Group Number	Tuesday Tagus	Tuesday Alameda	Thursday Alameda	Friday Alameda
2	X			

Student Number	Student name
84705	Catarina Ferreira Custódio
84719	Gonçalo Alexandre Dias e Silva Marques
87524	Catarina Guerreiro Gomes Pedreira
87675	João Rafael Pinto Soares

Status Report

Accomplishments since Project Start

Since the start of the project, we have completed the following milestones:

- Project Started;
- Project Plan Approved;
- Described Current Processes;
- Reviewed Project Requirements;
- Framework Interface Design Finished;
- Tests Specification Defined;
- Finished Module 1 Implementation;

Milestones expected to be reached

By the 14th of February, we expect to have reached:

- Finished Module 2 Implementation (on the 7th of February);

Current status of Project Performance

Currently, we are 12 days in total behind schedule, being it due to the 4 extra working days from postponing the project plan approval, 5 working days from adding the new ISHR interface specification activity and the weekends that occur between these activities.

Change Request

Regarding the Holidays and Absences Module, new requirements (out of the scope of the project) were identified. In this meeting, we propose to implement these in our project, taking into account that the estimated effort of this work is 2 weeks, with a full allocation of the Technical Coordinator's team. This change will lead to a delay in our project, as this module will turn the Realization package into the critical path (meaning that if it delays, there is no slack). In total this request will cause a 12 day delay and an added price of 8650€.

Note: From this point on, we include the predictions made in the meeting of the 24th of January.

Risk Assessment Update

Machines not arriving on time	The delaying of the Hardware to the 28th of February overcomes the slack given for that Work Package, also delaying the Software Installation work package, and consequently, the whole project. This risk's consequence will change from Low to High since the Hardware is now on the critical path. The Probability reduced from Low to Very Low has it has already been delayed once.
Machines not arriving in conditions	Even though the probability of the machines arriving late again is low, it can still arrive with unforeseen defects. As such, the Consequence of the risk also changes from Low to High and the probability remains the same.
Technical coordinator leaving project	Although the technical coordinator hasn't left the project as of January 31st, some major features that are to be done by the technical team haven't been completed yet. However, some features have already been completed, so the consequence may be lowered, although the probability of the risk still persists nonetheless. As such, the consequence of this risk has been reduced from Very High to High.
HRD Delegate leaving the project	Currently, the HRD Delegate still remains in the project, but it does not mean that he cannot yet leave. Although he has completed a lot of the activities in which he is needed, his departure can still pose a big delay to our project. As such, both Consequence and Probability stay the same.
Bad quality of data to be migrated	As we have not yet seen the state of the data to be migrated, we will keep this risk unchanged.
HRD employees not collaborating, delaying tasks	So far, in all the activities in which we worked with the HRD employees, they have been very collaborative and have not boycotted the tasks. Although we can not be sure that they will not in the future, we can trust their goodwill that the chances are low. We have lowered the Probability from Low to Very Low but kept the Consequence to High, as it can still delay the whole project if it occurs in the future.
Interface implementation setbacks	With the processes for Interface Implementation described and discussed with the ISTRetail Technical Coordinator as well as the Interface specified, we can

	predict that some problems with the integration are more likely to occur than predicted. As such, we raise the Probability from Medium to High.

These are the updated entries on the Risk Register presented in the proposal:

	Description	Assumptions	Probability					Consequences					Probability/Consequences	Treatment		Risk
			VL	L	M	H	VH	VL	L	M	H	VH	Justification	Type	Measure(s)	Owner
Risk	Machines not arriving in proper conditions	Hardware may have defects		X							X		If the machines aren't in a good state, it can cause some delays on the project	Mitagation	Remind the client to check the machines in advance	Tech Tics
Risk	Machines not arriving on time	Hardware may not be available on the expected time	X								X		If the arrival date is not assured it can cause some delays on the project	Mitigation	Remind the client to obtain the machines in advance	Tech Tics
Risk	Technical Coordenator leaving the project	Technical Coordenator has been working in the company for a long time and is looking for different challenges			X						X		Our Technical Coordenator is involved in 82% of all work packages and executes 64% of these. His departure would cause disastrous effects on our project with inumerous delays on the workflow.	Contingency	Have another person monitoring the project and be ready to takeover in case of his departure.	Tech Tics
Risk	HRD Delegate leaving the project	HRD Delegate has recieved na offer from another company			X						X		The HRD Delegate is a very important piece of our project, as he will be not only be our main consultant from the client side as he will also decide on the Corporate Information Module functionalities. If his departure happens on the early stages of the project, it will majorly delay our schedule	Deflection	Let the client negotiate with the HRD Delegate; Have another person ready to take over in case of his departure.	Client
Risk	Interface Integration setbacks	ISHR system is a blackbox with little information about it				X			X				Because of the blackbox nature of the ISHR system, it is likely that unexpected problems will be found while integrating our interface, which can lead to a delay of the work package	Mitigation	Ask for documentation or more information regarding the ISHR system	Tech Tics

