**Project Checkpoint Report**

Report Details

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| Date of Checkpoint: | 31/03/2020 |
| Period Covered: | 03/02/2020 - 31/03/2020 |

**Document Details**

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| Version | Modifications | Author | Date |
| 1 | Increased budget by 10% for infrastructure costs and 5-day delay. | Mrs Evans (Director of IT) | 03/03/2020 |
| 2 | Another 5-day delay for further testing. | Husnain Ahmed (project manager) | 08/03/2020 |
| 3 | 4-day delay due to issue in transferring data between old and new system. | Husnain Ahmed (project manager) | 13/03/2020 |
| 4 | 7 days delay due to incorrect security controls. | Husnain Ahmed (project manager) | 17/03/2020 |

**Approvals**

This document requires the following approvals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Signature | Date | Version |
| Mr Ward | Director of operations | Mr Ward | 17/03/2020 | 4 |
| Mrs Evans | Director of IT | Mrs Evans | 17/03/2020 | 4 |

**Distribution**

This document has been distributed to:

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| --- | --- | --- | --- |
| Name | Role | Date of Issue | Version |
| Mr Ward | Director of operations | 17/03/2020 | 4 |
| Mrs Evans | Director of IT | 17/03/2020 | 4 |

**Products**

|  |  |  |
| --- | --- | --- |
| Product name | Work undertaken | Date Complete |
| Smartphone app | Design and development stage completed. | 17/03/2020 |
| System | Design and development stage completed. | 17/03/2020 |

**Quality Management**

(List the activities undertaken in this period)

ISO / IEC 25010: 2011 will be used as testing standards for the development of the system.

Acceptance testing.

Identify quality assurance and control.

**Work Package Tolerance Status**

|  |  |
| --- | --- |
| Time: | 03/02/2020 - 31/03/2020 |
| Cost: | £165,000 |
| Quality: | ISO / IEC 25010: 2011 |

**Issues Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Raised | Raised by | Description | Action taken | Date closed |
| 03/03/2020 | Mrs Evans (Director of IT) | Supply problems with the network infrastructure which meant a new supplier had to be found. | Increased budget by 10% for infrastructure costs and 5-day delay. | 08/03/2020 |
| 08/03/2020 | Husnain Ahmed (project manager) | The check-in part of the new system failed during the first testing stage due to the system overloading. | Another 5-day delay for further testing. | 13/03/2020 |
| 13/03/2020 | Husnain Ahmed (project manager) | There was an issue transferring data between old and new system. | 4-day delay. | 17/03/2020 |
| 17/03/2020 | Husnain Ahmed (project manager) | The system had incorrect security controls which resulted in staff being able to perform tasks not appropriate to their roles. | 7 days delay. | 24/03/2020 |

**Lessons Learned:**

If there is a risk of supply delays in the future you can mitigate it by sourcing an alternative as backup prior to the problem occurring so there will be no delays. You could also try to negotiate the pay so it wouldn’t be increased.

Find what part of the new system failed and what the issue with transferring data to the new system was and try to prevent this happening again in future projects.

The system could have been tested more extensively so that there were no issues with incorrect security controls giving staff access to areas they shouldn’t.