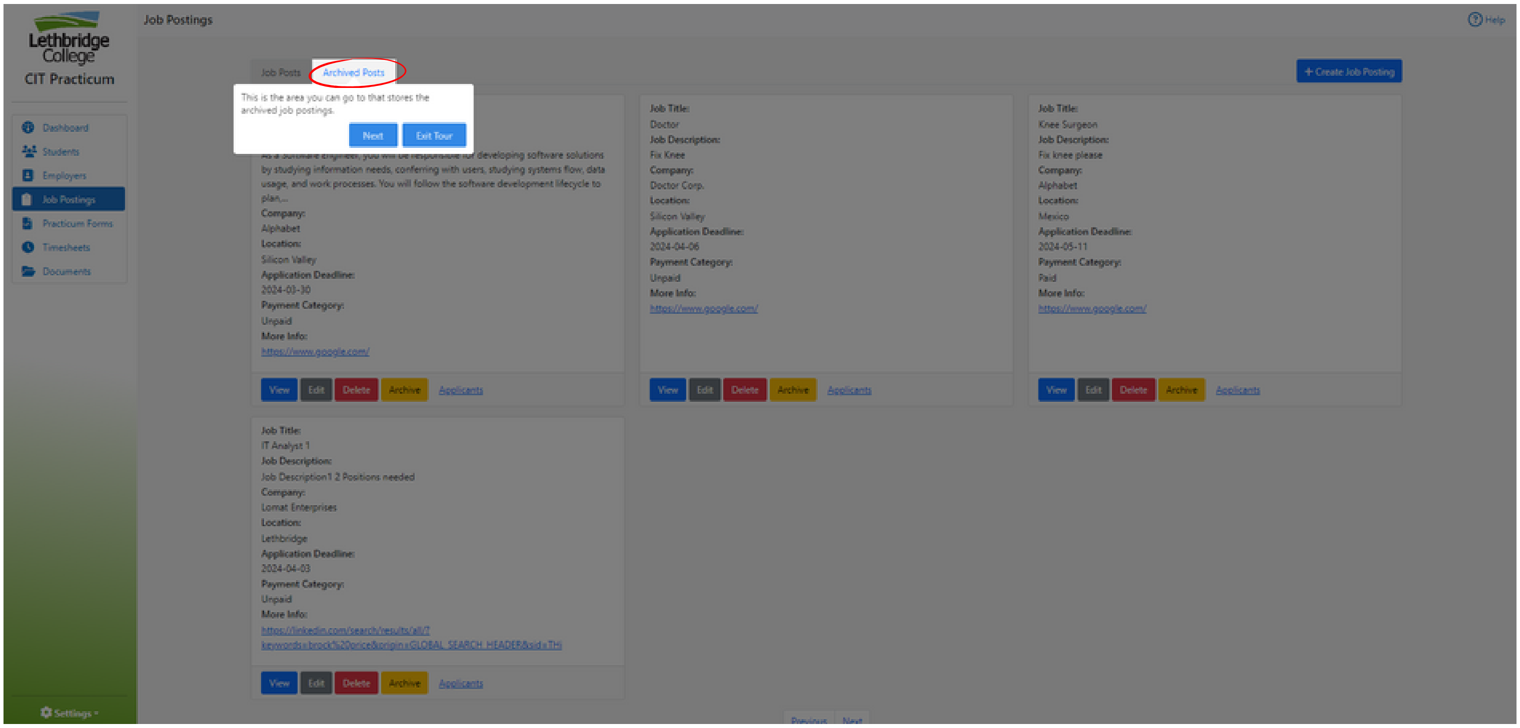
- The tour will also explain the purpose of Job Archiving.



WEB PAGE TOUR:
ADMIN JOB POSTINGS

Archived Posts:

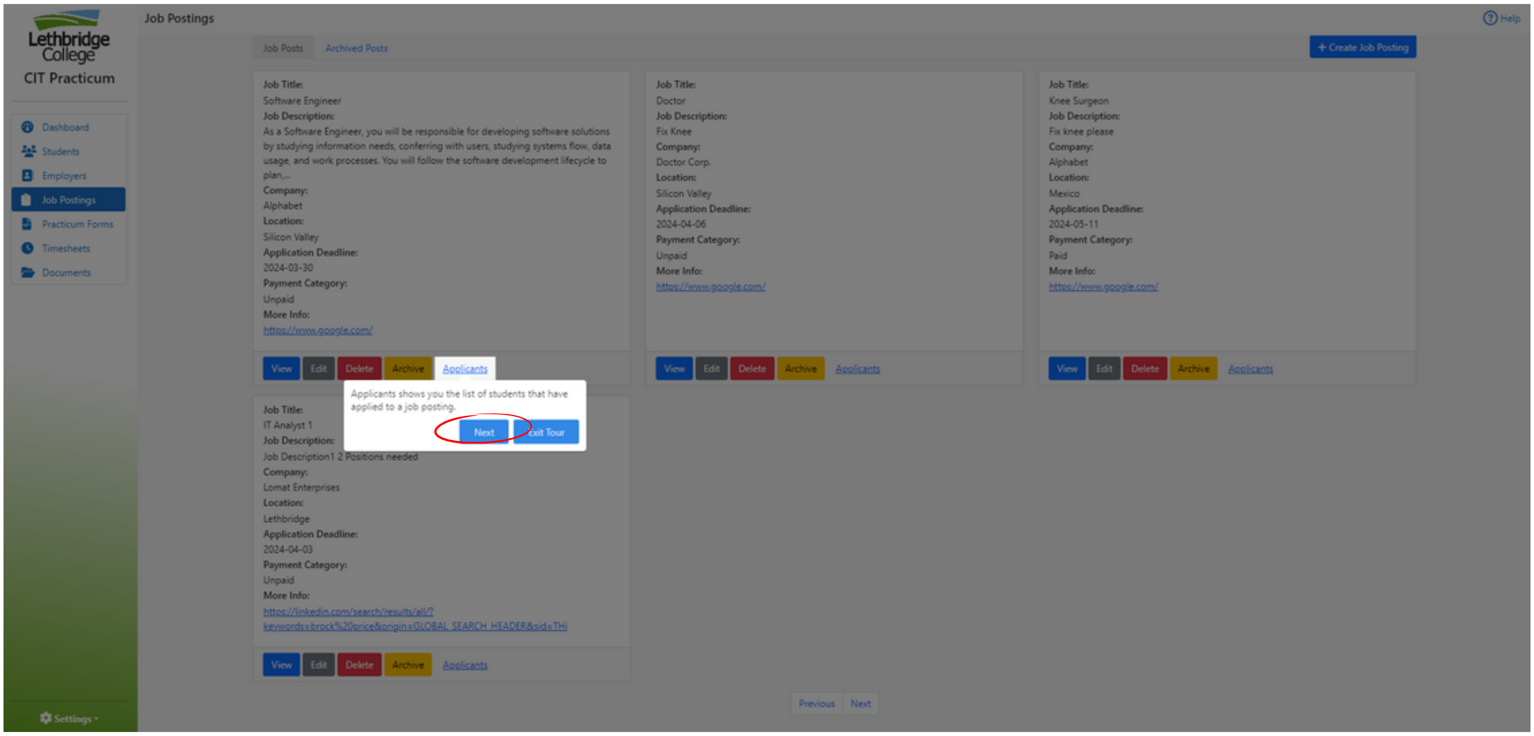
- If a user decides to Archive a post. They will be stored in this section of the Job Postings.



WEB PAGE TOUR:
ADMIN JOB POSTINGS

Applicants:

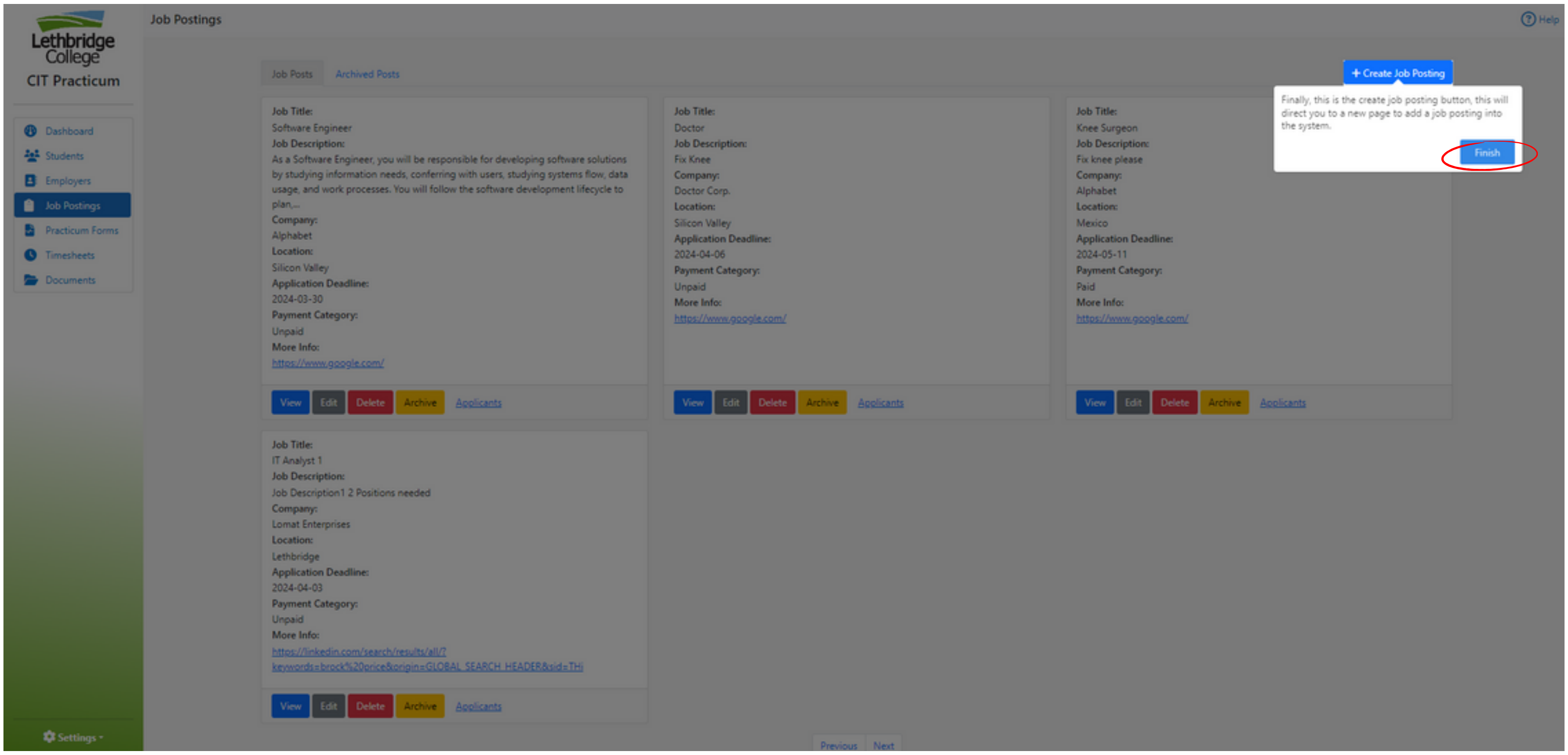
- The applicants button lets the user know they can view a list of students who have applied to that particular Job Posting.



WEB PAGE TOUR: ADMIN JOB POSTINGS

Create a Job Posting:

- The final stop of the tour is showing the user where they can create a Job Posting.

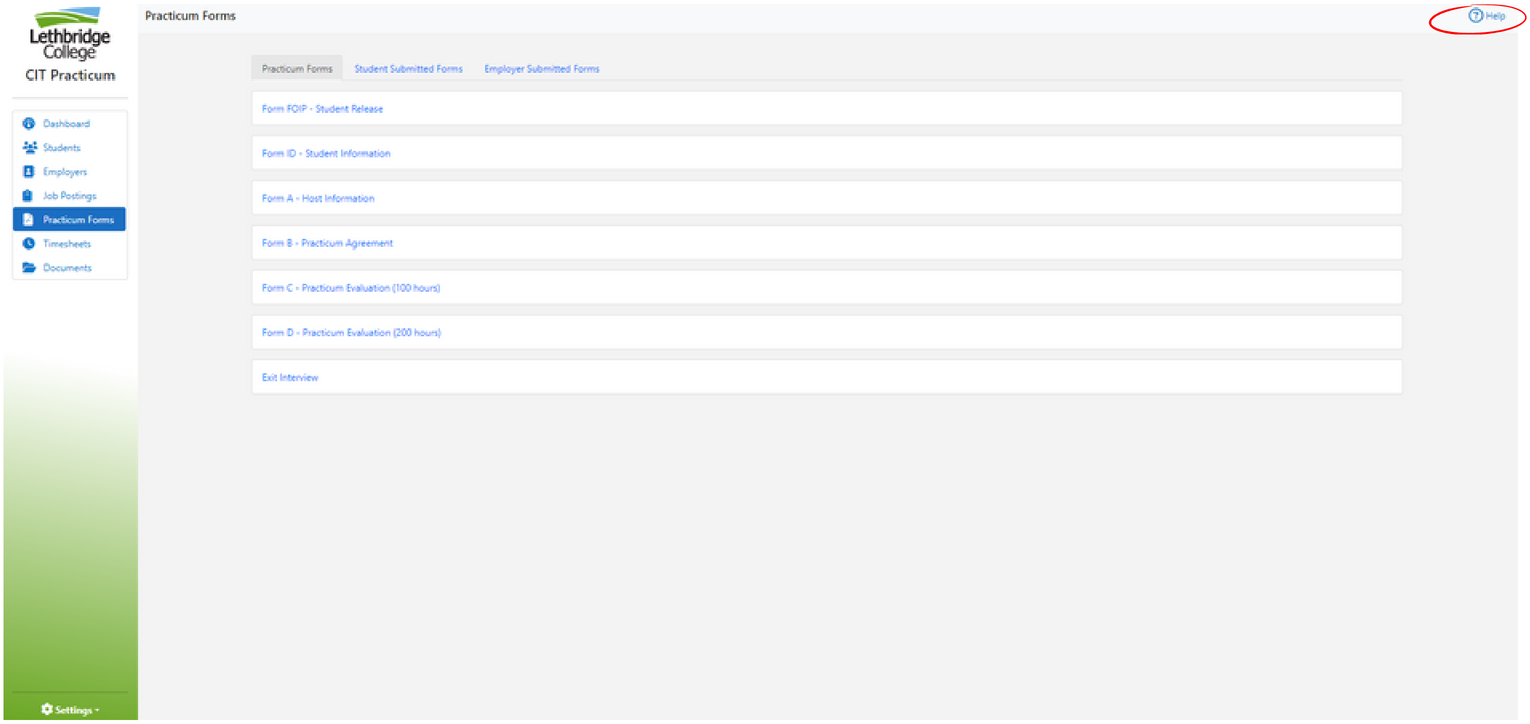


WEB PAGE TOUR: ADMIN PRACTICUM FORMS

This page is where the Administrator can view the Practicum Forms.

