

linglingliu individual document

by Lingling Liu

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Individual project conclusion

Two months are not so long, now it's time to complete the project of HMW. The year of 2017 was important for me. I got a chance to study in UWTSD. I have many new lessons, one of them is Project Analysis. I appreciate the chance to learn the knowledge of project and also I have new classmates, they are energetic and clever, I can also learn from them. Sometimes we feel pressure from lessons and foreign environment, but we try to help each other, and the teachers are kind, they help us a lot. Fortunately, we feel better now. It's an honor to be a member of the team and to work and study with them. There is no doubt that these things can enrich my life skills and special knowledge, I can become more confident in the future job market and life. We get pressure and encouragement, our project becomes detailed and practical. We can use the knowledge to practice, we feel very happy about that. Because of experience, I believe I can become more professional and patient.

As a member of team, I feel exceedingly proud of our team and myself. It's important that I should try to learn all the time and improve myself from now on. As a saying goes: "No pains, No Gains." Hence, I need to be strict to myself. Then I can become much better day by day. Thinking deeply and conclusion are essential for a better person. Only in this way can we make progress and may become successful. Therefore, now it's time to think and conclude this project of HMW.

1. Background of project

House of Music Wales(HMW)are physical record shops for several decades. Now these shops want to go into e-commerce markets, they want to sell records and CDs online. Mr. Techno as the managing director of HMW employed IT specialists from 'GetitrlIT'. Therefore these IT specialists have a job to build a website for HMW, and before the website, a PID(project initiation document) is basic requirement for this project. Our team began to draw a PID of this project on 16th November 2017.

2. Procedure of project

Start of this team work, the first time I got the assignment, I

didn't know the requirement at all. Because English is my second language, I couldn't make sense of task description. Second I didn't have enough professional knowledge about project. Because I couldn't remember or understand all the knowledge taught in lectures. But it was my duty to know the idea of this task description, so I told myself: "Just be patient, try to do it, if you don't try, you can never make progress." Hence, I settled down and tried to read the task description. Ten minutes later, it was a surprise I just knew the brief idea of this task, but I still couldn't get the idea of some points, so I asked the teacher, then teacher explained them to me. Then after trying to analyse the task and the help from teacher, I got the idea of task. Then I took part in the team work for PID.

Our team had four persons: Xiangyu Liu, Zhen Liu, Zhongyu Xia and me. We must finish the work as a team. Maybe we didn't have too many experiences of team work, so we didn't know how to start this work and how to work as a team. Then the teacher told us that we would better have a project manager as a team. So we decided to take our turn to become the project manager week by week. I think it's a good method to solve this problem and work as a team. Because everyone can have an opportunity to manage the team, maybe someone can have a brilliant idea sometimes and all of us can have an experience of being a manager. Moreover, meetings are essential for a team. However early building the team, we didn't know how to hold meetings. Still teacher told us that manager can prepare some proper assignments for other team members and the distributed them in meeting. What's more, it's important to record meeting minutes. As a result, we had several minutes, these are useful for team work. Because we may become active before meeting, we must have detailed things to discuss in meeting and we know the practical tasks which we should do clearly.

Define a project is important for a project initiation document. But we all had no good idea to define the project. Fortunately lecturer taught us a method named OSCAR which can be used to define a project. They are objectives, scope, constraints, authority and resource. Then we can consider how to complete each topic, if we can know the correct content of each section, these things can help to define a project. Firstly it was a problem to know these

topics, but we tried my best to know the concept of them and found analysed templates about OSCAR model. Teacher's explain was very useful for me. Under the help of teacher and learning by myself, I knew how to define a project with OSCAR model. I completed the constraints, one topic of OSCAR. There are usually time and finance constraints for a project. So I gave individual constraints for this project. As we know, constraints can vary according to different projects. Hence adjusting content of constraints is necessary when we complete the PID.

After defining the project, it was time to make a plan for whole project. There is no doubt that planning is essential for a project no matter it is big or not. I used the Micro software-Project to help me to make two time schedule, one was for HMW and the other is for our team. Our team work is a relatively smaller project than HMW. Maybe HMW is a real business project, it can cost a lot of time and money. However, they are all projects, I can use similar method to make plans for them. The software-project is professional for making project time schedule or project plan. Therefore I chose this software to help me planning a project by drawing Gantt Chart. It was the first time that i learned to make a formal project plan by professional tool. At first, i feel confused and I didn't know how to use this tool into practical and real project. Thanks for teacher's teaching, i got the basic method to use this software in lecture. Then i searched internet to learn more relational knowledge when i went home. Firstly, I loaded the software in my own computer, second, I built a project named HMW, and then I tried to complete every stage of this project, like start week, prepare software and hardware, develop website, test website and maintain whole project. I planned different time for each stage to make sure they all have proper time schedule as possible. What's more, I added resource for each stage. We had a team, different members had different jobs, HMW was a relatively big project. Therefore, we must work as a team to complete the project in time. Then every member may have individual task and team task, some task needed the team to work together, but some small tasks could be down by one person. Whatever, communication and negotiation are very important in a team, everyone is different to others, someone is cleverer and more hard working than other people, but when they become a team, they

have the same goal, hence, they would better help each other, try as possible as they can to build a good environment for team work. In my opinion, team work can not only be very easy but also be very difficult. It's necessary for us to think about how to improve the efficiency of team work including interpersonal relationships. Now I want to come back to project, I also did a plan for our team work just like HMW, I used the software-project to make it. There were many details included in team work plan, like get the idea of project, arrange team meetings and work, check every member's work. Time is very important aspect in any project, all relational work must be finished in time, if not, we will feel not successful, customer will complain about us in real word business. We are aware of that completing project in time is our duty. Once the proper project plan was made, we started to write something in PID.

