

Miranda Lowther: Individual Report: Finance Manager:

My Job Role: Work Carried Out:

-My main role was to manage our group's finances and produce financial reports and plans for the Financial Adviser. From 7 May 2018, this included leading 2 deputies.

-My work therefore involved financial information and ensuring we had sufficient money.

-This resulted in the following Deliverables (C = contributed, P = prepared):

1-D2: QA Manual (C and P)	8-D10: Final Test and Integration Plan (C and P)
2-D3: Financial Business Plan (P)	
3-D5: Group Tender Presentation-Financial Plan (C and P)	9-D11: Financial Report 3 (P)
4-D6: Financial Report 1 (P)	10-D12: Financial Summary Report (P)
5-D7: Group Contracts(C and P)	11-D13: Sales Presentation (C and P)
6-D8: Financial Report 2 (P)	12-D14: Financial Report 4 (P)
7-D9: First Iteration (C and P)	13-D15: HTML Tour (P)
	14-D16: Hand in of All Deliverables (P)

1. The Quality Assurance Manual:

- After group elections, we each wrote the sections for our own roles in the QA Manual, including the relevant risks and quality metrics. This document was updated throughout the module, and a second draft is due for submission with deliverables.

2. The Financial Business Plan:

- As Finance Manager, I prepared our Financial Business Plan once the Project Manager supplied the Work Breakdown Structure (WBS). We submitted our initial report on time, but my own research revealed the hours used were understated. I then gained permission to re-submit a corrected Financial Business Plan based on more realistic working hours.
- Several WBS versions resulted in various versions of the Financial Business Plan. (The final WBS version was received on 21 February 2018, 2 days before the first Financial Report deadline).

3. Group Tender Presentation:

- Whilst establishing the final Financial Business Plan, I created a temporary Financial Business Plan (given out at presentation). For the presentation, I prepared and spoke on my section, about the loan requested, about our business model, and about foreseeable development phase costs. I also prepared our group for questions, advised on business casual dress, and provided tips on how to address questions in a professional manner.

4, 6, and 9: The Three Financial Reports Already Submitted:

- During preparations for Financial Report 1, shortly after our revised Financial Plan, I created a cash flow statement and an analysis of working hours on a role-by-role basis, including explanations for differences between forecast and actual hours on a week-by-week basis.(These formed templates for future reports).
- My group assisted with an analysis document on actual and forecast hours on a per task-basis, which I corrected as needed and provided as an appendix, given its size, with each of my reports.
- After resolving issues arising for Financial Report 1, Reports 2 and 3 were created and submitted with minimal issues (I have also prepared a fourth report).

5. The Group Contracts:

- During negotiation I researched typical contract prices, advised the Project Manager which offers were best and prices for our contracts, and created invoices for our contracts with other groups.

7 and 8: First and Final Iterations:

- Whilst most of my time was dedicated to handling business and finance work, I did also contribute to programming deliverables.

- In Iteration 1 I created the functionality code for the favouriting system on our app and assisted the Project Manager with the display of the recipes on screen (I provided guidance about which layout for the recipe display might be best and researched adapters). I also tested my favourites code.
- In the Iteration 2 I created the code for the recipe creation-the user interface and the functionality.
- I had several issues throughout the module-coding was unfamiliar to me at the start of the year and because I suffered severe issues with my laptop and software (I was unable to run code, couldn't push or commit, and sometimes the project just disappeared from my project for no reason), I finally purchased a new laptop. (Even then I did still encounter recent problems with version control-for the last few weeks my branch was stuck in a rebase).
- The Software Manager did help me resolve some of my computer and programming issues.
- Whilst we fixed most later issues I believe I spent more hours than expected creating my work. (The Project Manager has signed a document confirming the computer and software issues I encountered which is available on the HTML tour).

10. The Financial Performance Review or Financial Summary Report -2 Versions:

- For the Financial Summary Report (FSR), the Deputy Finance (Research) Manager researched competitors sales volume and product prices and the Project Manager prepared an interim Executive Summary which I updated for Version 2.
- After referencing material from the Deputy Finance (Research) and Project Managers alongside my research (Appendix A), I created the Profit and Loss Statements, Balance Sheets, Cash Flow, and related notes and analyses. (This also included: summarising our team's objectives and preparing SWOT analysis).
- Despite ill-health (began towards the end of the Easter Holidays and ongoing), Version 1 was submitted on time. A few days later, the Deputy Finance (Research) Manager confirmed some research was incorrect, resulting in our product price and income being doubled. Combined with my research on app subscription income churn and retention rates, this resulted in Version 2, used for our sales presentation. (Both versions are included in the HTML tour).

11. Sales Presentation:

- Here I wrote and delivered our introduction, created finance slides, discussed relevant financial post-launch information, stated our objectives, and outlined our strategy to achieve them. I also researched presentation questions for start-ups, shared this information with our group, advised on business casual dress, and handled the majority of questions.

13. HTML Tour:

- For the tour I wrote the sections on the team's finance, research and timesheet work and collated relevant documents.

14. Hand-In of All Deliverables (Please See Sections 7,8 for Notes on the Final Iteration):

- In our first weeks, until roles were decided, I wrote meeting minutes, created two different templates for timesheets and an expenses template, agreed a weekly timesheet deadline, and ensured a process was in place to promptly collate all completed, correct timesheets.
- As well as finalising my part of the QA manual I helped create the section for 2 deputies (1 for research; 1 for delegated WBS hours analyses-appointed on 7/5/18).

Self- Evaluation:

- Whilst I worked hard for this module, I would have liked to have done more programming.
- I believe I should have spent less time on other modules-this would have helped me discover my computer problems earlier than I did. My recent ill-health also affected my module performance.
- In retrospect, it might have been useful to have 2 Finance Manager roles, as the area is new and unfamiliar to most electronic engineers beginning a 3rd year.
- I believe I maintained high and professional standards throughout, and know that, although this module has been intense, I have gained extremely useful future business skills