

## **PMP Reflections**

C3PE, as PM method of the whole project, which simplified the entire project process could make it easy to develop each part of the plan and balance the impact of each part to make it perfect. This is a decision, we made after carefully weighing the pros and cons, which we have discussed in detail in the previous document. Considering the impact of the epidemic, the project team will lose a lot of opportunities for offline interviews and investigations. From the perspective of safety and convenience, questionnaire surveys by sending e-mails are currently the most suitable way for the information collection to obtain students ideas and wishes. When we design the functions of website and analyze stakeholders list, one person may be limited to one or two functions and stakeholders. We use brainstorming as a project management method to get more ideas from each other. In order to help our team to identify and effectively manage the project, we have developed a work breakdown structure. It is based on a hierarchy to show how the work is broken down, so we use the hierarchical chart as a project management method. In the risk management part, when analyzing risks and assessing risks and responding, matrix diagrams is convenient to show details of various data and information in response to deal with sudden risks.

The reasons why our team chose these PM methods is demonstrated below. Questionnaire surveys by sending emails could provide a large and high-quality data sample, which makes it easy to find the universal characteristics of student hobbies. This helps us analyze the functions and needs that are closest to the most wanted by students and clubs, affecting the overall progress of the project. The project team need to complete this project in a limited time. Through brainstorming, we can get inspiration from ideas of teammates. The fully functional website and stakeholders list could be designed in the shortest time. With the help of hierarchical chart, the work breakdown structure shows the whole content of the project. To complete the development of the website, our team will hire software development engineers, interface designers, software testing engineers. The work breakdown structure clearly shows the work to be completed by each engineer. Matrix diagrams could show the details of risk more intuitively, making risk prevention work more efficient. This can effectively reduce the probability of the occurrence of risks and reduce the losses caused by the occurrence of risks.

According to the actual situation, we took some actions to put these methods into practice to make these methods most suitable for the needs of the project. When using questionnaire surveys, when the assumption is true, the project team obtains the students email address, and conducts a questionnaire survey by sending an email. There should be comprehensive and detailed questions, from the whole to the part, such as whether you join a club, whether you are interested in joining, what kind of activities do you want to participate in, etc. This could collect student information efficiently. Then, our team had video meetings to discuss the function of website and stakeholders list. We refer to the design of other information website. Then, the project team chose the functions and stakeholders that are suitable for student societies. There are three levels in the work breakdown structure of our project. Our project focuses on the clubs and student societies. We have divided our project into six major deliverables. For each deliverable, we divided it into two or more work packages. After the project starts, the project team should update the risk status regularly by using matrix diagrams (checking twice a week). According to the risk assessment level, constantly updated response should be perfected, which has a certain impact on WBS.