Here are some useful tips to note:

- Start by clicking the "*Help*" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.



WEB PAGE TOUR: ADMIN PRACTICUM FORMS

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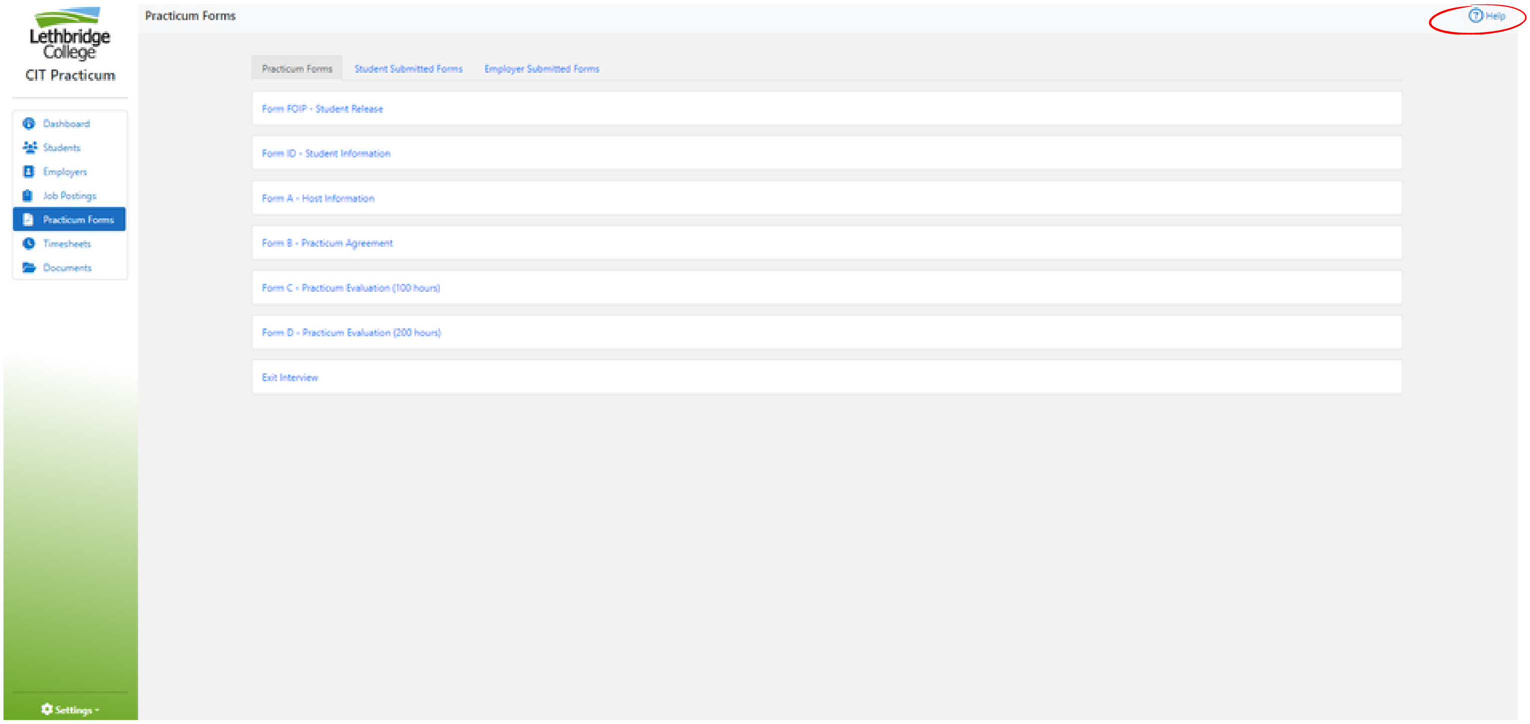
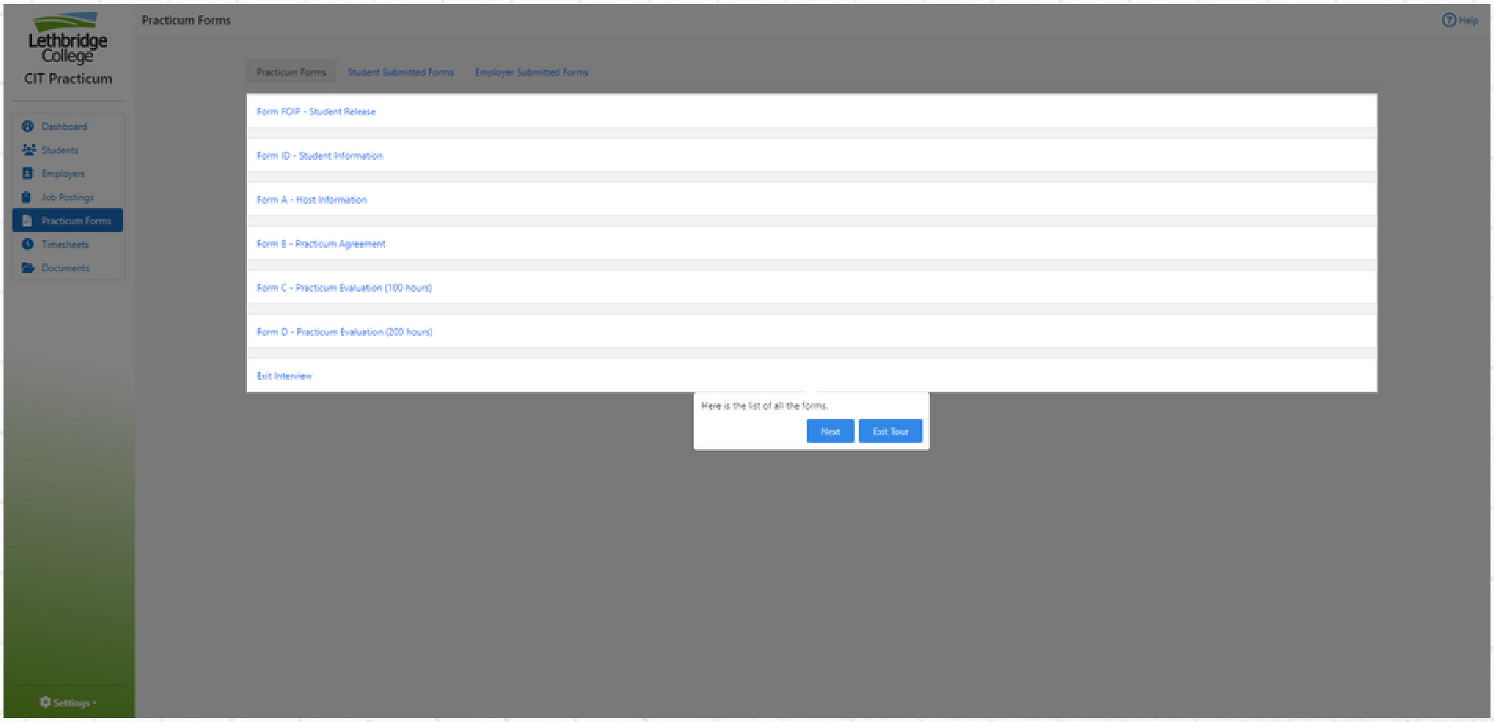


WEB PAGE TOUR: ADMIN PRACTICUM FORMS

Practicum Forms:

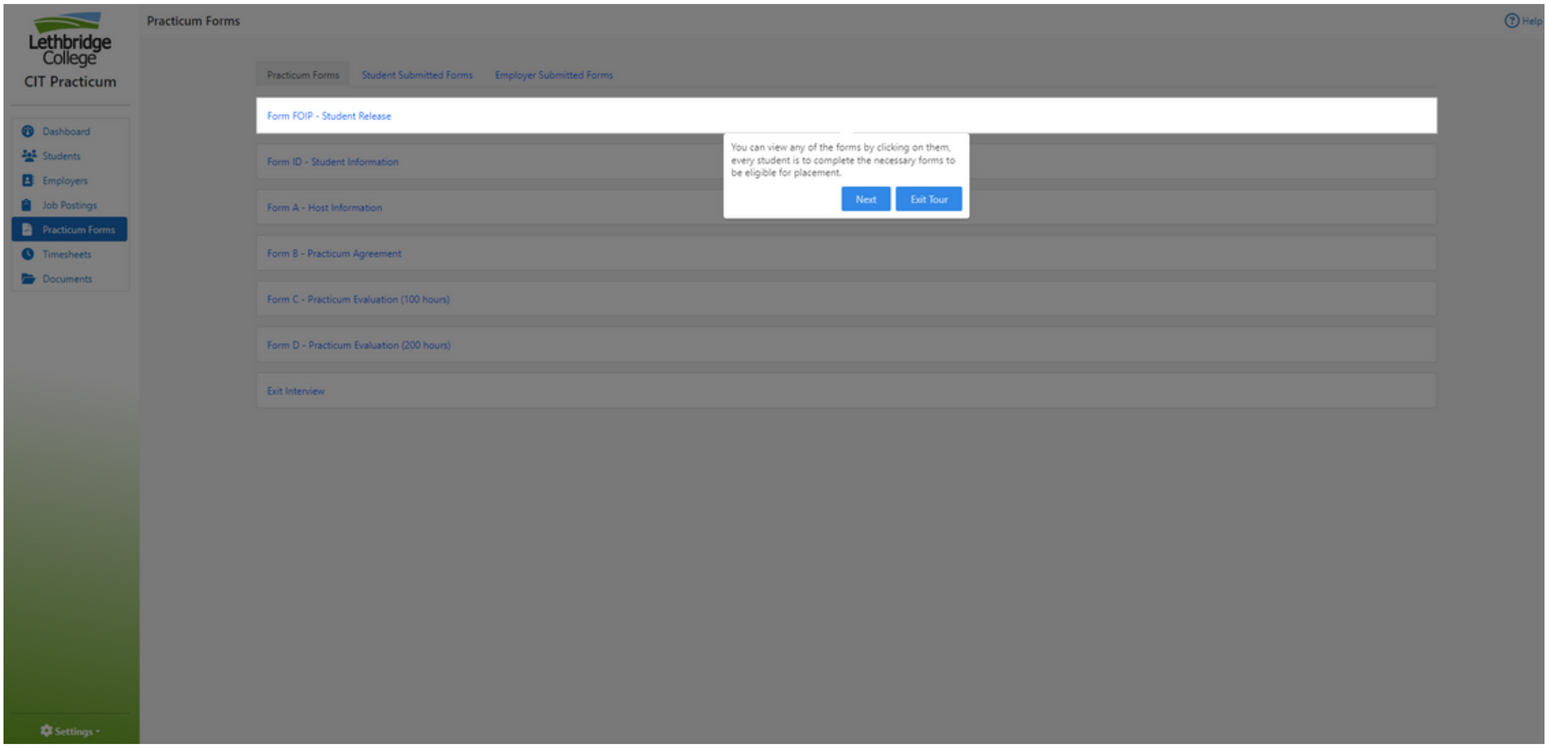
- The tour will begin by displaying all the Practicum Forms available to the Admin.
- All forms do not have an individual guide.



