

Individual Planning Report,

Deliverable 01

Group: C1.01.02

Repository: <https://github.com/JMGarCas/Acme-L3>

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Executive Summary

This planning report outlines the tasks performed by Enrique Caballero Muñoz for Deliverable 01 for workgroup C1.01.02, along with a budget of the total cost and time spent on each task. Clockify was used as a project-management tool to streamline time-management and track progress. The report includes a breakdown of the specific tasks completed, highlighting necessary roles and associated costs. Upon analysis, it was found that the initial time estimates for documenting tasks were flawed all-around, and more time was needed to complete the report and less time for the functional requirements. Overall, the report serves as a record of progress and provides insights on how to do better in future deliverables.

Revision Table

Version	Date	Description
1	14/02/2023	Initial drafting of the planning report.

Introduction

This document will serve as the planning report of the individual work of Deliverable 01 for workgroup C1.01.02. Author is Enrique Caballero Muñoz, and we will list the tasks performed with a brief explanation of them, as well as a budget with the total cost and time spent on each task.

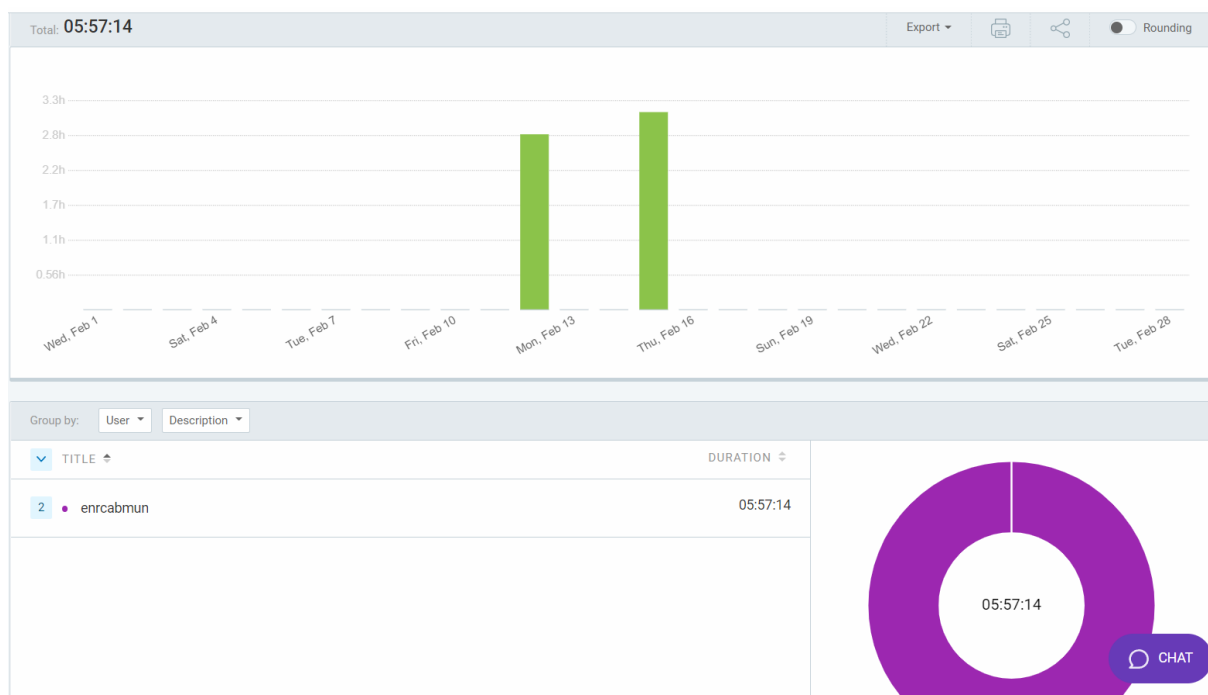
This planning report consists of a list of tasks performed in this deliverable with relevant data for each task, such as the title, brief description and planned time. On the other hand, It also includes a budget that reports on the total cost, number of hours spent and personnel cost.

This report is separated into: 'table of contents', which works as an index to move around the document; 'table of revisions', which lists every version and changes that this document has gone through; 'content', where the the list of tasks and budget will be found; 'conclusions', where we will arrive to an ending section where we look back upon the deliverable itself; and 'bibliography', where the sources employed for the realization of this document will be listed.

Contents

In order to ensure an efficient workflow and timely completion of this individual deliverable, I made sure to adapt to a strategic approach. I prioritized the mandatory tasks as my main effort since they hold the biggest relevance, to later begin with the remaining tasks related to documenting that required considerable time and effort.

As for the employed tool, Clockify was my selected tool of choice, a powerful project-management tool that streamlined my time-management process and helped me track progress. Its biggest advantages stem from my previous experience at using it to manage and bill time on previous works, as well as because of its multiple functionalities that help track time spent on each task.



The table below provides a comprehensive breakdown of the specific tasks that were carried out, highlighting necessary roles and associated costs. Additionally, the table displays both the actual time it took to complete each task and the estimated time as originally planned.

Task	Roles	Number of billable hours	Expected time	Hourly rate	Personnel cost
Functional requirement #1	Developer	01:50	03:00	20€/h	36.66€
Managerial requirement #2	Developer	02:07	01:00	20€/h	22.34€
Managerial requirement #3	Developer	02:00	01:00	20€/h	20€
				TOTAL:	79€

Task	Description
Functional requirement #1	Modify the anonymous menu so that it shows an option that takes the browser to the homepage of your favourite website. The title must read as follows: “<id-number>: <surname>, <name>”, where “<id-number>” denotes your DNI, NIE, or passport number, “<surname>” denotes your surname/s, and “<name>” denotes your name/s..
Managerial requirement #2	Produce an analysis report.
Managerial requirement #3	Produce a planning report.

Conclusions

By utilizing this planning report, we can easily track our progress towards achieving our objectives and identify any areas in which we may need to adjust our efforts. This document not only serves as a record of our accomplishments, but also provides valuable insights that can inform our decision-making and help us reach our goals more efficiently.

Upon analyzing the actual time spent on each requirement, it has become evident that my initial time estimates were, while certainly accurate, certainly flawed when it came down to the documenting part. The amount of time spent on each report exceeded my initial expectations as I faced numerous struggles to find the correct way to express the contents of them, as well as finding the desired format and sections.

Luckily, on the developing software side of things, it becomes apparent that the requirements I've had to tackle were up to my level, not requiring much time to be completed.

In order to prevent similar problems in the future, I'll aim to be more accurate about the time needed for each report in upcoming deliverables, as well as being careful with functional requirements of higher difficulty. I will review the task requirements thoroughly and include sufficient time to deal with any unforeseen challenges during the project. This approach will enable me to plan more effectively and complete the project efficiently and within the set timeline, so that I can dedicate time to tackle my assigned tasks for the group project as well.

Bibliography

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