**Task 1.6 - Detailed Monthly report for Project Audit**

**[goal]**

You work at a UK-based tech start-up called Zen Cycle. Zen Cycle provides an artificial intelligence software programme called ZenAI. Zen Cycle is looking to apply its ZenAI software to improve the inventory management of bicycle shops in the UK, Oxfordshire area. You are a Project manager supporting the delivery of a funded project that is applying Zen AI at a real life use case, an Oxford-based bicycle shop called Bob’s Bikes.

**[deliverable ask]**

Please complete a Monthly project report in a powerpoint file format. This report will be used to provide an update of the key reporting points to an assessor from the organisation providing the funding for this research (they are tracking the project to check that the grant funding is being spent appropriately).

This monthly report will be for the Zen AI Proof of concept project and it will contain all of the latest information related to the project, which is now in its second month of its full, six month duration. Although this report covers the second month of the project, there is no requirement to produce a monthly report for the first month of project activity.

The monthly project report will need to contain the following information as specific slides in the power point presentation;

a) the title of the project (slide 1)

b) a high level overview of the project that outlines (briefly) how the project is going. This will summarise the findings in the rest of the document (and can be gathered from sections d) e) and f) (slide 2)

c) a slide that explains the details of the project and what the remainder of the monthly report contains. This will be a list of bullet points and section numbers that will start with the basic project descriptions of; Date of Report (30th October), Supplier Name (Zen Cycles), Proposal Title (‘Zen AI’ - An easy to use software application to improve your bicycle maintenance business.) and the Proposal Number (IUK6060\_BIKE). These will then be followed with a numbered list that describes the rest of the presentation (specifically outlining the following titles 1) Progress Summary 2) Project Spend to date 3) Risk Review 4) Current Focus 5) Auditor Q&A 6) ANNEX A - Project Summary) (slide 3)

d) Progress summary (this should be displayed as a 1 slide summary of the tabular data contained in INPUT 2, but excluding the associated financial information underneath the table) (slide 4)

e) Project Spend to date (this should be displayed as a 1 slide summary of the tabular data contained in INPUT 2, including the associated financial information underneath the table) (slide 5)

f) Risk review (this should be displayed as a 1 slide summary of the tabular data contained in INPUT 3) (slide 6)

g) Current focus (a slide summarising what is currently being considered in the project) (slide 7)

h) Auditor Q&A (a slide that allows the auditor to ask questions of the project team and vice versa) (slide 8)

i) an Annex that provides a summary of the project (slide 9)

The following input files can be used to provide information and content for the presentation.

INPUT 1 - ‘Zen AI’ Project Summary.docx - this provides the information for a) and i)

INPUT 2 - ZenAI POC Bob's Bikes - Project spend profile (month 2).xlsx - this provides information for d) and e)

INPUT 3 - ZenAI POC project - Bob's Bikes deployment - Risk Register.xlsx - this provides information for f)

INPUT 4 - ZenAI POC deployment (Bob's bikes) PROJECT LOG.docx - this provides information for g)

**[context]**

Your company, Zen Cycles, has successfully obtained grant funding from a UK based organisation that supports the development of Artificial intelligence tools for local businesses. To fulfil the reporting requirements for this funding (which are further outlined in the docx file attachment called 'INITIAL REQUIREMENTS\_Funding competition') you (as a project manager) are required to provide monthly reports (and briefings) to the funding authority to show how the funds are being spent. The output monthly report from this work provides the necessary reporting facts and figures in a specific delivery format.

**[Introduction to the deliverable]**

The attached output ‘OUTPUT 1 - Zen AI POC project (Bob's Bikes POC) Monthly report\_FINAL.pptx’

provides a powerpoint file that provides a monthly update on the ‘Zen AI’ POC project. Screen shots have been provided from source information files to focus on particularly relevant status information and figures, as required.