



# Project Monitoring Report

## 1. Project Status Overview

In this section, in Table 1, the status analysis of the project parameters is recorded, referring to the follow-up period of the day 11/13/2017 to the day 11/17/2017.

Parameter	Question	Reply
Project Scope	Have the project scope changed?	No
Task Board	Was there addition or removal of tasks from the project's task board?	Yes
Unplanned Tasks	Has any unplanned task been executed? (considering it is not a corrective action from some other report)	No
Risks	Has there been a change in the list of project risks, either by adding or removing a risk, or by changing the probability or impact of some existing risk?	No
Communication	Was there a planned communication that was not executed?	Yes
Artifact	Is there any artifact planned to be finished in this period, but remains unconcluded?	Yes
Data	Has the project data storage strategy or access guidelines for the artifacts been violated?	No
Team	Was there any change in the project team, either by a member's exit or entry, or by the change of roles?	Yes
Resources	Was there any necessary resource unavailable during the planned period?	No
Monitoring	Was there any project monitoring activity that was not carried out according to the plan?	Yes



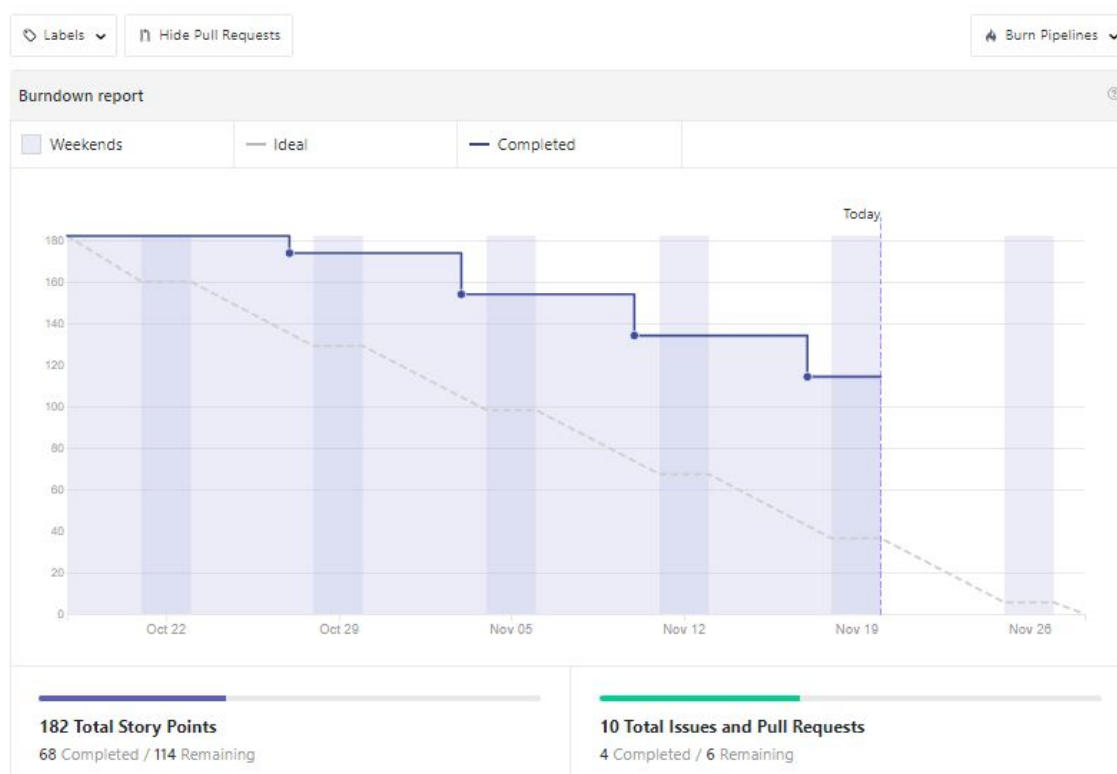
Table 1 - Analysis of the project parameters.

## 2. Burndown Chart

### Sprint 2

Architecture prototype Database definition Entity Relationship Diagram

Start: Oct 18, 2017 Change Due: Nov 28, 2017 Change



Project plan define that

## 3. Deviations and Problems

In this section, deviations from the project plan, as indicated by “Yes” answers in Table 1, are described. Each deviation is defined in Table 2, as well as its identifier and its classification (if it is a problem or not).

Parameter	Id	Diversion	It's a problem?
Task Board	1	Tasks have been added to the task board for daily execution	No
Communication	2	Some of the daily meetings were not held, due to a sudden quitting of two members of the team and the restructuring of the project plan right after	Yes



		this occurrence	
Artifact	3	Yes due to the quitting of two members and to the delay of some tasks many artifacts were not delivered in sprint 2 and this sprint had to be rescheduled	Yes
Team	4	Two members left the team for personal reasons	Yes
Monitoring	5	this week's daily meetings were not carried out properly	Yes

**Table 2 - Project diversions.**

According to the project plan if anyone members leave the project, or If the completion line of the Burndown Chart remains horizontal straight for 5 days the project should be rescheduled

## 4. Corrective Actions

In this section, corrective actions required to correct the problems reported in Section 3 are described in Table 3.

<b>Diversion Id</b>	<b>Corrective Actions</b>
2	The Project Plan is being restructured. Sprints have already been re-evaluated. Within the next week we will return with the daily meetings
3	There has been a restructuring of the sprints and reorganization in relation to the deadlines
4	We are in the process of selecting for a new team member
5	To next weekend the work will be rescheduled and the daily meetings will be resumed

**Table 3 - Corrective actions for diversions from the project plan.**

## Other observations

In this week we had some problems with the team, we were just late with the project, because there was an error to estimate the time of first sprint. This fact delayed us and was aggravated by the departure of two team members for personal reasons. So we decided to redesign the tasks and dates of our sprints.