



Financial Report Three for SWEng Group Three (SG3) Enterprise

Written by the Finance Manager for SWEng Group Three Enterprise.

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Introduction:

This document is the Third Financial Report for our group and contains a Cash Flow Statement for the reporting period 08/01/2018 to 29/04/18 displaying forecast values, actual values, and any variances. It also includes data comparing actual and forecast hours per week per group member and per group member per task.

Our group's adherence to forecast hours and explanations for any significant variance are provided, along with further analysis of each group member's performance regarding hours spent, and of the group's progress regarding our product.

Information Assumptions:

For our cash flow statement, the following assumptions have been made:

- The cut-off date for this report is 23/04/18 (the Monday before the Monday 30/04/18), as our timesheets run from the Monday of a week for 7 days (if the cut-off date was set differently, there would be insufficient information to analyse the week of 30/04/18).
- All data used has been rounded to 2 decimal places.
- Most numbers can be rounded to the nearest penny and Interest is not an overhead.
- The "app development" activity in the Work Breakdown Structure includes the time taken to write the code being sold to other groups or companies.
- No costs other than those in the Finance Briefing Notes are considered (for example, costs of advertising are ignored because the product does not have a release date.)

Key:	
Green Line	last week that has been submitted in the financial rep
Blue Line	The last week that has complete timesheets.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
					Spring	1st														Summer				
																				3rd				
Week Commencing	8/1/2018	15/1/2018	22/1/2018	29/1/2018	5/2/2018	12/2/2018	19/2/2018	26/2/2018	5/3/2018	12/3/2018	19/3/2018	26/3/2018	2/4/2018	9/4/2018	16/4/2018	23/4/2018	30/4/2018	7/5/2018	14/5/2018	21/5/2018	28/5/2018	4/6/2018	11/6/2018	18/6/2018
Income																								
Contract with 4 Learning	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract with Simple	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contracts In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Varges Actured																								
Alert 1-Multimedia & Content Manager	0.00	25.00	37.50	134.38	231.25	231.25	98.88	52.15	168.75	25.00	0.00	12.50	0.00	0.00	103.38	18.75	68.75	175.00	96.88	12.88	15.63	6.25	0.00	0.00
Alert 1-3D & Documents Manager	0.00	66.25	137.50	268.75	43.75	128.13	181.25	81.25	162.50	31.25	0.00	62.50	87.50	118.75	62.50	14.75	65.00	250.00	93.75	118.75	112.50	6.25	0.00	0.00
Alert 1-Design Manager	0.00	60.00	125.00	93.75	206.25	221.88	42.50	334.38	496.88	425.00	0.00	46.88	237.50	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Project Manager	0.00	26.00	153.13	131.25	186.63	186.63	53.13	112.50	93.75	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Software Manager	0.00	185.63	337.50	230.63	398.88	87.50	37.50	206.25	103.13	75.00	75.00	75.00	75.00	65.25	105.25	367.50	98.88	25.00	0.00	29.00	6.25	0.00	0.00	0.00
Alert 1-User Interface Manager	0.00	26.00	75.00	165.50	66.25	165.63	31.25	253.75	146.88	52.15	303.13	78.13	303.13	12.50	65.00	159.38	57.50	93.75	175.00	39.88	46.88	0.00	0.00	0.00
Alert 1-Video Manager	0.00	62.50	125.00	68.75	141.75	141.75	141.75	106.25	62.50	0.00	0.00	0.00	150.00	116.63	116.63	116.63	116.63	116.63	116.63	116.63	116.63	116.63	116.63	116.63
Alert 1-Web Marketing Manager	0.00	62.50	125.00	68.75	141.75	141.75	141.75	106.25	62.50	0.00	0.00	0.00	150.00	116.63	116.63	116.63	116.63	116.63	116.63	116.63	116.63	116.63	116.63	116.63
Total	0.00	331.25	887.51	1234.38	903.14	1421.89	1521.89	1093.75	1821.88	1455.63	290.63	165.26	578.14	546.88	551.26	328.13	398.76	1153.14	878.14	1065.64	1243.77	131.26	0.00	0.00
Estimated Varges Paid																								
Alert 1-Multimedia & Content Manager	0.00	0.00	25.00	37.50	134.38	53.38	231.25	98.88	53.13	168.75	25.00	0.00	12.50	0.00	0.00	103.38	18.75	68.75	50.00	98.88	12.88	15.63	6.25	0.00
Alert 1-3D & Documents Manager	0.00	0.00	56.25	137.50	268.75	43.75	128.13	181.25	81.25	162.50	31.25	0.00	62.50	87.50	118.75	62.50	14.75	175.00	0.00	64.38	309.38	46.88	6.25	0.00
Alert 1-Design Manager	0.00	0.00	50.00	125.00	93.75	206.25	221.88	42.50	334.38	496.88	425.00	0.00	46.88	237.50	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Project Manager	0.00	0.00	26.00	153.13	131.25	186.63	53.13	112.50	93.75	162.50	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Software Manager	0.00	0.00	62.50	125.00	68.75	280.63	38.88	87.50	31.25	253.75	146.88	52.15	303.13	78.13	303.13	12.50	65.00	250.00	93.75	118.75	112.50	6.25	0.00	0.00
Alert 1-User Interface Manager	0.00	0.00	26.00	75.00	165.50	66.25	165.63	31.25	253.75	146.88	52.15	303.13	78.13	303.13	12.50	65.00	159.38	57.50	93.75	175.00	39.88	46.88	0.00	0.00
