# Project monitoring

# Key Performance Indicators

The Key performance indicators used to determine the progress being made as well as highlighting potential issues and opportunities for improvement are:

**Time taken for a task to be deemed as completed (Days)-** This KPI will provide information showing exactly how long each task has taken to be completed, it will make it clear when some tasks are found difficult or when efficiency and the rate at which work is completed is dropping. This can allow conclusions to be drawn and possible reasons for this explored to shorten the time taken for each task to be completed and improve the efficiency of the team.

**Was task overdue? –** Knowing if tasks are often overdue can be very useful for alterations in the development process and work assignment process. If a pattern is spotted and certain tasks are often overdue e.g. within the programming workflow it can suggest that possibly more time is required for those tasks and this time needs to be found within the project schedule by prioritising tasks more efficiently.

**Number of alterations before a task has been passed as complete-** By monitoring the amount of times a piece of work has gone into review and required change it can show which tasks are clearly slowing down the progress of the project, and which team members are completing work which is of lower quality. It can give signs whether additional guidance in the form of meetings or group work is needed in order to enable those tasks to be completed to an acceptable standard in a much shorter period.

**Team Member Happiness Rating 1-10 + Reason-** It is important to understand how the team members are currently feeling, if they are happy with the workflow, stressed or overworked as all of this can impact the project severely. If the team is happy it means they are more likely to be efficient and complete the work to a higher standard while if they feel like too much pressure is put on them and stress builds up the morale of the workforce will drop which can have detrimental effects on the quality of the work produced and the overall workflow.

These KPIs will be monitored using an excel spreadsheet and completed for each task weekly by the group member that is assigned to that task.

# Weekly Project Review

A project review will be completed weekly, this will be done by the entire team sat together which will enable more points of view to be explored and a more detailed review due to the information acquired from all the different team members.

The weekly review will consist of a few sections which after being completed aim to give a clear sense of direction for the coming week, explore and highlight any issues which might have came up in the past week and any which could possibly impede progress in the coming week e.g. issues with the lack group members present.

Sections explained:

**Accomplishments** - In this section the tasks completed in the week will be pointed out, any positive work and events can be highlighted there in order to show that progress is actually being made and good work is being done, highlighting the positives can also boost moral of the group members and prevent stress which could potentially improve the efficiency of work for the upcoming week.

**Targets for next week –** The main aim of this section is to show the direction in which the project needs to go within the next week, the work that should be aimed to be completed and anything which could potentially be improved from this past week. This gives an idea to the group members about what they should focus on and pay most attention to and makes sure they are always aware of what is expected of them.

**Key issues / Concerns –** This section is dedicated to raising any possible issues group members can see in relation to next weeks targets. This can be anything that could hinder the progress of the project and the completion of these tasks. This gives the opportunity for group members to voice their opinion and concerns which can be discussed and rectified by other members who may have solutions to those concerns.

**Project on schedule –** Section dedicated to check if the project is on schedule in terms of timing and the tasks are being completed within the given timeframes. There is also an opportunity to talk about any possible solutions about what can be done to bring the project back on track or any improvements that can be made to the overall efficiency.

**Resources –** Any comments about the resources used within the past week or needed for the upcoming week, any issues regarding resources which could potentially impact the tasks to be completed such as absence of group members etc.

**Additional Comments –** Any additional information worth mentioning by any of the team members.

# Work review

Every team member is required to subject their work to a review by the Project Manager who will check that the work is up to the required standard and fulfils all the objectives set for that specific piece of work.

If the Project Manager feels that the work has been completed to the required standard, they will sign off the piece of work as complete and the team member can move onto another task which will be assigned to them.

However, if the Project Manager thinks there is content missing from the piece of work or there is changes to be made in order to make it fully complete, they are able to recommend what needs to be done in order for the piece of work to pass as complete.