WEB PAGE TOUR: ADMIN PRACTICUM FORMS

Practicum Forms:

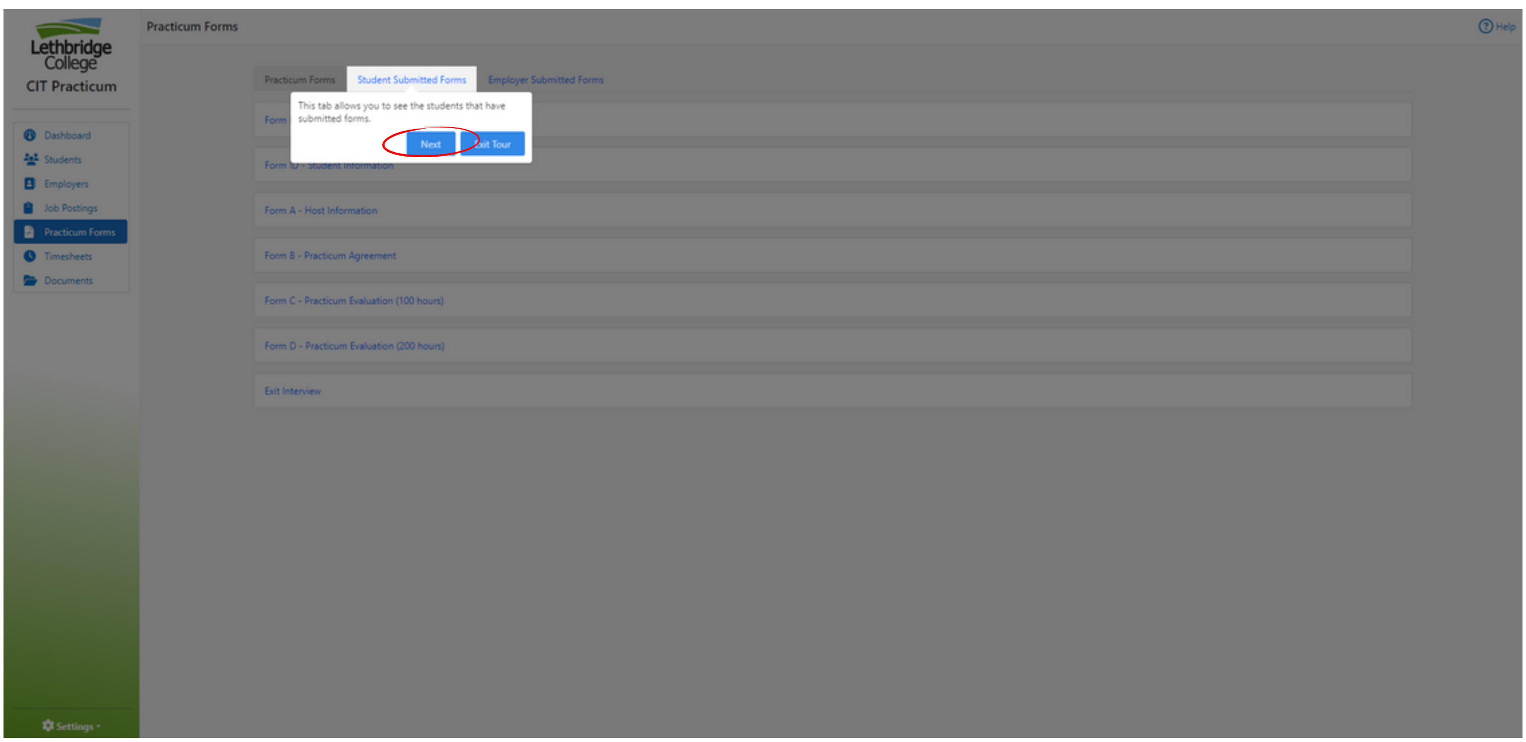
- The tour will begin by displaying all the Practicum Forms available to the Admin.



WEB PAGE TOUR:
ADMIN PRACTICUM FORMS

Student Submitted Forms:

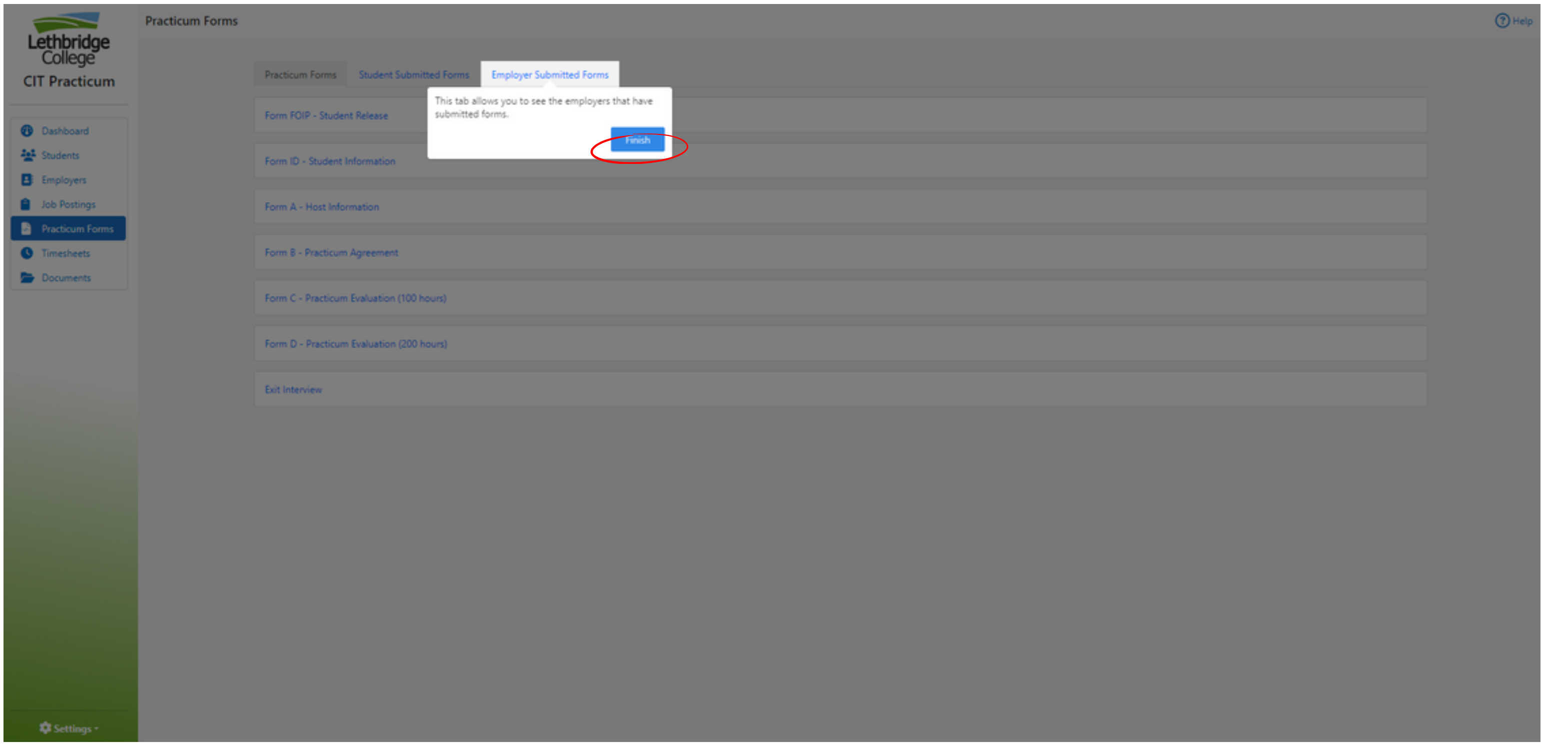
- The tour will show the tab where all Student Submitted Forms are stored.



WEB PAGE TOUR:
ADMIN PRACTICUM FORMS

Employer Submitted Forms:

- The tour will show the tab where all Employer Submitted Forms are stored.

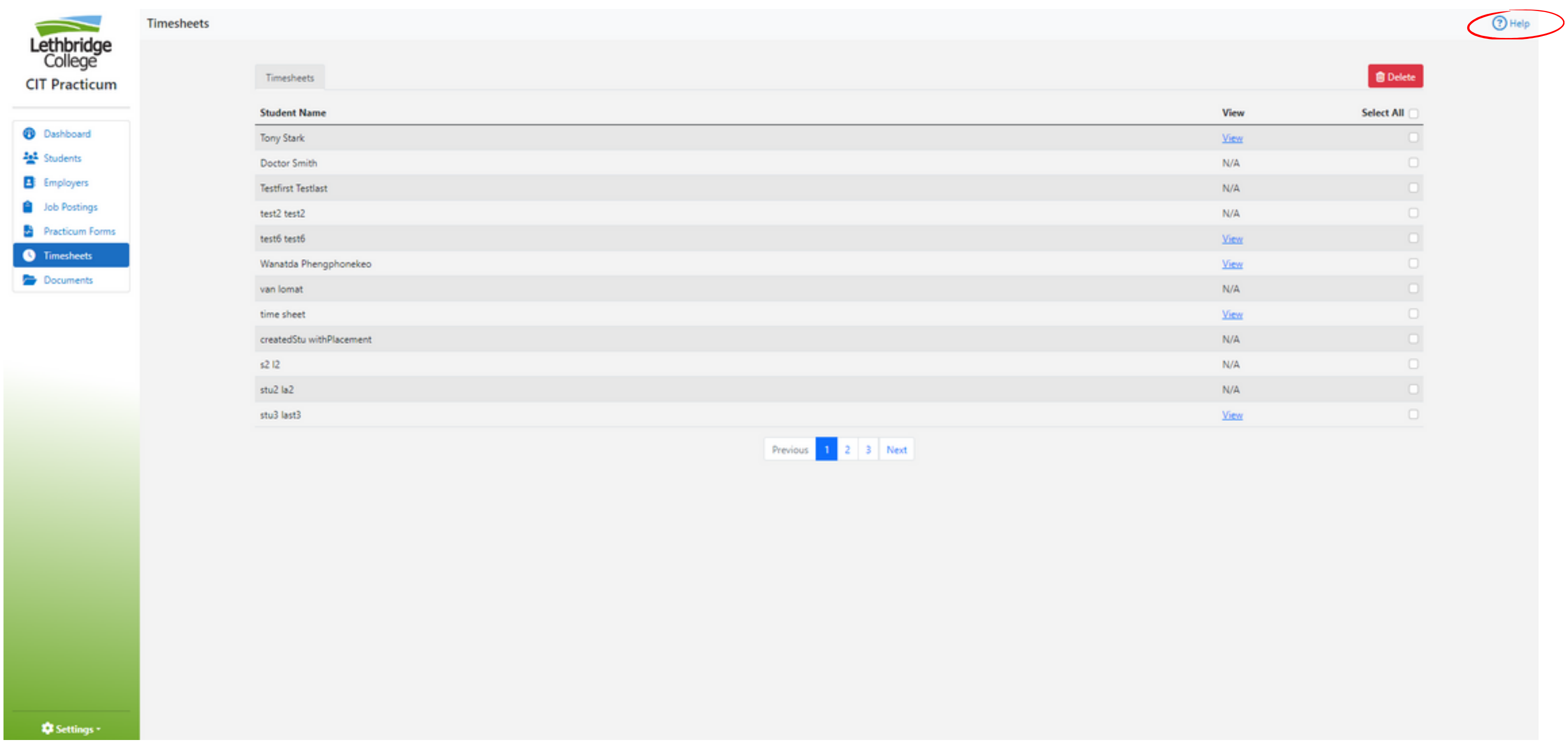


WEB PAGE TOUR: TIMESHEETS

This page is where the Administrator can view Timesheets.

Here are some useful tips to note:

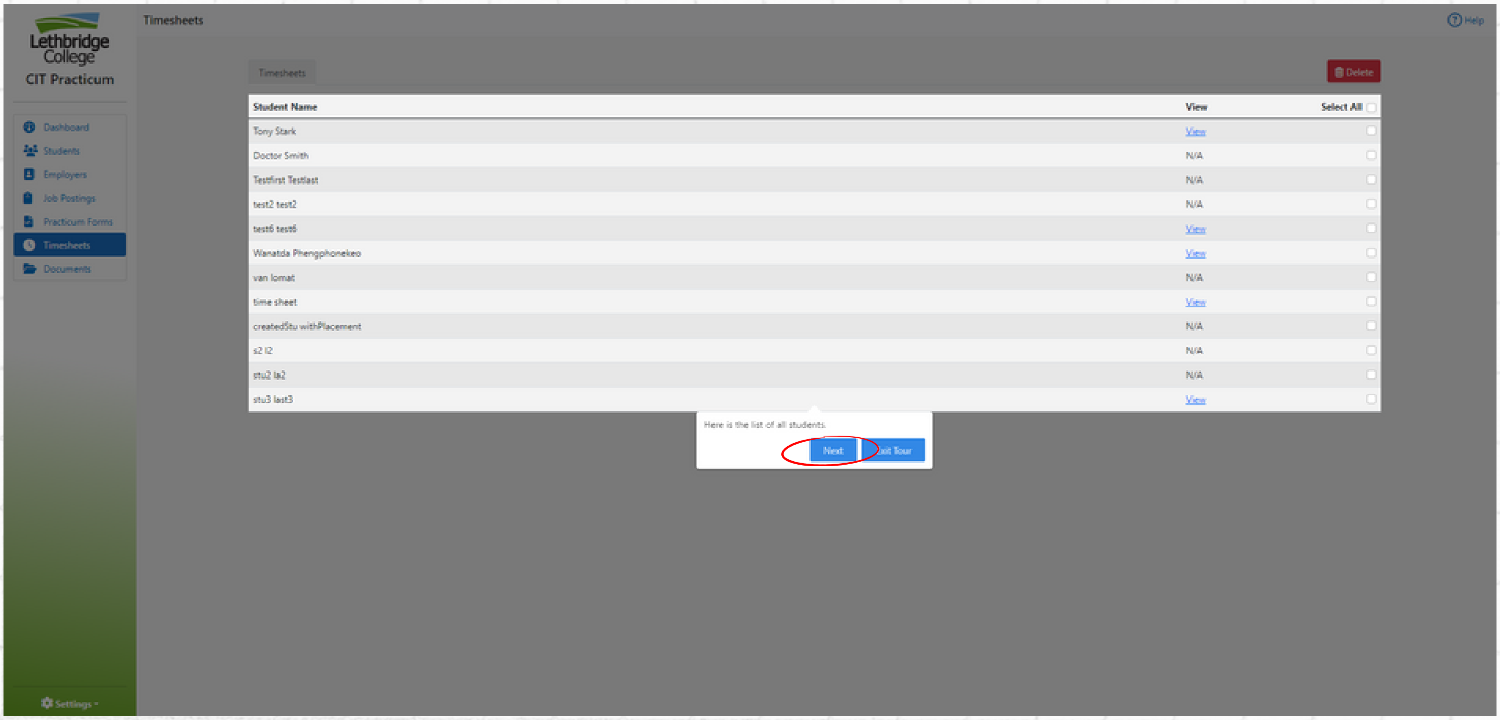
- Start by clicking the "*Help*" icon at the top right of the page to begin the tour.
- You can finish the tour at any given time.