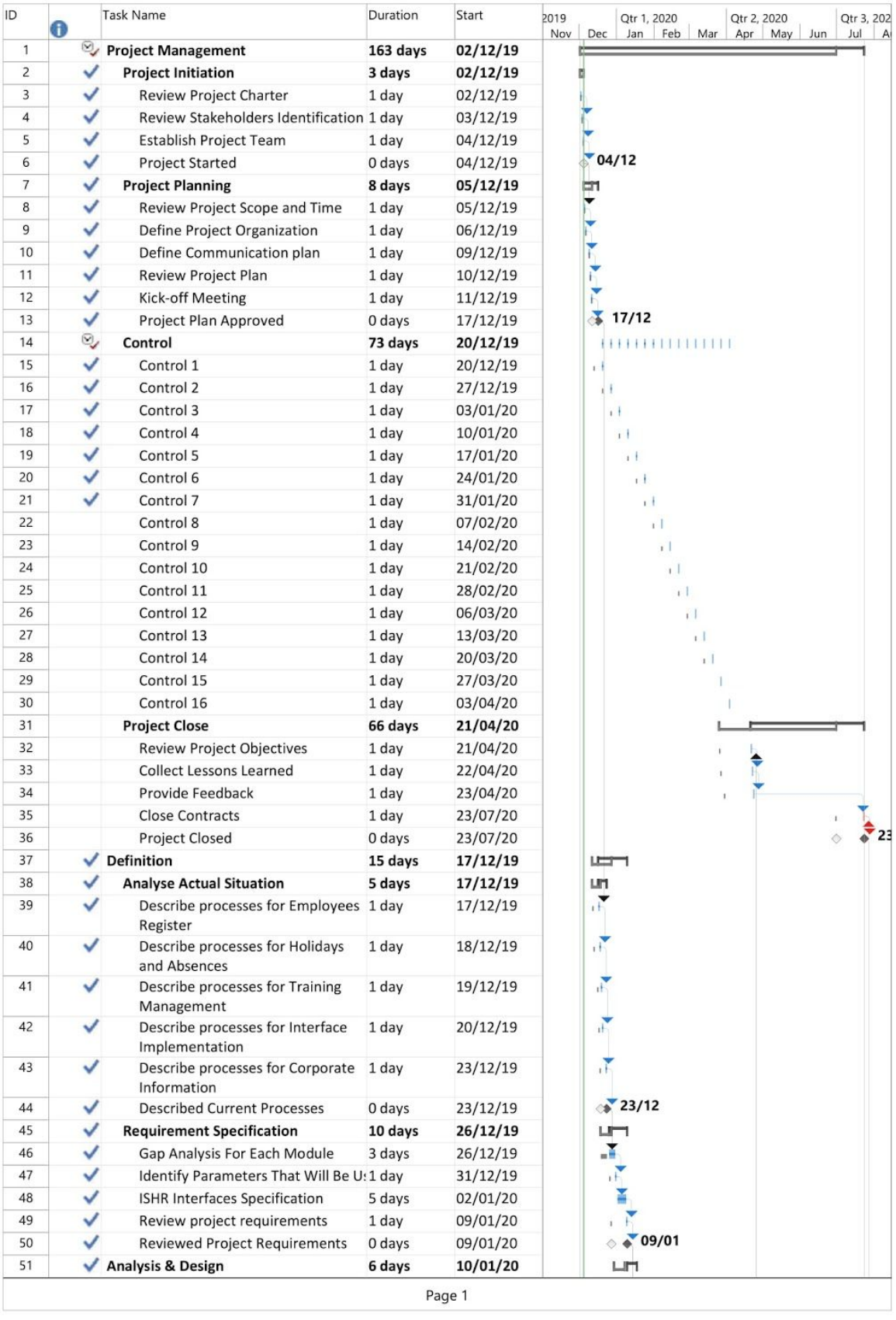
Figure 1 - Updated Risk Register Entries

