

Had a look

☐

Nearly there

☐

Nailed it!

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Project Checkpoint Report (1)

A Project Checkpoint Report (PCR) is completed at a specific stage of a project. You may need to refer to the PID, Gantt chart, resource list and cost plan to enable you to produce your report. This page and the next covers some of the skills you could use to write an accurate report.



For more information on the Project Checkpoint Report, see page 121.

Worked example

Task brief

Information

Abe Web, the Managing Director, has authorised the project start date 08/01/17, and launch date 01/04/17. The software design and development stage was completed successfully on 30/03/17. On 23/03/17 the Quality Manager reported that ISO/IEC 25010:2011 and the use of flow charts allowed the testing process to be completed before the deadline date 27/03/17. Dora Wix, the Finance Manager, reported that this reduced the budget from £95 000 to £87 500. The Technical Manager reported on 25/03/17 that the EPOS manufacturer has not been able to deliver the systems due to production problems and that delivery is now scheduled for 10/04/17. The installation company has moved to another project and proposed a new installation date 11/04/17.

Sample response extract

Project Checkpoint Report

Report details

Date of checkpoint:	27/03/17
Period covered:	04/03/17 – 27/03/17

Make sure you fill in the dates accurately. This PCR covers the testing process.

Sample response extract

Document details

Version	Modifications	Author	Date
2	Reduced budget due to early completion of testing process	Finance Manager	23/03/17
3	New delivery date 10/04/17 and installation date 01/04/17	Technical Manager	25/03/17

Approvals

Name	Role	Signature	Date	Version
Abe Web	Managing Director	Abe Web	25/03/17	3
Dora Wix	Finance Manager	Dora Wix	25/03/17	3

Make sure you complete all parts of the PCR. If there are any empty cells in a table, then check to see what's missing.

If the project requirements have changed, update the approvals table.

Now try this

Complete the distribution table for the project.

Name	Role	Date of issue	Version

Which stakeholders need to have a copy of the PCR? Enter this information into the distribution table.

Project Checkpoint Report (2)

Sample response extract

Products

Product name	Work undertaken	Date completed
EPOS system	Design and development stage completed	03/03/17

Clearly state the product name, the work undertaken and completion date.

Sample response extract

Quality management

ISO/IEC 25010:2011 benchmark used for the software testing process.

Remember to list all the activities undertaken during the period of the PCR.



For more information on aspects of the PCR, see page 121.

Sample response extract

Work package tolerance status

Time	04/03/17–27/03/17
Cost	£87 500
Quality	ISO/IEC 25010:2011

Enter the information accurately.

Sample response extract

Lessons learned

The EPOS manufacturer was not able to deliver the systems due to production problems, new delivery date 10/04/17. The installation company have moved to another project and proposed a new installation date 11/04/17. The impact could have been a delay in the installation process and project overrun.

When identifying the lessons learned, your comment should relate directly to the project scenario and apply the principles of project management.

Consider:

- what the issue was
- the impact of the issue
- how the issue was resolved.

Sample response extract

Issue log

Date raised	Raised by	Description	Action taken	Date closed
25/03/17	Technical Manager	EPOS manufacturer delivery problem	Delivery re-scheduled 10/04/17 New installation date 11/04/17	25/03/17

This needs to be an accurate record of the issues. Identify the date the issue was raised and by whom, then provide a full description of the issue and the action taken to it and date closed.

Now try this

The lessons learned have been identified above. Identify another impact to the project.

When considering impact to the project, think about:

- deadlines
- finance
- staff
- resources
- technical expertise.