Alert 1-Video Manager	0.00	0.00	62.50	125.00	68.75	141.75	141.75	106.25	62.50	141.75	106.25	62.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Web Marketing Manager	0.00	0.00	62.50	125.00	68.75	141.75	141.75	106.25	62.50	141.75	106.25	62.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	331.25	887.51	1234.38	903.14	1421.89	1521.89	1093.75	1821.88	1455.63	290.63	165.26	578.14	546.88	551.26	328.13	398.76	1153.14	878.14	1065.64	1243.77	131.26	0.00
Estimated Varges Paid																								
Alert 1-Multimedia & Content Manager	0.00	0.00	25.00	37.50	134.38	53.38	231.25	98.88	53.13	168.75	25.00	0.00	12.50	0.00	0.00	103.38	18.75	68.75	50.00	98.88	12.88	15.63	6.25	0.00
Alert 1-3D & Documents Manager	0.00	0.00	56.25	137.50	268.75	43.75	128.13	181.25	81.25	162.50	31.25	0.00	62.50	87.50	118.75	62.50	14.75	175.00	0.00	64.38	309.38	46.88	6.25	0.00
Alert 1-Design Manager	0.00	0.00	50.00	125.00	93.75	206.25	221.88	42.50	334.38	496.88	425.00	0.00	46.88	237.50	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Project Manager	0.00	0.00	26.00	153.13	131.25	186.63	53.13	112.50	93.75	162.50	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Software Manager	0.00	0.00	62.50	125.00	68.75	280.63	38.88	87.50	31.25	253.75	146.88	52.15	303.13	78.13	303.13	12.50	65.00	250.00	93.75	118.75	112.50	6.25	0.00	0.00
Alert 1-User Interface Manager	0.00	0.00	26.00	75.00	165.50	66.25	165.63	31.25	253.75	146.88	52.15	303.13	78.13	303.13	12.50	65.00	159.38	57.50	93.75	175.00	39.88	46.88	0.00	0.00
Alert 1-Video Manager	0.00	0.00	62.50	125.00	68.75	141.75	141.75	106.25	62.50	141.75	106.25	62.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Web Marketing Manager	0.00	0.00	62.50	125.00	68.75	141.75	141.75	106.25	62.50	141.75	106.25	62.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	331.25	887.51	1234.38	903.14	1421.89	1521.89	1093.75	1821.88	1455.63	290.63	165.26	578.14	546.88	551.26	328.13	398.76	1153.14	878.14	1065.64	1243.77	131.26	0.00
Estimated Varges Paid																								
Alert 1-Multimedia & Content Manager	0.00	0.00	25.00	37.50	134.38	53.38	231.25	98.88	53.13	168.75	25.00	0.00	12.50	0.00	0.00	103.38	18.75	68.75	50.00	98.88	12.88	15.63	6.25	0.00
Alert 1-3D & Documents Manager	0.00	0.00	56.25	137.50	268.75	43.75	128.13	181.25	81.25	162.50	31.25	0.00	62.50	87.50	118.75	62.50	14.75	175.00	0.00	64.38	309.38	46.88	6.25	0.00
Alert 1-Design Manager	0.00	0.00	50.00	125.00	93.75	206.25	221.88	42.50	334.38	496.88	425.00	0.00	46.88	237.50	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Project Manager	0.00	0.00	26.00	153.13	131.25	186.63	53.13	112.50	93.75	162.50	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Software Manager	0.00	0.00	62.50	125.00	68.75	280.63	38.88	87.50	31.25	253.75	146.88	52.15	303.13	78.13	303.13	12.50	65.00	250.00	93.75	118.75	112.50	6.25	0.00	0.00
Alert 1-User Interface Manager	0.00	0.00	26.00	75.00	165.50	66.25	165.63	31.25	253.75	146.88	52.15	303.13	78.13	303.13	12.50	65.00	159.38	57.50	93.75	175.00	39.88	46.88	0.00	0.00
Alert 1-Video Manager	0.00	0.00	62.50	125.00	68.75	141.75	141.75	106.25	62.50	141.75	106.25	62.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Alert 1-Web Marketing Manager	0.00	0.00	62.50	125.00	68.75	141.75	141.75	106.25	62.50	141.75	106.25	62.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	331.25	887.51	1234.38	903.14	1421.89	1521.89	1093.75	1821.88	1455.63	290.63	165.26	578.14	546.88	551.26	328.13	398.76	1153.14	878.14	1065.64	1243.77	131.26	0.00
Estimated Varges Paid																								
Alert 1-Multimedia & Content Manager	0.00	0.00	25.00	37.50	134.38	53.38	231.25	98.88	53.13	168.75	25.00	0.00	12.50	0.00	0.00	103.38	18.75	68.75	50.00	98.88	12.88	15.63	6.25	0.00
Alert 1-3D & Documents Manager	0.00	0.00	56.25	137.50	268.75	43.75	128.13	181.25	81.25	162.50	31.25	0.00	62.50	87.50	118.75	62.50	14.75	175.00	0.00	64.38	309.38	46.88	6.25	0.00
Alert 1-Design Manager	0.00	0.00	50.00	125.00	93.75	206.25</																		

Notes on the Cash Flow Report:

- Please note that the actual hours used in the first financial report were erroneous in dispersion. This has since been corrected in reports two and three, as shown by the actual hours contained in this report.
- The dividing line between the actual and forecast values in the cash flow (as indicated by the vertical bold blue line in the cash flow) shows that actual values are from 08/01/18 to 23/04/18, and that forecast values are from 30/04/18 until the end of the development cycle for our product.
- The section between the vertical bold green line and the vertical bold blue line in the above cash flow indicates the period of time that is the focus of this third financial report.
- The loan was finally approved in week 8, one week later than envisaged in the original forecast for the Financial Plan, and loan interest has been adjusted accordingly.
- The dates agreed for the handover and acceptance of code, as shown in the contracts (see appendix D), are different to the dates predicted, and the cash flow has been subsequently modified from the original forecast for the Financial Plan.
- The Financial Plan forecast numbers have been included at the bottom of the cash flow without adjustment for this third report in order to provide a clearer picture of actual performance against what was originally forecast and accepted in our original Financial Plan.