WEB PAGE TOUR: TIMESHEETS

Timesheets:

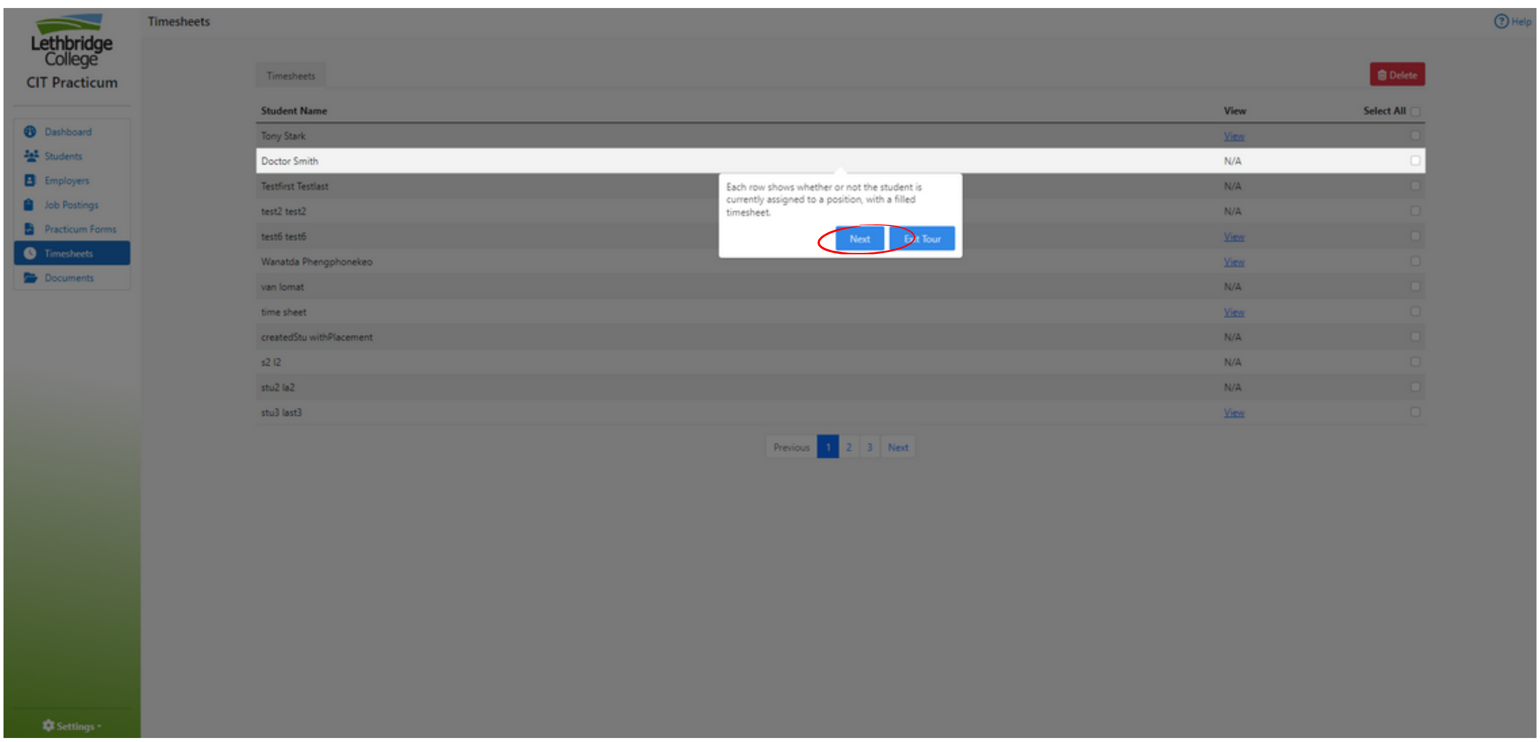
- The tour will begin by displaying a list of all the Timesheets.



WEB PAGE TOUR: TIMESHEETS

Timesheets:

- The tour will then briefly describe that each row shows whether or not the student is currently assigned to a practicum position with a filled timesheet.



WEB PAGE TOUR: TIMESHEETS

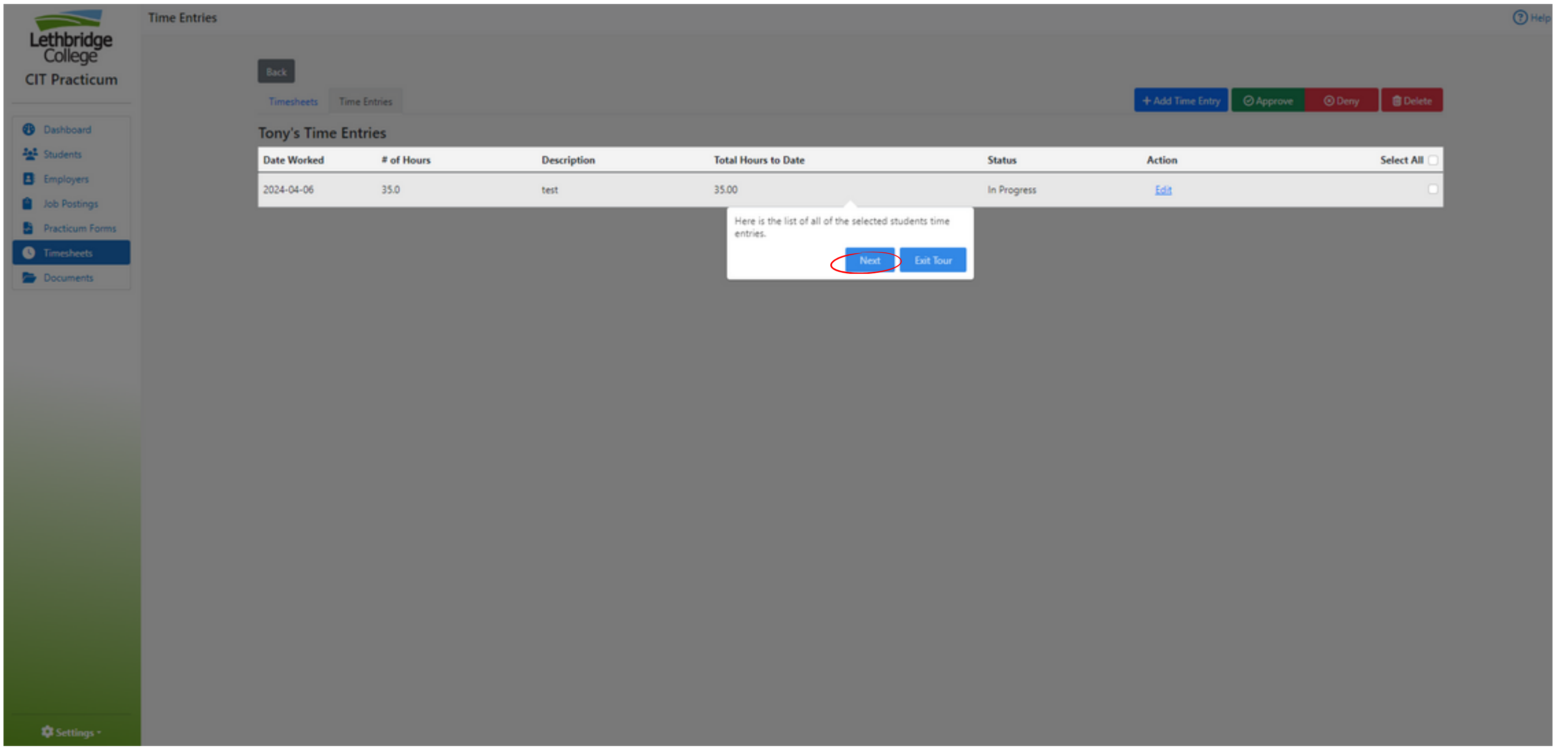
Timesheets:

- Students without a timesheet will have N/A. Students with a timesheet will have view.

WEB PAGE TOUR: TIMESHEETS

Viewing a Student Timesheet:

- The guide will briefly describe the individual students entry. Each row shows information from the given shift.



WEB PAGE TOUR: TIMESHEETS

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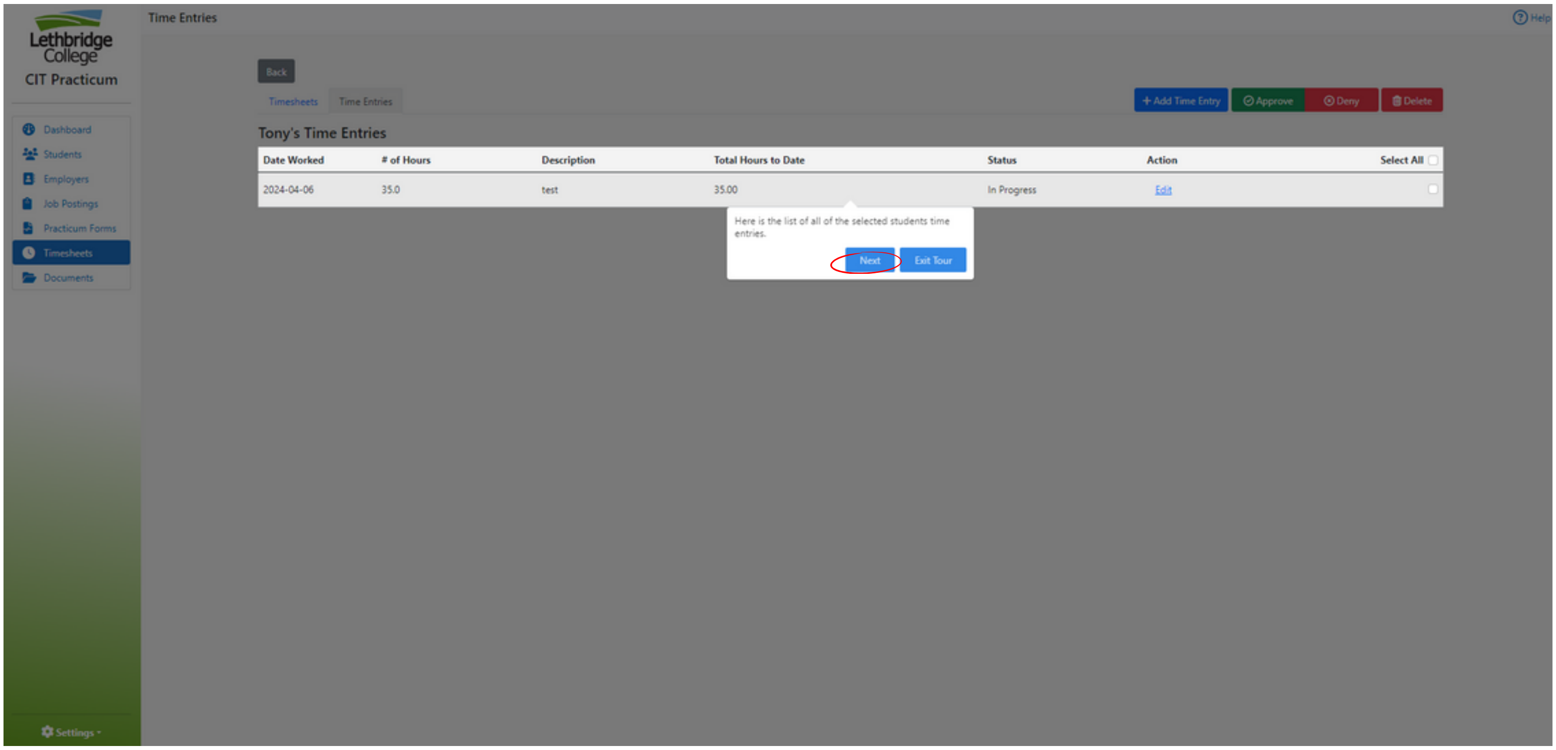
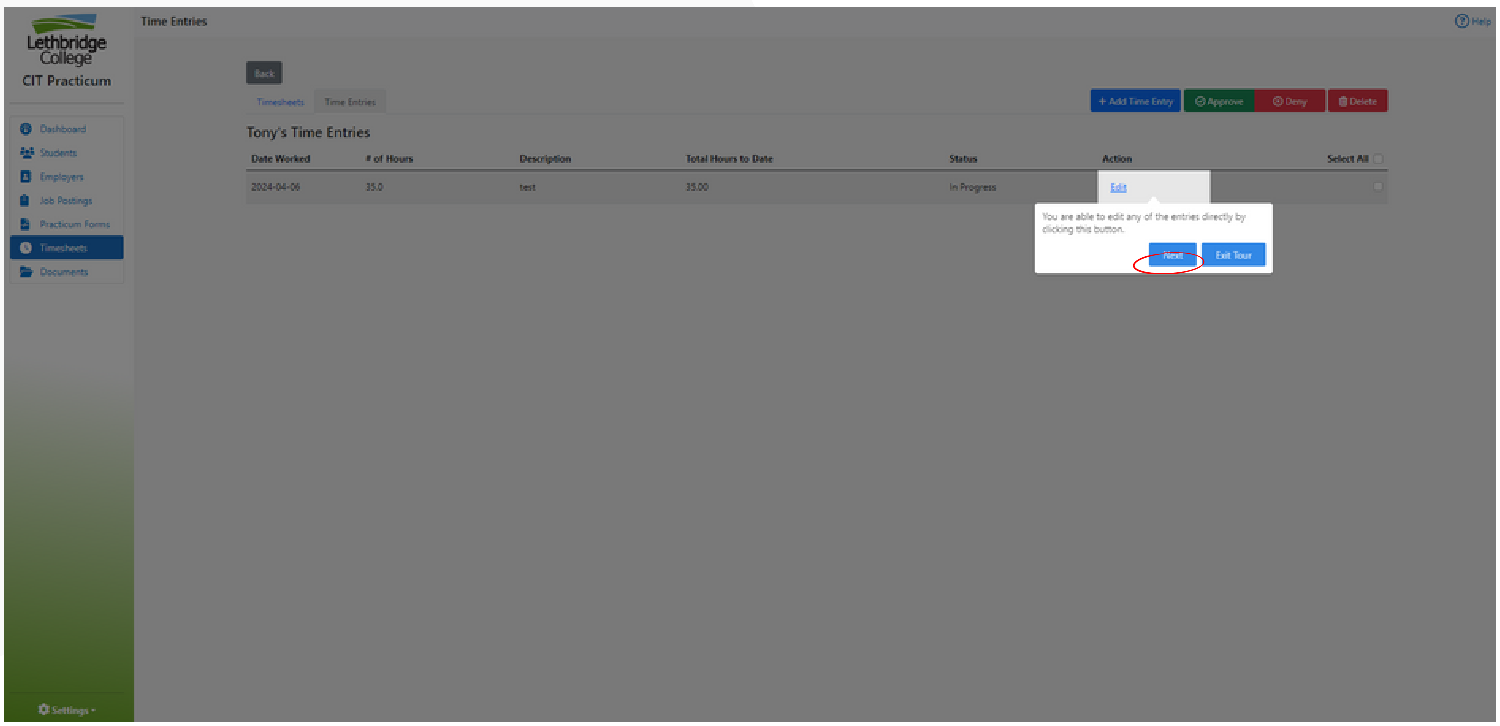
- The guide will briefly describe the individual students entry. Each row shows information from the given shift.



