STATUS ACCOUNTING

Process for monitoring the implementation, issues, documentation regarding the changes produced on the baseline triggered by the change requests.

RULES

1.- If the time is over and the implementation is not finished, a report of the main issues found, the context and the current outcomes should be provided.

2.- If the budget is lower than estimated, the unfinished features should be reported, also the percentage of features completed.

3.- If there are features non-implemented after the estimated time and budget, an analysis about what required skills are missing at the developers’ team.

4.- Weekly meetings about the implementation of features on CRs. To retrieve:

* Status of the implementation
* Issues found on CRs
* Record the agreements, tasks assignments.

5.- At the end of the implementation a final report must be written including the following information

* Changes implemented to the baseline
* A chart of time of implementation regarding the expected time and the performed time
* A chart of budget regarding the scheduled budget and the budget used on the implementation
* An analysis of issues found across the life of implementation of the CR

PROCESS FOR STATUS ACCOUNTING

* Faster implementation
  + Identify and prioritize functionalities, modules and results are expected
  + Make a dashboard of the task for to do
  + Distribute and assign all task to the team
  + Every day do a meeting of the 15 minutes to check the progress of the implementation of the CRs.
    - Status of the implementation
    - Issues found on CRs
    - Record the agreements, tasks assignments.
  + Make a report for all CR
  + Testing the system
  + Apply quality assurance to the implemented modules
* Planned implementation
  + Written a document with all functionalities, modules would be constructed
  + Make a dashboard of the task for to do
  + Distribute and assign all task to the team
  + Every day do a meeting of the 15 minutes to check the progress of the implementation of the CRs.
    - Status of the implementation
    - Issues found on CRs
    - Record the agreements, tasks assignments.
  + Make a report for all CR
  + Testing the system
  + If the time allows the team would testing the system
* Slower implementation
  + Identify and prioritize functionalities, modules and results are expected
  + Make a dashboard of the task for to do
  + Distribute and assign all task to the team
  + Every day do a meeting of the 15 minutes to check the progress of the implementation of the CRs.
    - Status of the implementation
    - Issues found on CRs
    - Record the agreements, tasks assignments.
  + Make a report for all CR
  + Identify and reduce functionalities for the project
  + If the project is less than 40% of the progress and the time is 50% spent already, then add a new programmer
  + If the budget is limited, finished like a beta version of the project
  + If the project is more ambitious than planning, ask for more budget and time
  + If the CR cannot be implemented, go back to a previous version and continue with the previous baseline.