Table Comparing Actuals and Forecast Labour Hours Per Person, including Percentage Differences:

	15/01/18		22/01/2018		29/01/2018		05/02/2018		12/02/2018		19/02/2018		26/02/2018		05/03/2018		12/03/2018		19/03/2018		26/03/2018		02/04/2018		09/04/2018		16/04/2018		23/04/2018			
Role	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours		
Alex B	2	6.75	6	3	13	7.5	5	19.5	4.5	19	7.75	18.25	4.25	18.25	13.5	18.25	2	12	0	9	1	9	0	9	0	5.25	8.75	6.5	1.5	6.5		
Alex F	4.5	27.5	11	16.5	21.5	2.5	3.5	7	10.3	6.75	14.5	7.25	6.5	7.25	13	7.25	2.5	6.75	0	3	0	3	5	3	7	3	9.5	5	5	5		
Jack	4	23	10	7.75	15	10.5	16.5	26.25	17.8	26.25	35	27.25	26.75	27.25	39.75	27.25	34	28.25	0	30	0	30	3.75	30	19	2	6	2	4.5	2		
Jeremy	2	13.75	12.25	13.75	10.5	14.5	9.25	9.75	13.5	9.5	4.25	8.5	3	8.5	7.5	8.5	13	8.5	0	3	0	3	2	3	0	3	0	5	0	5		
Kevin	2	4	7.5	2	3	1	4	17	4.5	17	7	18	3	18	16.5	18	8.25	18	6	7	6	7	6	7	6	7	4.5	9	0	9		
Marco	2	10.5	3	2	10.75	16	4.75	30	18.5	30.5	13.25	20.5	2.5	20.5	3	20.5	23.5	18.75	11.75	10.25	4.25	10.25	24.25	10.25	6.25	10.25	1	12.25	0	12.25		
Miranda	5	12	13.25	30.5	27	38	23.25	32.5	31.8	31.25	26.5	22.5	23	27.5	45	24.75	25.5	13.5	0.5	11	1.25	10	5.25	5	5.5	5	4.75	7	6	7		
St John	5	12.5	8	12.5	5.5	18.5	6	13.75	13	12.5	11.5	8.75	12.5	8.75	7.5	8.75	8.5	8	5	3	0	3	0	3	0	3	12	5	9.25	5		
Total	26.5	110	71	88	98.75	108.5	72.25	155.75	114	152.75	121.75	131	87.5	136	145.75	133.25	117.25	113.75	23.25	76.25	12.5	75.25	46.25	70.25	43.75	38.5	46.5	51.75	26.25	51.75		
Percentage Difference (%)		76.00%		19.00%		9.00%		54.00%		26.00%		7.00%		36.00%		-9.00%		-3.00%		-3.00%		70.00%		83.00%		34.00%		-14.00%		10.00%		49.00%

	15/01/18		22/01/2018		29/01/2018		05/02/2018		12/02/2018		19/02/2018		26/02/2018		05/03/2018		12/03/2018		19/03/2018		26/03/2018		02/04/2018		09/04/2018		16/04/2018		23/04/2018			
Role	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages	Actual Wages	Forecast Wages		
Alex B	25	94.38	75	62.5	175	112.5	58.33	183.33	58.33	183.33	75	183.33	58.33	183.33	75	183.33	12.5	112.5	0	75	12.5	75	0	75	0	46.88	75	62.5	15.63	62.5		
Alex F	56.25	343.75	137.5	206.25	268.75	31.25	43.75	87.5	128	84.38	381.25	90.63	61.25	90.63	162.5	90.63	31.25	84.38	0	37.5	0	37.5	62.5	37.5	87.5	37.5	118.75	62.5	62.5	62.5		
Jack	50	287.5	125	96.88	193.75	131.25	206.3	328.13	222	328.13	443.75	340.63	334.38	340.63	498.88	340.63	425	353.13	0	375	0	375	46.88	375	237.5	25	75	25	56.25	25		
Jeremy	25	171.88	53.31	171.88	131.25	181.25	115.6	121.88	156.13	171.88	53.13	106.25	112.5	106.25	125.25	106.25	162.5	125.25	0	37.5	0	37.5	25	37.5	25	37.5	0	62.5	0	62.5		
Kevin	25	50	33.75	25	13.75	12.5	50	212.5	56.3	212.5	87.5	225	37.5	225	206.25	102.5	103.13	126.25	75	87.5	75	87.5	75	87.5	75	87.5	56.25	112.5	0	112.5		
Marco	25	31.25	37.5	25	98.75	200	53.38	375	231	381.25	165.63	256.25	31.25	256.25	37.5	256.25	233.75	234.38	146.88	128.13	53.13	128.13	303.13	128.13	78.13	128.13	12.5	153.13	0	153.13		
Miranda	62.5	150	165.63	385.25	290.63	290.63	290.63	468.75	381.25	468.75	381.25	468.75	381.25	468.75	625	381.25	381.25	625	381.25	0	375	0	375	68.75	381.25	68.75	381.25	62.5	62.5	62.5	62.5	
St John	62.5	156.25	100	156.25	66.75	231.25	75	171.88	163.75	156.25	143.75	106.25	106.25	106.25	106.25	106.25	106.25	106.25	0	37.5	0	37.5	0	37.5	0	37.5	150	62.5	156.25	62.5		
Total	331.3	1735	887.5	1100	1234.4	1356.3	903.1	1546.3	1402.4	2600.94	1521.3	1637.5	1033.76	1700	1821.9	1665.7	1465.6	1421.9	290.63	953.13	156.26	940.63	578.14	878.13	548.88	481.26	581.26	646.88	328.13	646.88		
Percentage Difference (%)		76.00%		19.00%		9.00%		54.00%		26.00%		7.00%		36.00%		-9.00%		-3.00%		-3.00%		70.00%		83.00%		34.00%		-14.00%		10.00%		49.00%