PID may have several primary sections needed to be thought deeply, like finance, risks, project controls and project quality. There is no doubt that finance is a very important section, for a project no matter it's big one or not. HMW is a business project. Hence, finance must be considered carefully in this project. Though the situation in future can't be known clearly, the cash flow, budget and profit should be relatively properly predicted. Correct method can be used to predict the finance in projected. For examples, we can use the parameter given in task description to help us to calculate the cash flow in business. Risks are also a necessary aspect to be considered in project. Some problems like workforce flow, nature damage, internet risks and so on should be consider before the website being delivered to the public. Project controls are essential for a good project. All projects have time constraint, project control can help us mostly to solve the time problem as long as we try to take actions following the project control.

All the things related to this project were prepared and learned by our team. Then we try to complete the document in word. At first, we wrote down all the information we collected before, then they were reorganized properly, these information should contribute one document together. Improving and modifying the document are necessary for a novel document. One document often should be modified many times before it is accepted by others. I accepted this thing, I tried to settle down and tried my best to make the document

novel. Team document should be agreed by all the team members, therefore all the people in our team had contributed to this document and the project. At last, we all agreed to one document. It's proud of us that we finished the project, it was a challenge but happy thing.

3. Conclusion

In conclusion, I finished my project assignment with my classmates under the help of teacher. Whatever, I made progress to some degree. Through learning and completing the project, I become more patient, careful, professional and easy-going, I can work with other people as a team, it's meaningful in my future job, and I appreciate this chance, I become more confident in learning new things and working with other people. At first, I even didn't know what was a project, what should I do to complete these tasks, however now I know our goal, detailed contents in document. I can manage my time every day, I know the key in project and I can settle down to learn new things to solve difficulties. I will check my task after I complete my assignment, it makes me patient and the job well. Then I can make progress step by step.

Learning is a life thing. Weakness can be discovered by learning and thinking all the time."No pains, No gains."We must work hard and spend more in learning, only in this way can we make progress.

In a team, every should be aware that a it's our duty to complete the job together, everyone should contribute to whole project not just one or two person. Team members would better learn to communicate with others in a beautiful way, don't be angry, angry can't solve problems, our team member are our friends, we are a team. Everyone should listen to other people's suggestions and learn new thing and considerate to solve problems.

Individual goal and team goal can be the same, we should contribute to team to make team work perfect.

Learning professional knowledge is essential for us. We can learn from our teacher, classmate. It's a good idea to learn online now. Some online free lectures are very useful, we can learn them wherever and whenever. In a word, remember to learn all the time.

Assignment and job should be properly planned. Plan can help us make less mistakes or miss closing date. Maybe sometimes we

forget our job, then plan can recall us back to job. Planning is a good habit for us.

Thanks to my teacher and my team. It's a good experience for me.

FINAL GRADE

53/100

GENERAL COMMENTS

Instructor

Team presentation documentation sent via email
marks = 8/15

PID document comments

a suitable introduction which uses the Oscar framework. You have presented some discussion on set constraints and timescale considerations. You have considered your team structure and thought about resources which you have used to contribute to the discussions on human issues.

You have provided documentation on your cash flow analysis, the presentation of this data is difficult to follow. Some of your calculations do not match and you do not discuss how you come to your cost flow conclusions. Try to improve your layout when presenting such information and data. You need to think about your audience i.e. the stakeholder.

You demonstrate a good understanding of project management control you have set up to useful Gantt charts. You have also discussed minutes from each of your meetings and this does demonstrate some form and implementation of quality control in action.

The section on risk analysis is appropriate and you have produced a suitable very basic risks map. However you have used this well to analyse and put some possible risks in this section has been presented appropriately.

The section on your quality plan is far too brief. You have provided systems analysis which wasn't asked for. Much of this has not been referenced and is poorly structured also your main section has no reference to the case study i.e. HMW. The quality plan should represent what the project team will need to do over the forthcoming months when they run the project. Much like the risk map we should have some formal documentation that would need to be completed at different sections of the project milestones are reached.

Generally the document has some good elements but the overall layout needs proofreading and

improving.

3/5 27/55 25 8/15

You have provided an extensive account of your experiences as a team member. You document your experiences and have indicated some of the difficulties that you found both researching and also managing the project provide honest opinions and discussed how you have learned from completing this task and how it has helped you to grow as an individual.

You have told us about the tasks that you helped achieve as a member of the team and as a project manager.

Although there is much content in your report you need to think about the sections that were required and perhaps breakdown your text underneath appropriate headings. Perhaps within the report you could have presented some research which you could have then appropriately referenced. However some good reflection has been presented. 15/25

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