Corrective Actions Plan

Machines not arriving on time	As we have no power in relation to the arrival of the machines and with this delay, we will still be within the range of delivery for project success, we will not add any corrective action.
Interface Implementation setback	To prevent further delays on our project, a 3-day allowance should be given to this work package, as delays are likely to occur.
Planned Vacations	Due to the vacations planned some delays can occur in our project, specifically in relation to the Interface Implementation and planning of the Hardware installation. As such, we pushed the dates of these activities for after the vacations. Because of this, conflicts of resource management arise. As such, the Hardware Installation is now dependent on the Integration Tests, as we need the client team to make the Hardware Installation.

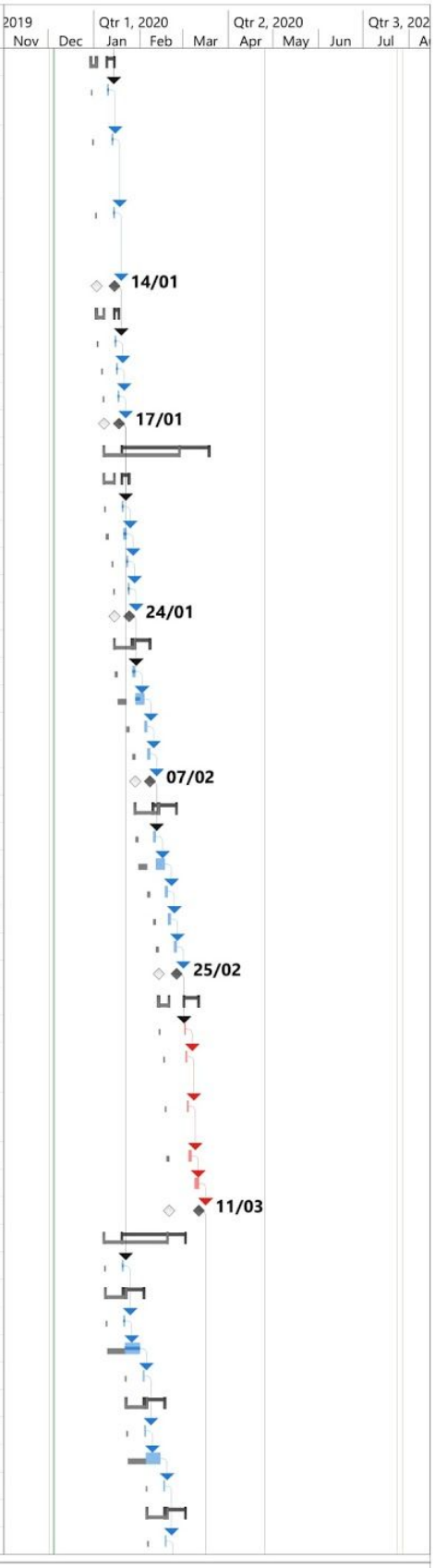
Appendix A

Updated Gantt Chart:

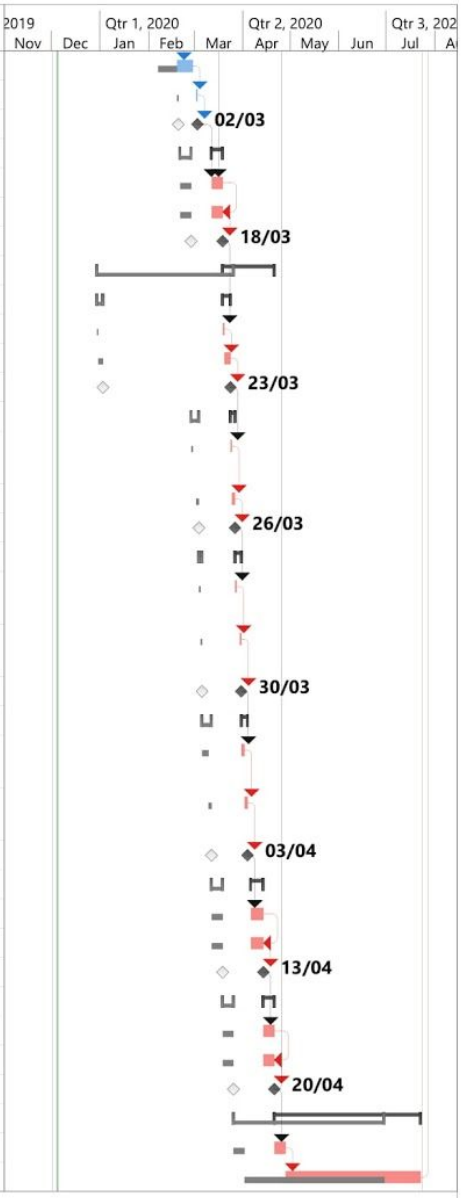


ID	Task Name	Duration	Start
1	**Project Management**	**163 days**	**02/12/19**
2	**Project Initiation**	**3 days**	**02/12/19**
3	Review Project Charter	1 day	02/12/19
4	Review Stakeholders Identification	1 day	03/12/19
5	Establish Project Team	1 day	04/12/19
6	Project Started	0 days	04/12/19
7	**Project Planning**	**8 days**	**05/12/19**
8	Review Project Scope and Time	1 day	05/12/19
9	Define Project Organization	1 day	06/12/19
10	Define Communication plan	1 day	09/12/19
11	Review Project Plan	1 day	10/12/19
12	Kick-off Meeting	1 day	11/12/19
13	Project Plan Approved	0 days	17/12/19
14	**Control**	**73 days**	**20/12/19**
15	Control 1	1 day	20/12/19
16	Control 2	1 day	27/12/19
17	Control 3	1 day	03/01/20
18	Control 4	1 day	10/01/20
19	Control 5	1 day	17/01/20
20	Control 6	1 day	24/01/20
21	Control 7	1 day	31/01/20
22	Control 8	1 day	07/02/20
23	Control 9	1 day	14/02/20
24	Control 10	1 day	21/02/20
25	Control 11	1 day	28/02/20
26	Control 12	1 day	06/03/20
27	Control 13	1 day	13/03/20
28	Control 14	1 day	20/03/20
29	Control 15	1 day	27/03/20
30	Control 16	1 day	03/04/20
31	**Project Close**	**66 days**	**21/04/20**
32	Review Project Objectives	1 day	21/04/20
33	Collect Lessons Learned	1 day	22/04/20
34	Provide Feedback	1 day	23/04/20
35	Close Contracts	1 day	23/07/20
36	Project Closed	0 days	23/07/20
37	**Definition**	**15 days**	**17/12/19**
38	**Analyse Actual Situation**	**5 days**	**17/12/19**
39	Describe processes for Employees Register	1 day	17/12/19
40	Describe processes for Holidays and Absences	1 day	18/12/19
41	Describe processes for Training Management	1 day	19/12/19
42	Describe processes for Interface Implementation	1 day	20/12/19
43	Describe processes for Corporate Information	1 day	23/12/19
44	Described Current Processes	0 days	23/12/19
45	**Requirement Specification**	**10 days**	**26/12/19**
46	Gap Analysis For Each Module	3 days	26/12/19
47	Identify Parameters That Will Be U:	1 day	31/12/19
48	ISHR Interfaces Specification	5 days	02/01/20
49	Review project requirements	1 day	09/01/20
50	Reviewed Project Requirements	0 days	09/01/20
51	**Analysis & Design**	**6 days**	**10/01/20**