WEB PAGE TOUR: TIMESHEETS

Editing a Student Timesheet:

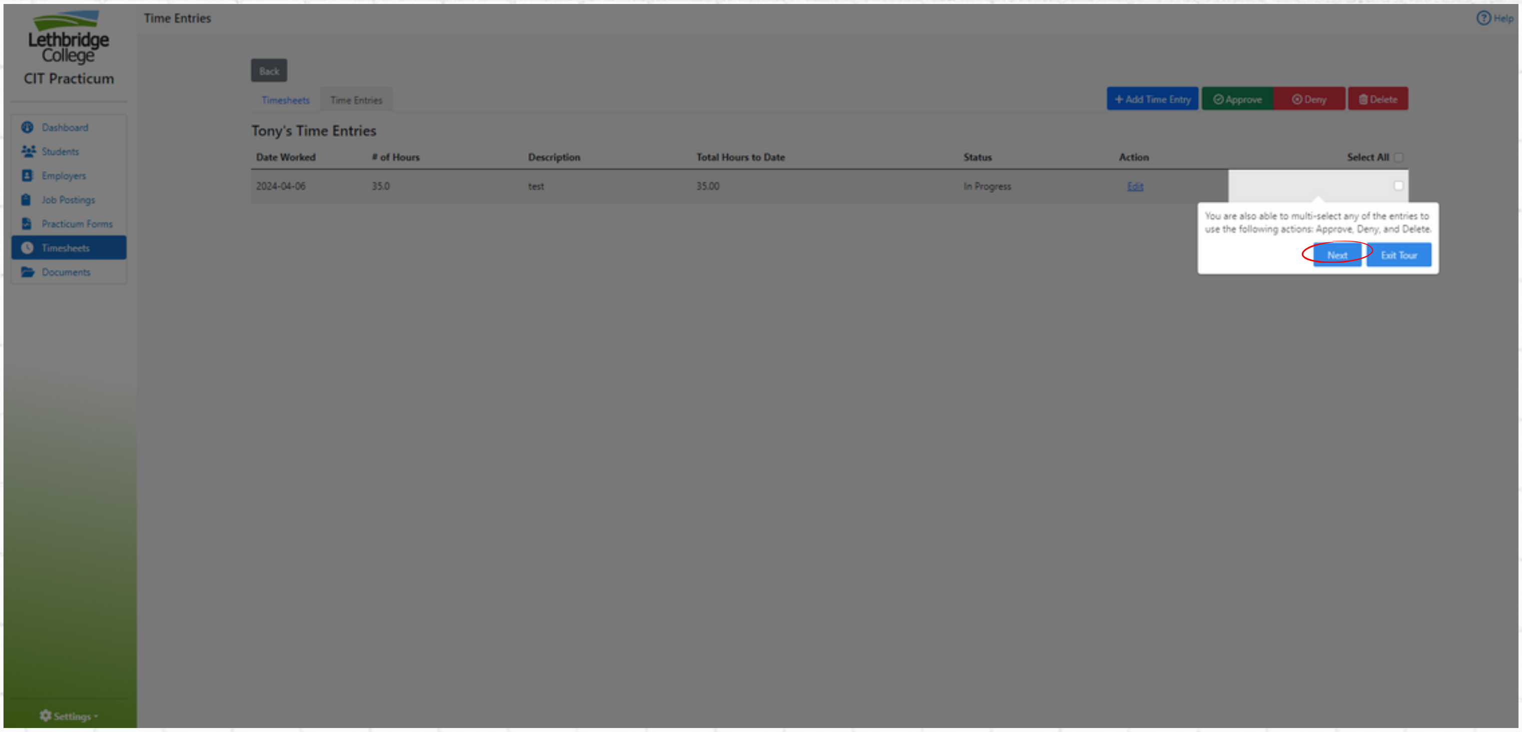
- Admin has the ability to edit any of the student submitted entries.



WEB PAGE TOUR: TIMESHEETS

Approve/Deny/Delete a Student Time Entry.

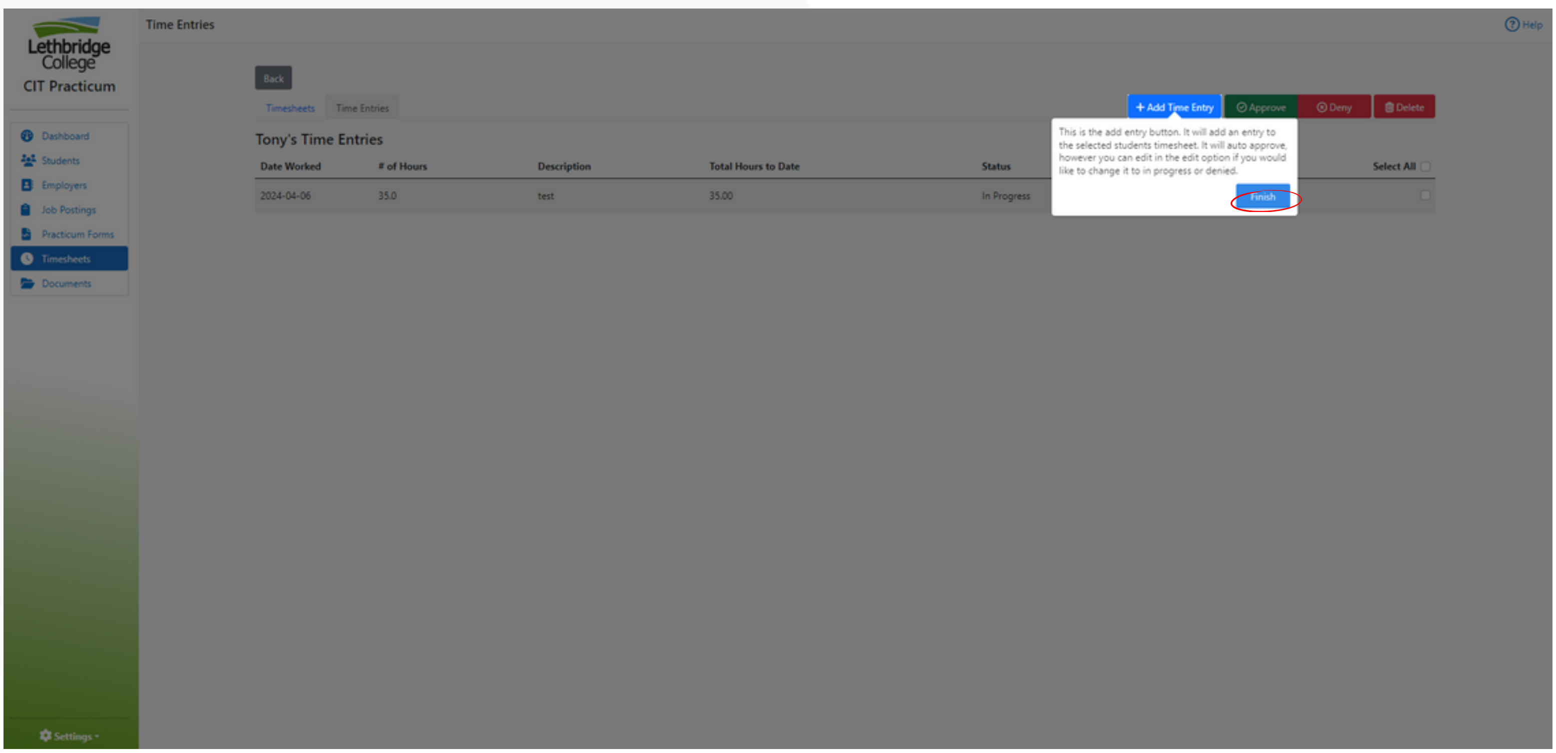
- Admin has the ability to individually (or mass) approve/deny a students time entry.



WEB PAGE TOUR: TIMESHEETS

Add a Time Entry:

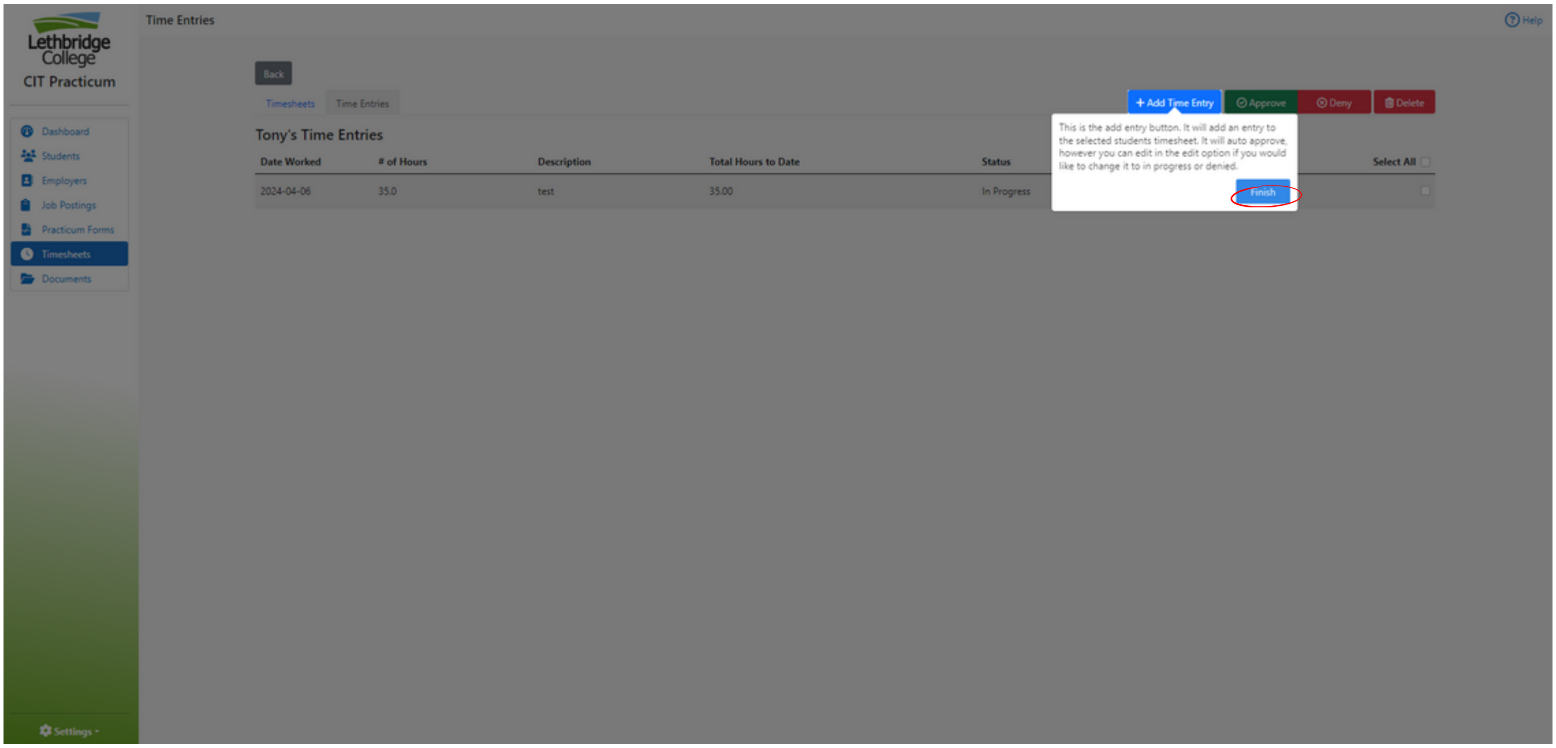
- The final step of the guide lets the user know that the Admin can add a Time Entry to the Students Timesheet.



WEB PAGE TOUR: TIMESHEETS

Add a Time Entry:

- The final step of the guide lets the user know that the Admin can add a Time Entry to the Students Timesheet.



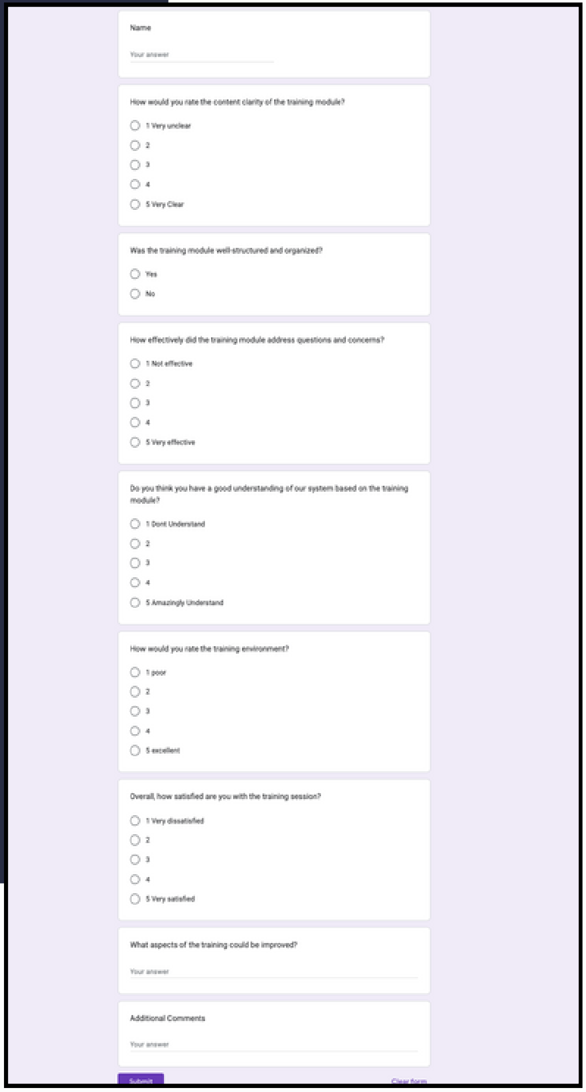
TRAINING ANOTHER TEAM

During our training session we were paired with another team; Hexabridge.