The above table hours can be found in Appendix B, an excel document with spreadsheets per week displaying the hours each group member worked per week and per task. An analysis document (Appendix E) is also provided and this, together with the spreadsheet, shows actual performance per group member in comparison to hours originally forecast (also provided as Appendix F). Below is an hourly variance analysis per week, per member.

	15/01/18		22/01/2018		29/01/2018		05/02/2018		12/02/2018		19/02/2018		26/02/2018		05/03/2018		12/03/2018		19/03/2018		26/03/2018		02/04/2018		09/04/2018		16/04/2018		23/04/2018	
Role	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours	Actual Hours	Forecast Hours
Alex B	2	6.75	6	3	13	7.5	5	19.5	4.5	19	7.75	18.25	4.25	18.25	13.5	18.25	2	12	0	9	1	9	0	9	0	5.25	8.75	6.5	1.5	6.5
Variance W	-4.75		3.00		5.50		-14.50		-14.50		-10.50		-14.00		-4.75		-10.00		-3.00		-8.00		-3.00		-5.25		2.25		-5.00	
Variance C	-4.75		-1.75		3.75		-10.75		-25.25		-35.75		-49.75		-54.50		-64.50		-73.50		-81.50		-90.50		-95.75		-93.50		-98.50	
Alex F	4.5	27.5	11	16.5	21.5	2.5	3.5	7	10.25	6.75	14.5	7.25	6.5	7.25	13	7.25	2.5	6.75	0	3	0	3	5	3	7	3	9.5	5	5	5
Variance W	-23.00		-5.50		19.00		-3.50		3.25		7.25		-0.75		5.75		-4.25		-3.00		-3.00		2.00		4.00		4.50		0.00	
Variance C	-23.00		-28.50		-8.50		-10.00		-8.50		-2.25		-3.00		2.75		-1.50		-4.50		-7.50		-5.50		-1.50		3.00		3.00	
Jack	4	23	10	7.75	15	10.5	16.5	26.25	17.75	26.25	35	27.25	26.75	27.25	39.75	27.25	34	28.25	0	30	0	30	3.75	30	19	2	6	2	4.5	2
Variance W	-18.00		2.25		-3.00		-3.75		-8.50		7.75		-0.50		12.50		5.75		-30.00		-30.00		-26.25		17.00		4.00		2.50	
Variance C	-18.00		-16.75		-19.75		-23.50		-38.00		-30.25		-30.75		-18.25		-12.50		-42.50		-72.50		-98.75		-81.75		-77.75		-75.25	
Jeremy	2	13.75	12.25	13.75	10.5	14.5	9.25	9.75	13.5	9.5	4.25	8.5	3	8.5	7.5	8.5	13	8.5	0	3	0	3	2	3	0	3	0	5	0	5
Variance W	-11.75		-1.50		-4.00		-0.50		4.00		-4.25		0.50		-1.00		4.50		-3.00		-3.00		-1.00		-3.00		-5.00		-5.00	
Variance C	-11.75		-13.25		-17.25		-17.75		-13.75		-18.00		-17.50		-18.50		-14.00		-17.00		-20.00		-21.00		-24.00		-23.00		-34.00	
Kevin	2	4	7.5	2	3	1	4	17	4.5	17	7	18	3	18	16.5	18	8.25	18	6	7	6	7	6	7	6	7	4.5	9	0	9
Variance W	-2.00		5.50		2.00		-13.00		-12.50		-11.00		-15.00		-1.50		-3.75		-1.00		-1.00		-1.00		-1.00		-4.50		-3.00	
Variance C	-2.00		3.50		5.50		-7.50		-20.00		-31.00		-46.00		-47.50		-57.25		-58.25		-59.25		-60.25		-61.25		-65.75		-74.75	
Marco	2	10.5	3	2	10.75	16	4.75	30	18.5	30.5	13.25	20.5	2.5	20.5	3	20.5	23.5	18.75	11.75	10.25	4.25	10.25	24.25	10.25	6.25	10.25	1	12.25	0	12.25
Variance W	-8.50		1.00		-5.25		-25.25		-12.00		-7.25		-16.00		-17.50		4.75		1.50		-6.00		14.00		-4.00		-11.25		-12.25	
Variance C	-8.50		-7.50		-12.75		-33.00		-51.00		-57.25		-75.25		-92.75		-96.00		-96.50		-92.50		-78.50		-62.50		-93.75		-106.00	
Miranda	5	12	13.25	30.5	27	38	23.25	32.5	31.75	31.25	26.5	22.5	23	27.5	45	24.75	25.5	13.5	0.5	11	1.25	10	5.25	5	5.5	5	4.75	7	6	7
Variance W	-7.00		-17.25		-11.00		-3.25		0.50		-4.25		2.25		-2.25		12.00		-10.50		-8.75		12.25		0.50		-2.25		-1.00	
Variance C	-7.00		-24.25		-35.25		-44.50		-44.00		-39.00		-42.50		-32.25		-10.25		-20.75		-29.50		-24.25		-29.75		-31.00		-32.00	
St John	5	12.5	8	12.5	5.5	18.5	6	13.75	13	12.5	11.5	8.75	12.5	8.75	7.5	8.75	8.5	8	5	3	0	3	0	3	0	3	12	5	9.25	5
Variance W	-7.50		-4.50		-13.00		-7.75		0.50		2.75		-3.75		-1.25		0.50		2.00		-3.00		-3.00		-3.00		7.00		4.25	
Variance C	-7.50		-12.00		-25.00		-32.75		-32.25		-29.50		-25.75		-27.00		-26.50		-24.50		-27.50		-30.50		-33.50		-26.50		-22.25	
Total	26.5	110	71	88	98.75	108.5	72.25	155.75	113.75	152.75	121.75	131	87.5	136	145.75	133.25	117.25	113.75	23.25	76.25	12.5	75.25	46.25	70.25	43.75	38.5	46.5	51.75	26.25	51.75
Variance W	-83.50		-17.00		-9.75		-83.50		-39.00		-9.25		-48.50		12.50		3.50		-63.00		-62.75		-24.00		5.25		-46.25		-25.50	
Variance C	-83.50		-100.50		-110.25		-193.75		-232.75		-242.00		-290.50		-278.00		-274.50		-327.50		-390.25		-414.25		-409.00		-414.25		-439.75	

