# PROJECT PLANNING

## —DETAIL REPORT

GNG5300 – C00

GROUP 4:

| | |
|---|---|
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## Field properties

There are several important fields in the project schedule:

➢ **Start Date & End Date:**
   Indicating the start date and end date of the phased task, and associating with the 'Duration' length.

➢ **Duration:**
   The time span of the phase plan. It's meaning is to declare the time span of the task, and does not represent the specific time to complete the task. Additionally, sometimes there will be multiple tasks going on at the same duration time.

➢ **Estimation:**
   The estimated time for a task to complete. The expected time should be less than or equal to the duration time, and ideally the estimation is expected to include reaction times for unexpected occurrences.

➢ **Time Log:**
   The actual time spent by team members in a task, which is also called reporting work time in a company situation. Similarly, the time of the work log should be less than the duration time, otherwise it will lead to the delay of the project delivery. Although sometimes the timelog will be longer than the estimated task time, we need to try our best to avoid this situation.

## Task Assignment

We can see the person in charge of each task from the "Assigned" field, which helps the project manager to track the connection of each task more efficiently:

## PROGRESS MONITORING

At the end of each task, you can see the progress status of the current task: 'Open', 'Done' or 'In Process', just as the follows:

| Durati | Estimatic | Time log | Progress | Status |
|---|---|---|---|---|
| 2h | 2h | 2h | 100% | ● Done |
| 8h | 6h | 6h | 100% | ● Done |
| 4h | 2h | 3h | 100% | ● Done |
| | | 1h | 70% | ● In progress |

| Durati | Estimatic | Time log | Progress | Status |
|---|---|---|---|---|
| **42h** | **29h** | SUM 23h **0** | **89%** | |
| 40h | 20h | 16h | 80% | ● In progress |
| 24h | 3h | 2h | 100% | ● Done |
| 7h | 6h | 5h | 100% | ● Done |
| | | 0 | 100% | ● Done |

## OVERVIEW

For this project, our development tasks are expected to be completed within two weeks. The overall project cycle is about two months, including pre-requirement discussion, design changes, post-deployment arrangements and various testing tasks.

Furthermore, since this is a course design and not a real company development project, it is necessary to consider whether the team members have other course schedules or not, so as to reserve flexible time. We will keep communication with the other group during development to ensure that the functional implementation of the page meets their expectations.