We gave them a single training module to explore hands-on in a classroom setup.

Based off of that training session we were able to gain insight on what our team can improve on, as well as what aspects of the training they enjoyed.

Here is a sample of the Feedback Form that we provided to Hexabridge.



Name

Your answer

How would you rate the content clarity of the training module?

- 1 Very unclear
- 2
- 3
- 4
- 5 Very Clear

Was the training module well-structured and organized?

- Yes
- No

How effectively did the training module address questions and concerns?

- 1 Not effective
- 2
- 3
- 4
- 5 Very effective

Do you think you have a good understanding of our system based on the training module?

- 1 Dont Understand
- 2
- 3
- 4
- 5 Amazingly Understand

How would you rate the training environment?

- 1 poor
- 2
- 3
- 4
- 5 excellent

Overall, how satisfied are you with the training session?

- 1 Very dissatisfied
- 2
- 3
- 4
- 5 Very satisfied

What aspects of the training could be improved?

Your answer

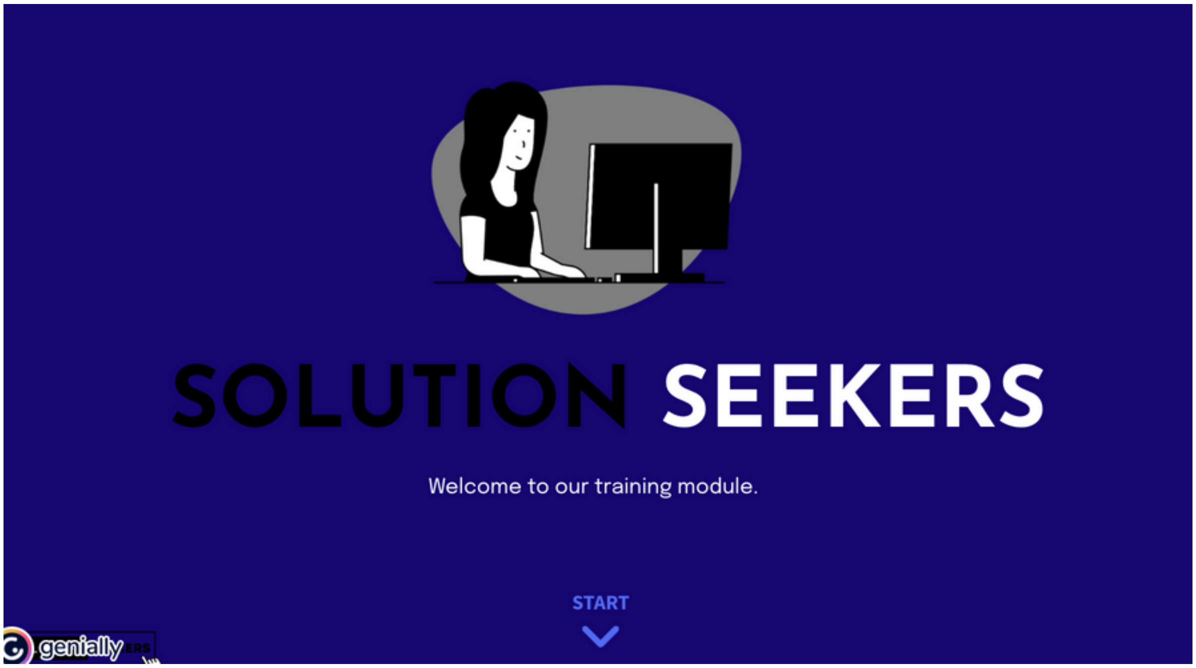
Additional Comments

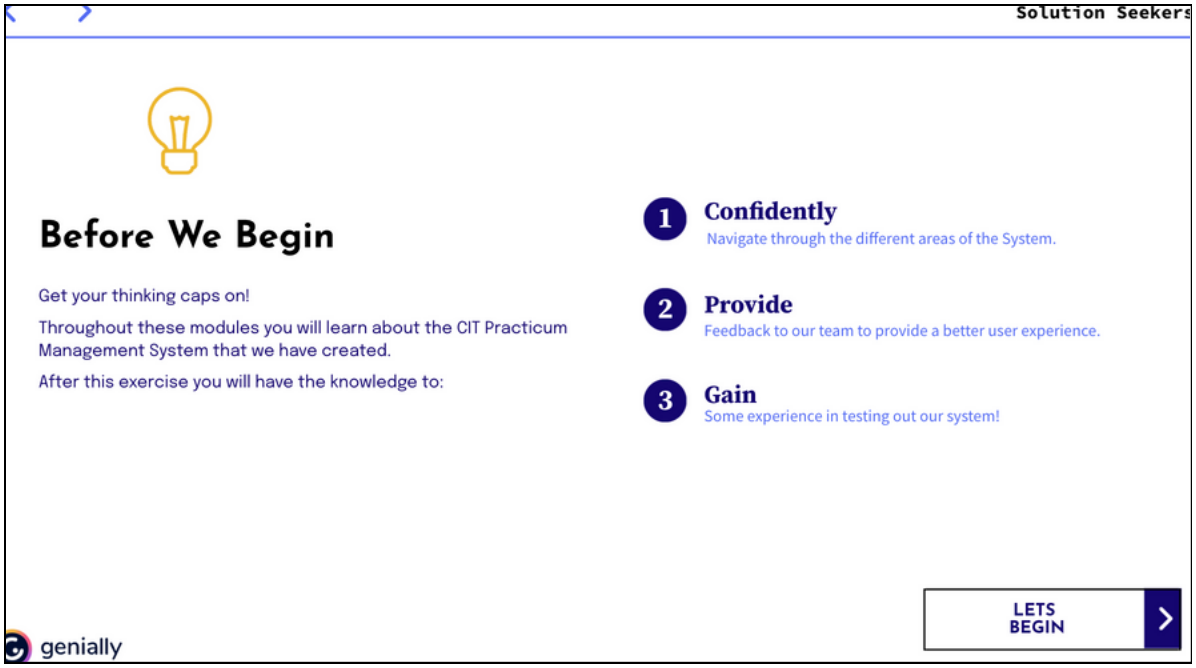
Your answer

Submit

Clear form

*Click on the image to access the form link.

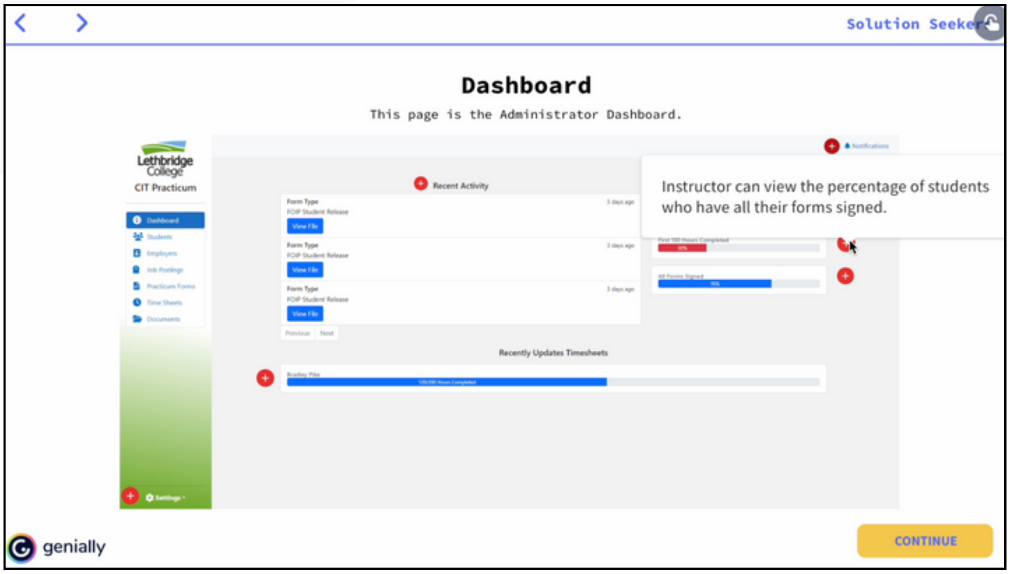




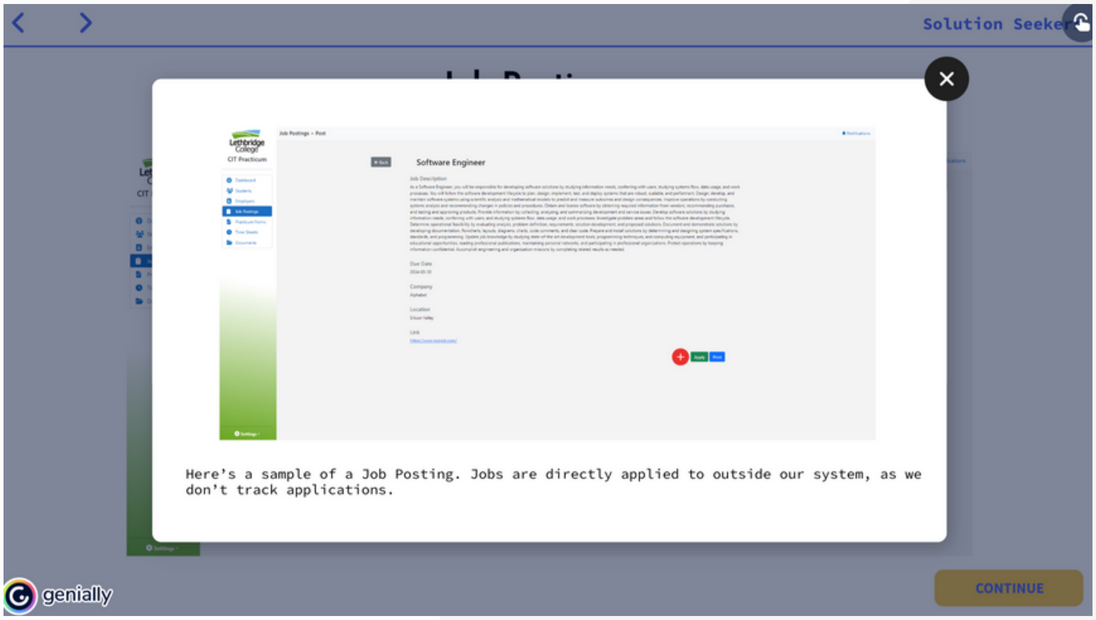
Here's a glimpse of the training module we provided for Hexabridge to explore.

The Index detailed the specific modules included in the training session.

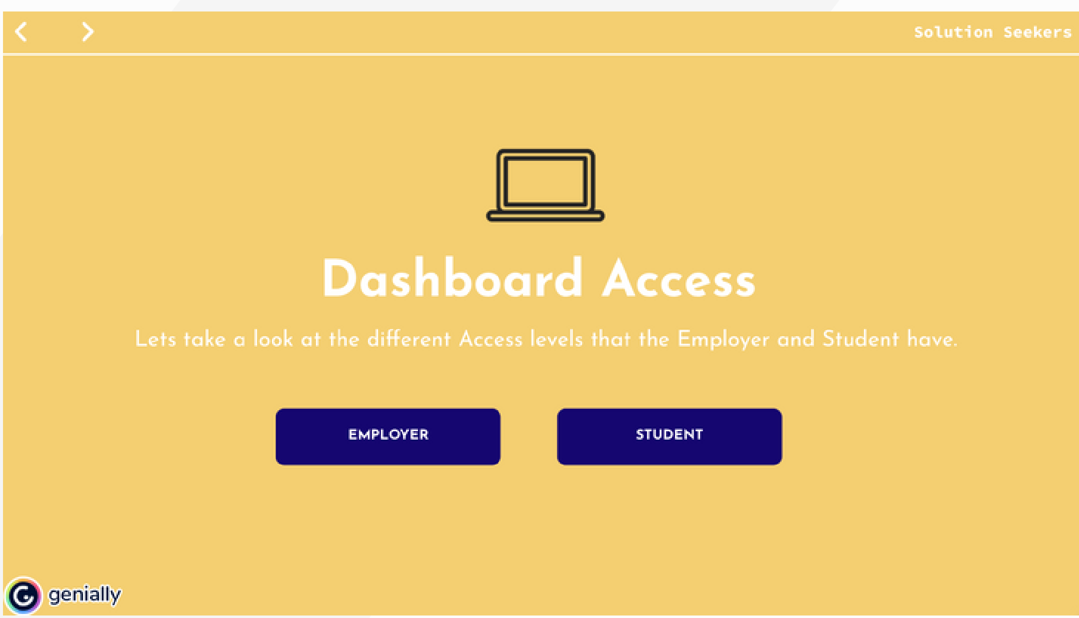
It was divided into 3 separate modules.