(NB: Variance W = the weekly variance in hours between actual and forecast, Variance C = the cumulative variance in hours between actual and forecast)

As a result of Microsoft Project rounding hours for tasks, the total hours forecast for tasks for a particular week does not equal the total hours forecast for all group members for that week (financial reports work to the closest quarter hour, unlike in Microsoft Project). The following table illustrates the impact of these roundings.

Table Reconciling the Forecast Labour Hours of the Financial Business Plan and the Rounded Work Breakdown Structure (Per Task)																	
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total Up To 29/4/18
Commencing Date of Week	08/01/2018	15/01/2018	22/01/2018	29/01/2018	05/02/2018	12/02/2018	19/02/2018	26/02/2018	05/03/2018	12/03/2018	19/03/2018	26/03/2018	02/04/2018	09/04/2018	16/04/2018	23/04/2018	
Forecast from Financial Business Plan																	
Alex B-Multimedia and Content Manager	0	6.75	3	7.5	19.5	19	18.25	18.25	18.25	12	9	9	9	5.25	6.5	6.5	131.5
Alex F-QA & Documents Manager	0	27.5	16.5	2.5	7	6.75	7.25	7.25	7.25	6.75	3	3	3	3	5	5	74.75
Jack-Software Manager	0	23	7.75	10.5	26.25	26.25	27.25	27.25	27.25	28.25	30	30	30	2	2	2	148.25
Jeremy-Design Manager	0	13.75	13.75	14.5	9.75	9.5	8.5	8.5	8.5	8.5	3	3	3	3	5	5	78.25
Kevin-GUI Developer	0	4	2	1	17	17	18	18	18	18	7	7	7	7	9	9	77
Marco-Project Manager	0	10.5	2	16	30	30.5	20.5	20.5	20.5	18.75	10.25	10.25	10.25	10.25	12.25	12.25	130
Miranda-Finance Manager	0	12	30.5	38	32.5	31.25	22.5	27.5	24.75	13.5	11	10	5	5	7	7	194.25
St John-Marketing Manager	0	12.5	12.5	18.5	13.75	12.5	8.75	8.75	8.75	8	3	3	3	3	5	5	87.25
Total For Group	0	110	88	108.5	155.75	152.75	131	136	133.25	113.75	76.25	75.25	70.25	38.5	51.75	51.75	882
Forecast from WBS Per Task																	
Meetings	0	8	8	8	8	8	16	16	16	16	0	0	0	0	16	16	136
Documentation	0	73.75	18.5	26.75	28	25.25	0	0	0	0	0	0	0	0	0	0	172.25
Finance	0	0	22.5	22.5	18.75	18.75	13.75	18.75	16	5	5	5	5	5	5	5	166
Research and Design	0	28	38.75	37.45	0	0	0	0	0	0	0	0	0	0	0	0	104.2
Development	0	0	0	13.5	101	101	100.59	100.59	100.52	92.4	70.97	69.77	60.6	33.18	30.6	30.6	680.57
Deliverables	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total For All Tasks	0	109.75	87.75	108.2	155.75	153	130.34	135.34	132.52	113.4	75.97	74.77	65.6	38.18	51.6	51.6	880.13

Analysis of Group Adherence to Forecast Labour Hours (From Appendix E, Using the Forecast Hours from the Work Breakdown Structure):

