31272 Project Management and the Professional  
Spring 2025

Reflections Assignment   
Due in final assessment period

Student name:

Student number:

Tutor:

Tutorial group number:

Date submitted:

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Please note that the text in Green in this document is intended to guide and assist you filling the various sections. Please remove Green Text when you finalise your report. Leaving it in will significantly increase your similarity score.

# Introduction

*[One of the things in process improvement is the Shewhart Cycle - Plan, Do, Check, Act. The team charter was a group plan. Now that you have executed what you planned, it’s time to check what you've done and work out what you can do better. References, citations etc may assist with marks.]*

## Outline

*[Introduction to the paper eg In this report, I am going to write about what I have learnt in this subject and lessons learnt that will be applied for the next time I work in a project team]*

## Version Control

[*version control so that we know you’ve spent some time on the document]*

|  |  |  |
| --- | --- | --- |
| Version | Release date | Comments |
| 0.1 | 23/07/2025 | Dr. Safa created the template |
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# What have you learnt?

## Overview of what you have learnt

*[Was this course easier/ harder than expected? What did you do well? What could you have done better? What would you advise students who are thinking about taking it next semester?]*

## Reflections on Ethical Considerations

*[What were your 3 ethical considerations in your ethics assignment*

*Were they, or any other ethical considerations, relevant to your group report – why or why not.]*

## Reflections on Team Charter and Team Health check

*[Did the team charter and team health check assist with group dynamics?  
Do you have any suggestions for improvement?  
Did you include any metrics in your team charter eg. “I am aiming for an HD?” “we intend meeting every Thursday at 6pm” If so, did you meet those goals or are you on track to meet those goals]*

# Final Status of Team health check

*[You have now completed your group assignment. Do you have any comments or updates on what you stated in your team health check document]*

## Why – the reason the team exists

*Was there collaboration between all team members?* *Was the team solely used for the purpose of the group assignment or did you use it for other purposes (eg. Recreation, study in other subjects)*

## What - scope

*Did the scope change?*

## SWOT - Individual and team

*Were the SWOT statements useful? Were they updated?*

## Who – roles and responsibilities

*Were the roles and responsibilities updated? Were they accurate? Were they useful? Did the list reflect reality?*

## Risks

*Did any of the risks in the team charter eventuate?  
Did other problems occur?   
Did you monitor and control risks within your team?  
Was your risk register helpful?*

## Communications – where, when and how

*How did the team communications occur?   
Did you use Agendas? Defined meeting inputs? Outputs? Minutes? Action items?  
Did you track team action items being tracked?  
Did your communications change as the semester drew to a close?*

# Team assessment

Enter an evaluation for each of your group members, including yourself.

|  |  |  |  |
| --- | --- | --- | --- |
| Student no | Student name | Rating (0 = low, 5 = top) | Sentence giving reason for rating |
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# In retrospect…

*[Now that you have completed the subject, please reflect on the teaching and learning resources and methods used in the subject and let us know what would have helped you in achieving the objectives of the subject.  
How much of the information in this subject had you previously learnt and in what subject?]*

# Conclusions

*[Thank you for reading this, I have learnt a lot....  
OR…. I knew all this information before I started this subject.]*

# References

*[In Alphabetical order by surname – look at the reference guide mentioned in the assignment outline]*