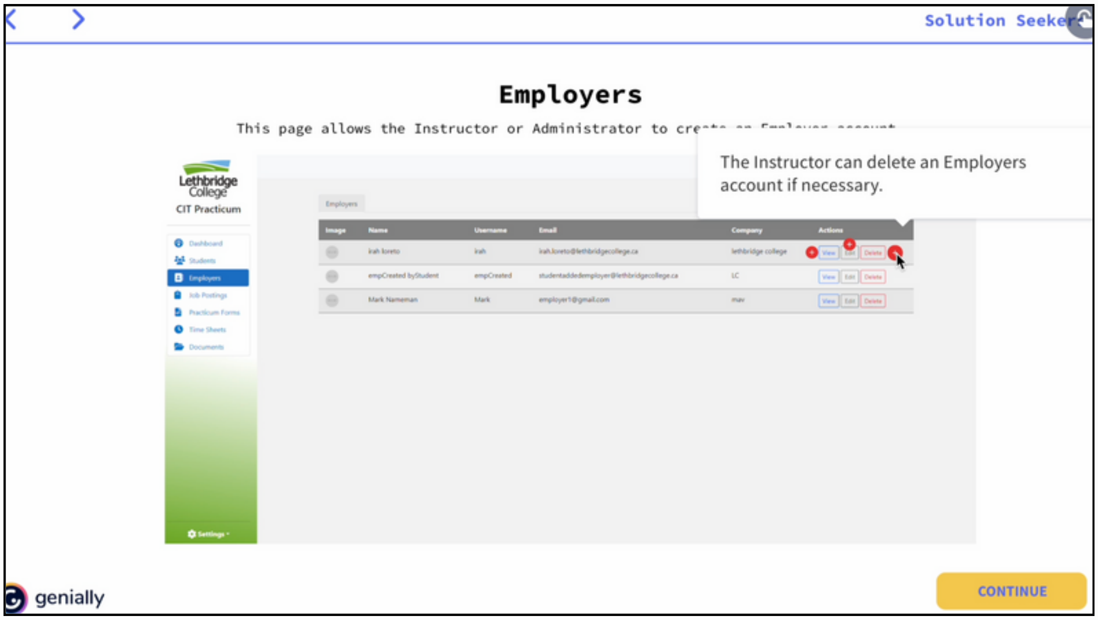
Users can interact with the red tool tips to read the description of the features.



In the training module, certain interactions would trigger a popup window to provide users with more detailed information about the system's features



Here's another example of how users interact within our training module.



Here's another example of how users interact within our training module.

We also provided “tasks” for our peer training session.

FORM FEEDBACK

Here are the responses we have gathered from Hexabridge.

What aspects of the training could be improved?

5 responses

None so far

I think the training module was very good and presented all the information that you would need to know to be able to use the system. I think it portrayed all the information for both administrator and non administrator users to be able to understand the system. I don't think there is anything that needs to be improved.

Organization

None that I can think of

The training module was nice and intuitive. It looked very professional. However there were things that were said in person that I did not see in the training module (like password complexity requirement). Maybe it was there but we did not see because we only had one screen. It would have been more effective if each member had their own screen to look at the training module and do the use cases.

Additional Comments

4 responses

Thanks Sol Seekers!

It looked really good! It was very information heavy and easy to see and understand how to use the system.

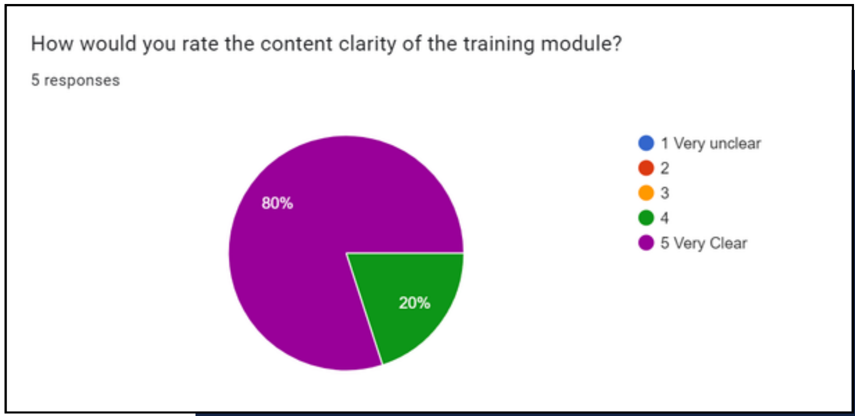
Great job!

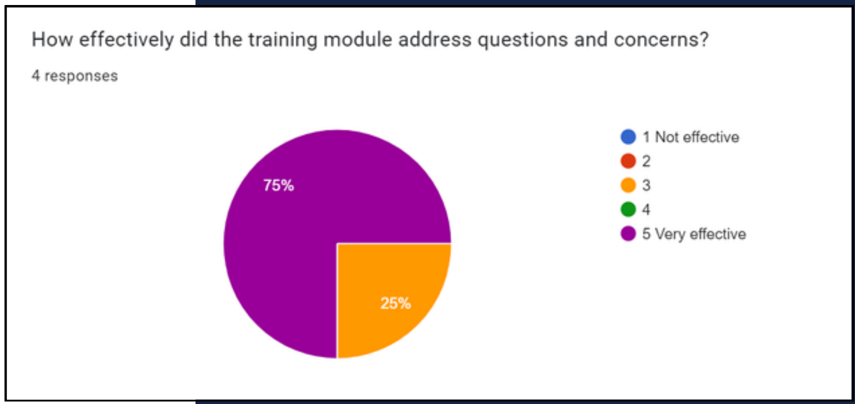
If the training method is CBT, it's okay that the users do not have much assistance from the team. But if the training method is one-on-one or classroom, I feel that there has to be a little more guidance from the team.

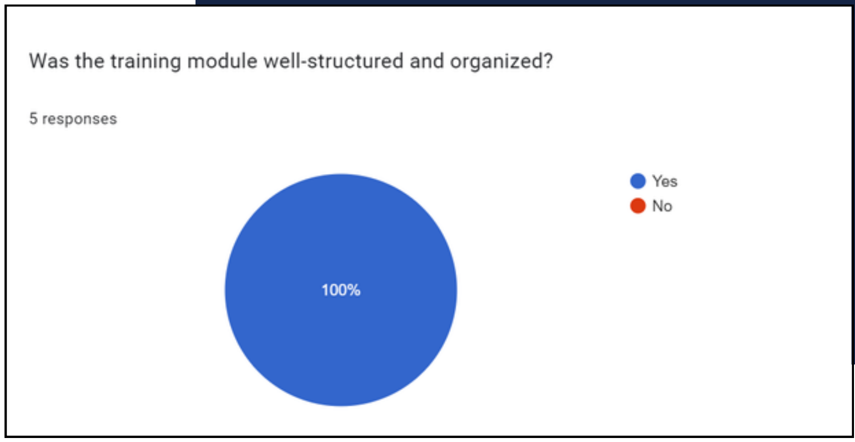
PIE CHART RESULTS

Here are some results from the feedback forms, represented in pie charts.

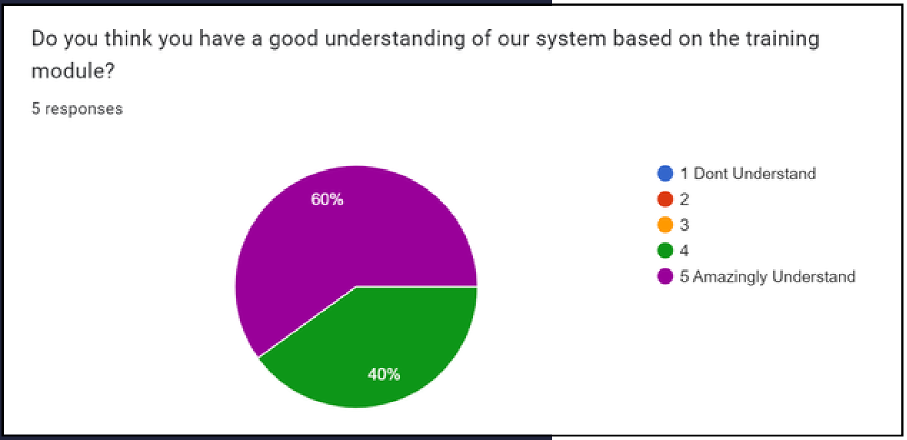
While the training session was successful, it allowed us to recognize that some participants still struggled to understand our system. And there were concerns that were not being addressed.

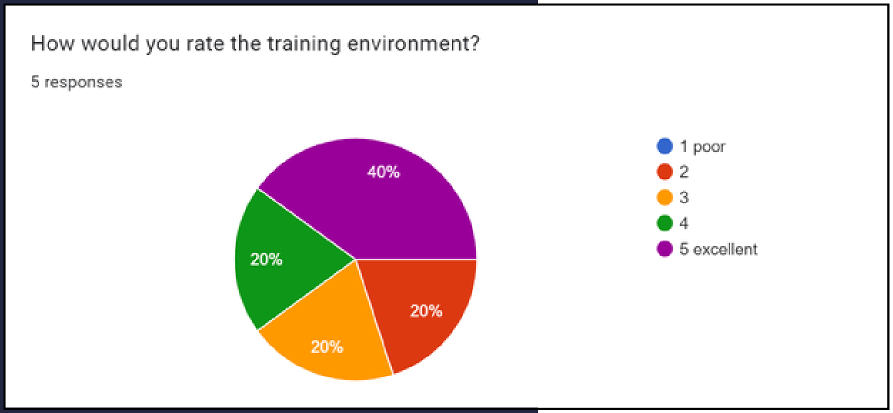






PIE CHART RESULTS





Here are some results from the feedback forms, represented in pie charts.

Here you will a big difference in the training environment. As you can see the rating fluctuated.

REFLECTION PAPER

To start off, our team had some mixed feelings toward the feedback. Not necessarily negative because the feedback that was provided was really helpful. It was more so the approach.

Feedback Thoughts

Initially we had went into the training session with the mindset of “let Hexabridge perform this training Module and these specific tasks by themselves”. Looking back, we realize our mindset had a negative impact on the training environment, even though it seemed like their team enjoyed our session at the time. Thats why when reading over their feedback, some of their comments felt like a minor setback. Which understandably so, due to the lack of team presence.

However, from our perspective we had perceived that the training went amazing. If we were to compare their training session with ours, theirs would be the golden standard. But in our eyes, we think our training session was average. We appreciate their feedback and plan to integrate the changes moving forward.

Final Thoughts

Although our training methods differ from other groups, the route we went for was a more visual and interactive approach. However, we've noticed that taking the visual side means other people might not understand our system in comparison to a manual approach.

Fortunately, having one client has been an enjoyable experience- especially when it comes to refining our training methods to our clients needs.

Changes

One of the main concerns that we have addressed was lack of screen devices. To improve, we’re making sure to have extra devices available during our client training. Since our training session with Stephen will be one-on-one, our team plans to be engaged and fully attentive. The two main takeaways we’re taking away from Hexabridges’ feedback is: create a better learning environment, and ensure the team presence is mandated to help address questions and concerns.

THANK YOU

April 8, 2024

Dear Mr. Stephen Graham,

On behalf of Solution Seekers we thank you for choosing our team to represent you and your business needs.

We are so thrilled to embark on this 6 month long journey with you to transform this project into reality!

To acknowledge your understanding of the contents in this document, please sign below.

We look forward to working closely with you to ensure a successful project.

X ______________________________

Stephen Graham

SOLUTION SEEKERS

LESSONS LEARNED

PREPARED BY Wanatda Phengphonekeo, Robee Lou Diaz, Bradley Pike, Nate Lapointe, Irah Loreto

INTRODUCTION

WELCOME

At Solution Seekers, we invite you to view our Lessons Learned document. This document is a reflection of our team's experiences throughout the semester.

Lessons Learned will allow us to identify what went well, and what challenges we faced throughout our project. Ideally we want to avoid repeating mistakes, identify successful practices, as well as improve our overall team work skills.

We realize it's important to collectively learn from our successes and mistakes to ensure a healthy teamwork environment, and serve as a self reflection.

CANVA

For our documentation we have chosen to use Canva to record all of our Lessons Learned.

Each member will be sent a shared link, from there they will be able to contribute to the document.

Every team member is encouraged to participate.

TEAM MEMBERS 2023

STAFF

1 **Wanatda Phengphonekeo**
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2 **Robee Lou Diaz**
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3 **Bradley Pike**
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4 **Nate Lapointe**
Team Lead
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5 **Irah Loreto**
Hardware Specialist
irah.loreto@lethbridgecollege.ca

KEY TAKEAWAYS

For reference, below is a brief and visual description of what the Lessons Learned document will consist of.

DATE

Each member must enter the date starting in order from DD/MM/YY

ENTERED BY

Enter the name of the group member submitting their Lesson.

MILESTONE

Indicate the Milestone number that the Lesson centres around.

LESSON

Include a brief description of the lesson that was learned in that specific Milestone

KEY TAKEAWAYS

LESSON TYPE

Imply whether the lesson was an academic, personal, or technical issue. Be sure to keep it short and concise when deciding on the lesson type.

IMPACT

Discuss the impact of the Lesson that was submitted. What was the impact on your team? How has it impacted your personal experience? Feel free to elaborate.

RECOMMENDATION / COMMENTS

Record any key areas that may need to be improved on. Express any growth or achievements. Or perhaps suggest any changes that need to be addressed.

Date DD/MM/YYYY	Entered By:	Miles tone	Lesson	Lesson Type	Impact	Recommendation / Comments

*Template for reference

AVOID REPEATED EXPERIENCES

When a team member describes their experience, here are a few topics to consider to help avoid repetition. Each lesson should be a unique experience of itself.

- Communication
- Time Management
- Client Needs
- Quality Assurance
- Decision-Making
- Adaptability

IMPROVE TEAM PERFORMANCE

As a team, we are committed to incorporating all experiences into our project. This is an ongoing learning experience, and we plan to improve our team performance using methods such as:

- Additional Training: Spending the time to improve any skills in areas that our team needs.
- Time Management: Understanding the importance of deadlines and work contribution.
- Problem-Solving: Addressing concerns in our project early on in order to resolve solutions quickly.
- Effective Communication: Each member showing up and participating with frequent check-ins.

CONCLUSION

Each Milestone will have all team members contributing to the Lessons Learned document.
It’s important to follow the template layout for proper procedure.
Everyone’s experience must be unique, and not a repeat of previous lessons.

Milestones will have new experiences that members may not be familiar with. These could be learning new software, coding languages, or working with unfamiliar charts and graphs.