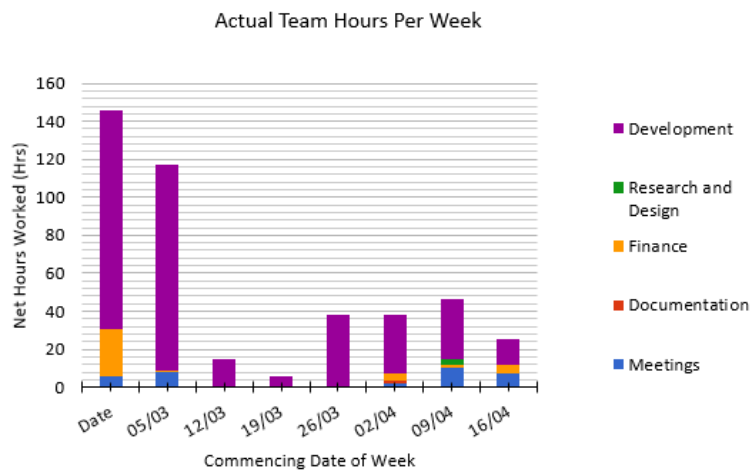


Figure One: Stacked Column Chart of Actual Team Hours Per Week

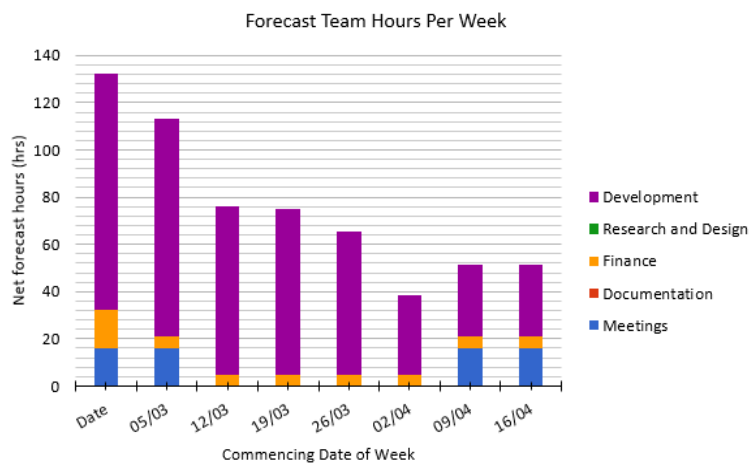


Figure Two: Stacked Column Chart of Forecast Team Hours Per Week

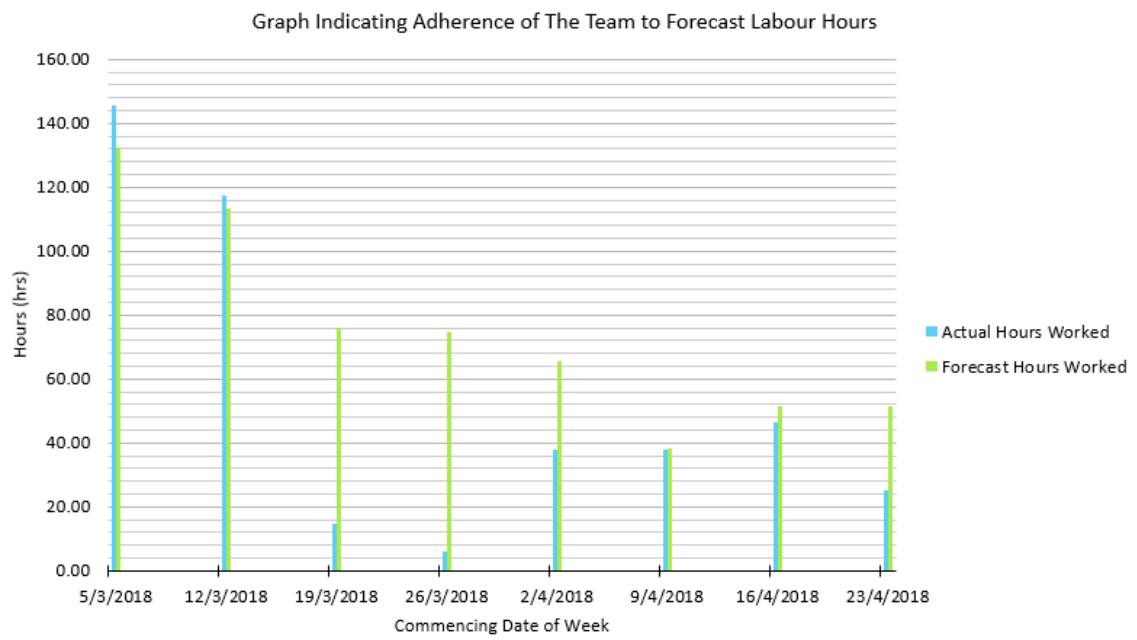
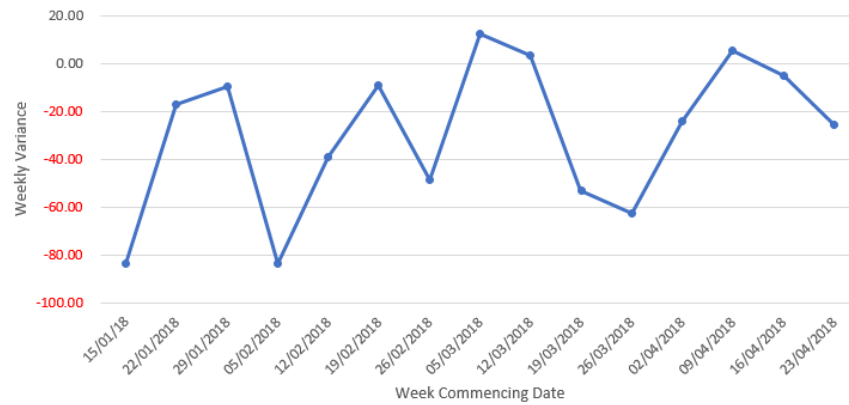


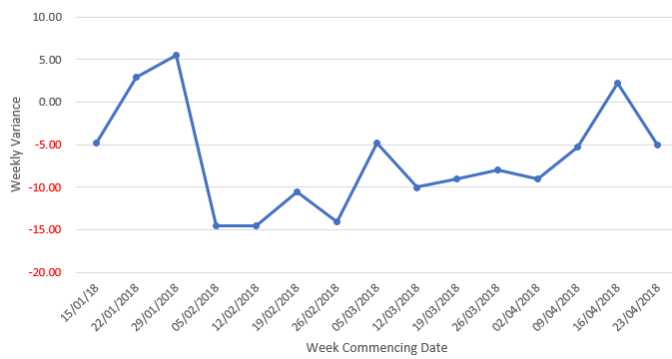
Figure Three: Cluster Column Chart of Actual Weekly Team Hours Compared to Forecast Weekly Team Hours.

Analysis of Group Adherence to Forecast Labour Hours (From Appendix F, Using the Forecast Hours from the Financial Business Plan):

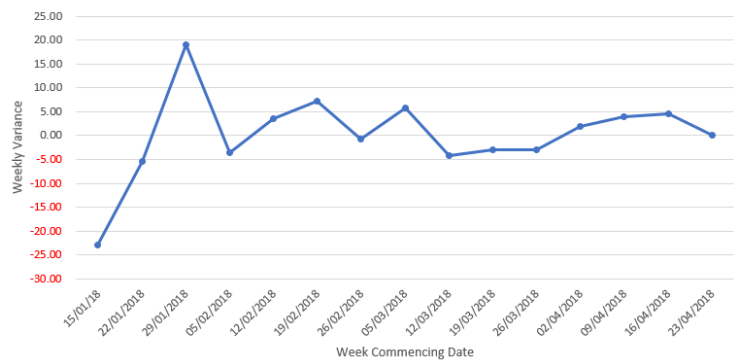
Weekly Variance of Actual Hours vs Forecast Hours:
Total Group



Weekly Variance of Actual Hours vs Forecast Hours:
Alex B: MM&C Manager



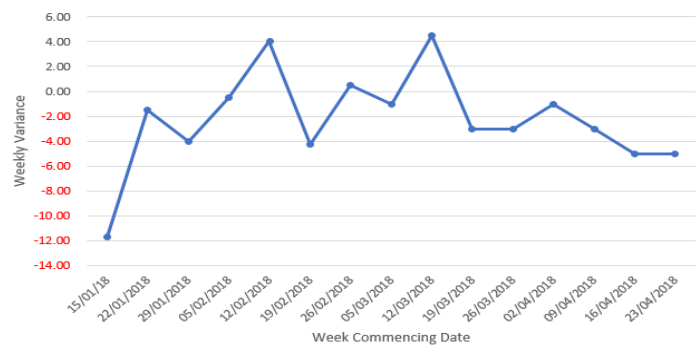
Weekly Variance of Actual Hours vs Forecast Hours:
Alex F: Documentation



Weekly Variance of Actual Hours vs Forecast Hours:
Jack: Software



Weekly Variance of Actual Hours vs Forecast Hours:
Jeremy: Design



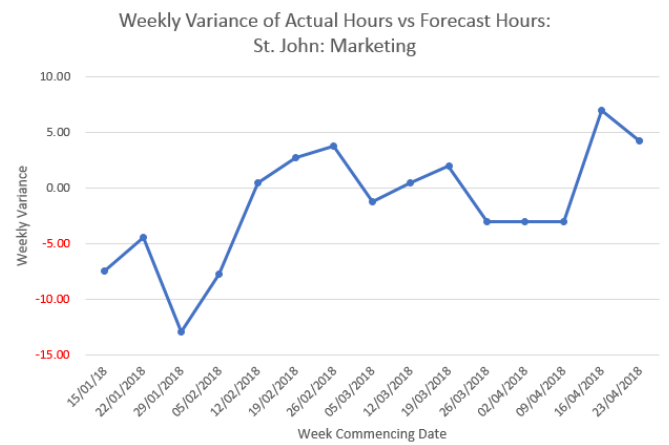
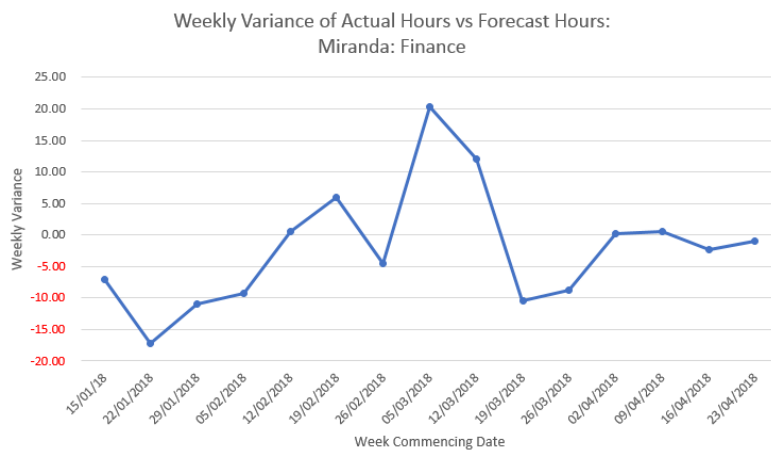
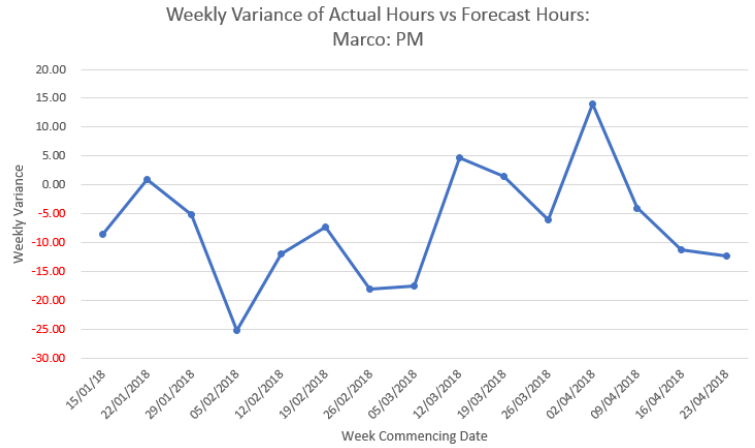
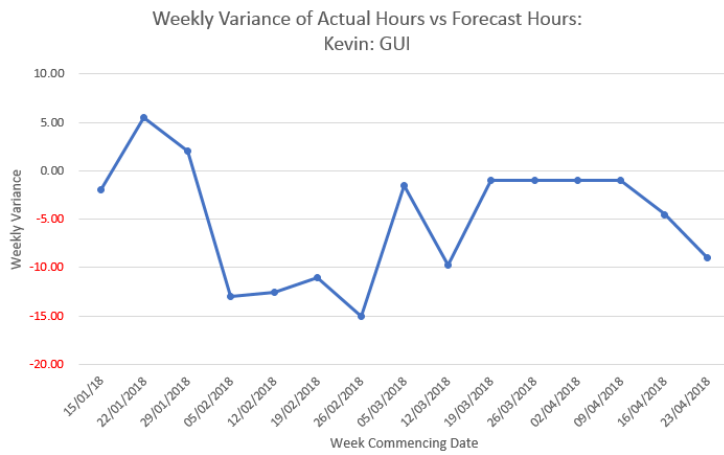