Altogether we plan to review our lessons and share solutions on issues that need improvement, or achievements that deserve recognition.

We welcome you to follow along on our Lessons Learned journey!

SOLUTION SEEKERS

LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
04/05/2024	Wanatda	9	Structure out our training methods better. The training we did with Hexabridge felt sloppy on our end. Mostly because I didn't account for the fact that their were 6 members. Moving forward I've started planning out our training meeting with Stephen to go a lot more smoothly for next week.	Academic	The feedback forms from Hexabridge were honest and very helpful. We used their feedback to alter our training methods.	
04/05/2024	Robee	9	As we created the training manual and having users test our system, we found bugs and errors that can be fixed. Also, we received valuable feedback on improving the system and make it more user-friendly	Academic	Spend more time for user-tests and validations. Ask more people outside the group for testing.	
04/05/2024	Nate	9	Making the training plan, i learnt that you cant just make something up quick, you need to take some time to evaluate your project and make sure you create a proper training plan	Academic	With the help of the other team we tested, making sure we re more organized	
04/07/2024	Brad	9	Always be super early for personal deadlines so you can get feedback asap	Deadlines	On a couple occasions I've ran into issues where I get things done on time however there are changes that need to be made last minute. Although they were unforeseen it should always be a good rule of thumb to have them completed as early as possible so I can make changes as need be.	
04/05/2024	Irah	9	Doing user test and interacting with other to see how a theoretical user case would go. Understanding and putting my self into a outside persons shoes who is not tch savvy. Then creating and helping make a training plan based off.	Academic	Learning what worked in the training plan and making sure to implement those changes if need be	

LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
03/22/2024	Wanatda	7	I learned how easy it is to let scope creep get the best of our system. Even now I feel like we're adding in features and may have to cut some out. Since I focus on the front end I never realized how large of a scale Stephen's project. I'm really proud of my teams progress and I love seeing us achieve our milestones within the system.	Personal	• Communicating to Stephen ahead of time if there are features we have to cut. •	
03/22/2024	Irah	7	Really getting into the meet and the bones of this project showed me wow, this is a big project. Teaching me some things are not possible within the scope and really problem solve some issues when coding.	Academic	I learned more on how this project will work. Including the controllers. learning more front end and seeing on how to fix problems. I also learned more on ho0t to use git branches and drilled the git cmd commands into my brain.	
03/24/2024	Robee	7	This was one of the most interesting milestone for me. I have learned a lot in C#. ASP.NET, MSSQL Database that I can use as credentials for future developer applications. Every past lessons on coding, entity relationship diagram made more sense and clearer. Github, git and branching was very useful	Academic	• Plan Database connection properly. • Never be afraid to try and break the app. It can get fixed but make sure to use git/github.	
03/24/2024	Nate	7	With the front end development learning some ways to make the styling easier by not typing all the same number for the colours instead naming them and calling in the name which i thought is much easier.	Academic	Leaning new ways to style, format and just new things in the front end is my biggest impact i will take from this milestone	
03/24/2024	Brad	7	Learned that the UI can't just look good, it needs to work. I had to make a couple versions of the dashboard UI and it was a timely mistake on my end.I also need to communicate better with my team about technical issues before it's too late.	Academic	Continue to find bootstrap UI options that are functional.	

LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
02/16/24	Wanatda	7	My lesson I learned this Milestone is I don't like creating physical DFD's. It's not my strongest suite. I really don't like the tiny details you have to think of when making a physical DFD. However, I found that structure charts were a lot more easier to understand.	Academic/Personal	Made a LOT of revisions. I spent time with Stephen and Tim to go over my DFD scraps. It definitely paid off because I have a really good understanding of the system and how big the project scope truly is.	
02/16/24	Robee	7	Creating a physical architecture is new for me. Knowing every part of the system is essential for any I.T. fields so this is really valuable. Using the proper software, hardware, architecture and required storage size seems easy but it is not. These are really important for the development.	Academic	Spent more time understanding the terms. Researching via google and details in the book.	
02/16/24	Nate	**7**	I learned a lot about the structure charts and how what is really supposed to go into them. I feel a lot more confident about them after the presenting them and also listening to the other groups about theirs.	Academic	presenting and listening to the other groups present helped me to understand the structure charts more, working on them for hours with my group helped a lot as well. Restarting and doing them over and over again gave me a more clear understanding.	
02/16/24	Irah	7	In creation of making the pseudo code I learned that there is a lot more to it in breaking stuff into parts. Is a certain action will be in one or should i split it into two. Creating pseudo code really help me understand the process of buttons and features way more.	Academic	I did changes every often when someone would make changed to the charts because my pseudo code is word form charts. I learned how to break a feature down into outputs and inputs. I also learned more from my team as I had to over there charts and compare learning about there parts such as structure charts and dfds.	
02/17/24	Brad	7	I learnt that I need to be more attentive to team messaging and working with the team to create achievable deadlines.	Academic	I found that my commitments hurt the teams progress in completing milestone 7 in a timely manner.	I need to set realistic deadlines and if I require "time off" I need to hold up my potion of the team workload

LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
01/29/2024	Wanatda	6	I learned that I didn't dedicate enough time into understanding the material associated with this Milestone.	Academic	Felt like my lack of understanding was impactful during our presentation on Friday.	Going to put more time and preparation for our next in-class presentation.
0/29/2024	Bradley	6	I learnt that we need to have meetings more regularly with our team so we're on the same page.	Academic	It reflected in our presentation grade and our overall knowledge of the project.	

LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
07/12/2023	Wanatda	5	I know we lightly dived into feasibility in Milestone 1, but Milestone 5 felt pretty comprehensive. There was lots of information that needed to be considered when coming up with the details. I feel like I have a good enough understanding of feasibly than what I did beforehand. But with our project being a college one, it was difficult to navigate what our organizational & economic feasibility consists of.	Academic	Deeper understanding of the system in terms of getting our hosting situated and learning about our software and hardware, security, and long term sustainability with the project.	
8/12/2023	Nate	5	In milestone 5 i learned a little more about build vs buy comparisons. Feasibility is also something i learnt a little more of, really breaking down our own project doing it for ourselves helped me understand a lot more.	Academic	Having an idea of feasibility and build vs buy gives me a better understanding on our own project.	
8/12/2023	Irah	5	In milestone 5 I have learned and improved my power point presentation skills a lot. I always used Canva, learned how to do power point animations and really learned how to use small features and mechanics. In regards of work load I've really learned to spread work delegations more suited for my load of productivity.	Academic	I learned a more of how our system will work and what features, programs we will use on our project in order to work. Learned about what scope we will be working in as its mostly going to be ran internally and used internally after we manage to finish the project. Basically understanding the build of our project and things that will be implemented in order for it to work and be used for futures endeavours.	
8/12/2023	Robee	5	I learned a lot with comparing the differences of acquiring the system. Researching about off-the-shelf and outsourcing options, how to calculate which one is the best based on values and Weighted Alternative Matrix. Finally, creating recommendation based on these findings to propose the best solution.	Academic	It is definitely a must-know in developing system request. Reminded me that there are other options to build the system, based on time, resources and budget.	
08/12/2023	Bradley	5	In milestone 5 I was working on the budgeting part of the deliverable. Talking with ITS made me realize we missed some details like server costs and web certificate costs. Even things like licensing and consulting fees were costs I had to compare, which I have never done. Our project is limited to using Microsoft licensed software so that was something I had to work around.	Academic	I learned how challenging it can be when you have limitations to only use certain software and hardware. It felt like a real job situation having to deal with specific rules and limits. This project really impacted me and showed me how to manage these kinds of real-world challenges.	

LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
14/11/2023	Wanatda	4	Wednesday after class I talked to Tim about our ERD. Initially I had created one, and just wanted his input on it. But after talking with Tim, we worked together to improve the ERD for our system. We ended up restructuring the ERD completely, and in the end I had a better understanding of our improved ERD than I had going in. This was so helpful because throughout this Milestone I really struggled with this.	Academic	I feel like our improved ERD is more fluid. The diagram is 10x easier to explain to others, and you can follow it very smoothly. If I had not gone to Tim for advice on our ERD, I think it would have impacted our understanding of our client's ERD.	
20/11/2023	Nate	4	I learnt a lot more about the business' rules, looking at the ERD and figuring out the business' rules defiantly took time and hearing what Tim had to say about them after the presentation helped a lot	Academic	Made a lot more sense with the whole project figuring all that out, with time explaining everything as well gave me a better understanding of everything	
20/11/2023	Bradley	4	Since the last milestone I'm staying a lot more accountable for my own work and making sure I'm prepared for the presentations.	Accountability	I've made a major improvement on clarity and general understanding of the project	
20/11/2023	Irah	4	I learned more on how to become design things better on PowerPoints and become more creative. Learned about ERD more in depth's through my group members and others as well. I became more consistent in my work and have improved my skill as well to benefit the group projects.	Academic	Our new chart is way easier to explain now. Thanks to Tim's advice, it's much clearer, and you can understand it way better. Plus, this taught me that getting feedback from others is important. I'm also trying to get better at making PowerPoint slides so I can explain things even more clearly in the future. Improving my skills for sure and will have better results creating and designing for the group.	
20/11/2023	Robee	4	The most notable lesson that I had on this milestone is creating a Data Dictionary. I tried creating a database before but I learned that having a well-organized and planned Data Dictionary makes the task a lot easier. I also discovered on how to improve wordings for Business rules that will match the Entities involved.	Academic	This will serve as our cornerstone for creating the application and database since we have an idea of information that we need and the metadata and limitations for each attribute.	

LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
27/10/2023	Wanatda	3	I learned how to make use cases! This was pretty simple to learn in class when we did examples, but when it came to actually integrating them into our project it took me awhile to figure out. Mostly because you have to go through every single step and determine "is it a feature? or is it a valid use case? what is considered pre/post condition?"	Academic	Understanding how to make Use Cases is really important for our team because I had to take into consideration stuff that I might not have accounted for. Not only for documentation sake, but also for when we start coding.	Spending the time to understand what the client wants before making a use case. Also ask for help.
29/10/2023	Robee	3	Review format of documents properly. Be more mindful on the details of deliverables. Communicate better with the team.	Personal	Missed out some specific formatting and properties of data flow diagram. Initiate team discussion for deliverables made for current milestone.	
30/10/2023	Bradley	3	Become more engaged with the project and get clarification when needed. I found myself less engaged due to a busy schedule however when I had free time I found myself focused on the wrong things. I found that creating the deliverables I didn't have a great understanding of the project and should've asked for clarification before the presentation.	Engagement	I found myself not being able to have as much perceived knowledge on the project as I stubbled on words and generally didn't have a great understanding of my portion of the presentation	Ask for help when needed
30/10/2023	Nate	3	During milestone 3 i learnt how taxing this whole process really is. There is a lot of work still ahead and i found having to remind myself to get my work done and to be on track with everything. Also learnt that asking questions to get out the right information and to do the work correct the first time.	Personal	The impact of having to remind myself to get my work done is big because that's time that i could have spent making the project better or brainstorming new ideas, things like that.	Understand the importance of everyday that we work on the project.
30/10/2023	Irah	3	I was in charge of working on the informal presentation. About a half our into it, my computer crashed and I forgot to save my progress. This really sucked because I had most of the slides done with animations and themes sorted out.	Technical	Lost a good portion of our groups presentation. Thankfully I was working on it a couple days before it was due, so I was able to recover most of it. All in all it just delayed me for a couple hours from completing it.	Always save your progress, or at least turn on the auto-save function.

LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
08/10/2023	Wanatda	2	During the 1st Milestone I felt very rushed into completing all the deliverables. But since going into this 2nd one, I've been slowly adapting to the pace of the milestones. I have been trying to get deliverables done as far in advance and I can, but surprisingly I have not been feeling rushed like I did in the 1st Milestone.	Personal Achievement	I realize it's all about time management, which is something I am not necessarily bad at, but when it comes to GROUP time management, I've found ways to manage it a little bit better so that I'm not stressed. It's different when it's a group project and you have to rely on others for their part, as well as deliver yours in a timely matter.	Adopting better time management skills. Staying on track of Milestone deadlines.
10/10/2023	Brad	2	Throughout milestone one I found it very valuable to schedule group meetings all the time and just get working. It doesn't matter how much time your group mates have, as long as the work is getting done and we all understand the material that's all that matters. Work just needs to get done and I'd much rather be ahead of other groups then waiting for everyone to be available.	Delegation & Meeting Length	Within our 4th meeting we did double the work completed in the 3 meetings prior. This was a result of delegating tasks and meeting for longer periods of time and having group members come and go.	
10/10/2023	Robee	2	For milestone 2, I learned how to use MS Project for managing tasks and deliverables. Additional effort was needed to read the documentation and search the web on how to navigate and use it properly. Before, I thought Agile is just Scrum and Kanban but understanding other Agile methodologies to decide which one to use for our project was essential.	Technical	I am optimistic that our team can make improved recommendations. Become more organized individually and as a time with our project management with these tools and knowledge at hand.	Read documentations. Spend time to learn how to navigate new tools.
10/10/2023	Nate	2	During milestone one i shortly realized that having a schedule and organized plan with everyone in the group was a must and it made it a lot easier to keep track of everything and know what everyone is working on and completed.	Technical	Having a clear schedule and plan helps the group work better together and get things done faster. It also makes sure everyone knows their job and does it well.	Have a calendar and a list for to dos and priorities list for tasks.
10/10/2023	Irah	2	Lesson learned for Milestone 2 on what I have learned is that scheduling my working times to finish projects and assignments is very important. Same goes for Milestone 1. There was some days cramming in work for 10 hours made it easier if I just spread it out and did some things at better times. As well I got to understand more in depth on what my group is good at and what I can contribute to continuing our work.	Technical & Planning	The importance of effective time management and spreading out work over time to reduce stress and improve productivity. Additionally, gaining a better understanding of individual strengths within the group has enhanced collaboration and project contributions.	