Figure Four: Charts indicating weekly variance between predicted and actual hours worked, for the entire group and then per group member.

Comments and Explanations for Each Week:

Throughout the Current Reporting Period:

- It is clear from the above tables, charts, and cash flow, that the hours we have worked are significantly less than those forecast. This is because of the following:
 - Due to an automatic process on Microsoft Project when it comes to distribution of hours, we were originally allocated more hours than we needed at the development phase. We believe these hours will be 'used' later on throughout the development phase of our product (ie: when more programming will be executed, the task we believe will take the most time).
 - Between 19/03/18 and 16/04/18 most group members were either away from university or on holiday. As a result, less hours were worked over this period.
 - Over the development phase, some timesheets were not completed in full (incorrect, insufficient information, or filed too late). Therefore, as of 16/4/18, it was agreed that any late or incorrectly completed timesheets would not be included (no wages accrued for that particular week). To date, this has happened four times:- one for the week commencing on 09/04/18 and three times for the week commencing on 23/04/18.
 - Owing to ongoing and upcoming deadlines for other projects (ie: exams and coursework), there has also been a slight lull in the actual number of hours worked during this reporting period, although this decrease in actual hours worked is likely to be utilised by subsequent increases in actual hours worked as deadlines for this module conclude.
 - Appendix C contains a programming report created by our software manager showing which app features have been implemented. A display of our weekly progress will be provided in more detail in future in order to monitor and show how efficient the development of our app actually is.

05/03/18 to 11/03/18:

- During this week our team continued to work towards the deadline for the first iteration, though the majority of features were implemented in the following week, and time was mainly spent on development of the app.
- The second financial report deadline also arose this week, and time was spent analysing our financial status.
- Therefore, as the above charts, table and notes indicate, and as we predicted in past financial reports, our team did contribute more hours to our product.

12/03/18 to 18/03/18:

- This was the week in which we had the deadline for the first iteration of our app, and our group spent many hours perfecting our product. This, combined with the lack of a financial report deadline (unlike the previous week), led to a large number of hours being contributed (though slightly less than the previous week). Our programming report shows we were efficient with our time and implemented 6 of the features we wanted our app to have for the first iteration of our product.

19/03/18 to 15/04/18:

This period of four weeks was the Easter holidays, and therefore our actual hours were different to our forecast because:

- There were no meetings, as few group members were near our office space, some members went on holiday or had personal commitments, and some members took a break as expected following recent deadlines. (This resulted in 0 hours for some group members, and a smaller amount of hours being spent on app development in preparation for the final iteration and the Demonstration and Sales presentation).
- In addition, while some members had minimal variance between their forecast and actual hours according to the Financial Business Plan, the Microsoft Project rounding issue can still make it seem that some members did not work as originally predicted.
- In addition, in the week commencing on 09/04/18 some group members created the code we were selling to other groups, prior to the agreed 16/04/18 deadline shown in the contracts (see Appendix D).

16/04/18 to 22/04/18:

- This week was the start of the summer term, and some members were unable to attend the weekly meeting, although most members did, and hours increased.
- During this week, our Project Manager created a new plan for the development of our app showing the order in which features should be created. This should increase future efficiency.
- In addition, the feature for searching through recipes on our app and use of filters was implemented this week, and our Finance Manager and Marketing Manager researched what styles of adverts would suit our app, both financially and in terms of user satisfaction, in order to supply information for discussion at the 23/04/18 group meeting.

23/04/18 to 29/04/18:

- The following week (week commencing on 30/04/18) contained multiple important deadlines affecting the entire group. Therefore, our group spent less time working on our app as a result of other commitments this week.
- But our group does predict that we will soon be able to spend more time on developing and preparing our app for the upcoming final iteration deadline, and this will mean that hours worked will increase in the near future.

Summary:

- SWEng Group Three (SG3) Enterprise is currently within budget and is working efficiently whilst dealing with unforeseen events.
- Our group predicts that while the upcoming weeks will most likely result in less hours being spent developing our product owing to other commitments, time will be contributed wherever possible in order to ensure appropriate deadlines are met.
- Furthermore, although fewer hours are likely to be worked than originally expected by the end of the development phase, our group does intend investing more time in future app iterations, and spending more time and money on advertising our product following its release this summer. This is likely to result in efficient usage of any money surplus owing to unused hours by the end of the development phase.