ID	Task Name	Duration	Start
52	**Framework Interface Design**	**3 days**	**10/01/20**
53	Design the WebService	1 day	10/01/20
54	Design Interface To Access Employees' Data	1 day	13/01/20
55	Design Interface To Access Employees' Salary	1 day	14/01/20
56	Framework Interface Design Finish	0 days	14/01/20
57	**Tests Specification**	**3 days**	**15/01/20**
58	Define Integration Tests	1 day	15/01/20
59	Define System tests	1 day	16/01/20
60	Define Acceptance Tests	1 day	17/01/20
61	Tests Specification Defined	0 days	17/01/20
62	**Realization**	**43 days**	**20/01/20**
63	**Employees Register**	**5 days**	**20/01/20**
64	Parametrize The Module	1 day	20/01/20
65	Implement New Requirements	2 days	21/01/20
66	Implement Profile Configuration	1 day	23/01/20
67	Test The Implementation	1 day	24/01/20
68	Finished Module 1 Implementation	0 days	24/01/20
69	**Holidays and Absences**	**10 days**	**27/01/20**
70	Parametrize The Module	2 days	27/01/20
71	Implement New Requirements	4 days	29/01/20
72	Implement Profile Configuration	2 days	04/02/20
73	Test The Implementation	2 days	06/02/20
74	Finished Module 2 Implementation	0 days	07/02/20
75	**Training Management**	**12 days**	**10/02/20**
76	Parametrize The Module	2 days	10/02/20
77	Implement New Requirements	4 days	12/02/20
78	Create Script For Data Migration	2 days	18/02/20
79	Allowance	2 days	20/02/20
80	Test The Implementation	2 days	24/02/20
81	Finished Module 3 Implementation	0 days	25/02/20
82	**Interface Implementation**	**8 days**	**02/03/20**
83	Implement the WebService	1 day	02/03/20
84	Implement the interface to access employees' Data	1 day	03/03/20
85	Implement the interface to access employees' Salaries	1 day	04/03/20
86	Test The Implementation	2 days	05/03/20
87	Allowance	3 days	09/03/20
88	Finished Module 5 Implementation	0 days	11/03/20
89	**Corporate Information**	**31 days**	**20/01/20**
90	Create Backlog	1 day	20/01/20
91	**Sprint 1**	**10 days**	**21/01/20**
92	Plan The Sprint	1 day	21/01/20
93	Realize The Sprint	8 days	22/01/20
94	Review The Results	1 day	03/02/20
95	**Sprint 2**	**10 days**	**04/02/20**
96	Plan The Sprint	1 day	04/02/20
97	Realize The Sprint	8 days	05/02/20
98	Review The Results	1 day	17/02/20
99	**Sprint 3**	**10 days**	**18/02/20**
100	Plan The Sprint	1 day	18/02/20



ID	Task Name	Duration	Start
101	Realize The Sprint	8 days	19/02/20
102	Review The Results	1 day	02/03/20
103	Sprints Completed	0 days	02/03/20
104	**Integration Tests**	**5 days**	**12/03/20**
105	Integration Test Every Module	5 days	12/03/20
106	Fix Bugs	5 days	12/03/20
107	Passed All Integration Tests	0 days	18/03/20
108	**Transition**	**22 days**	**19/03/20**
109	**Hardware and Infrastructure**	**3 days**	**19/03/20**
110	Planning of the setup	1 day	19/03/20
111	Setup of Hardware and Infrastructu	2 days	20/03/20
112	Hardware and Infrastructure Install	0 days	23/03/20
113	**Software Installation**	**3 days**	**24/03/20**
114	Preparation of the environment for Installation	1 day	24/03/20
115	Installation of Software	2 days	25/03/20
116	Software Installed	0 days	26/03/20
117	**Data Migration**	**2 days**	**27/03/20**
118	Prepare the system to receive training data	1 day	27/03/20
119	Migrate training information to the system	1 day	30/03/20
120	Data Migrated	0 days	30/03/20
121	**Training**	**4 days**	**31/03/20**
122	Train The HRD Staff To Use The Software	2 days	31/03/20
123	Train The DSI Staff To Use The Software	2 days	02/04/20
124	Target Users Trained	0 days	03/04/20
125	**System Tests**	**5 days**	**06/04/20**
126	Run System Tests	5 days	06/04/20
127	Fix Bugs	5 days	06/04/20
128	Project Transition Completed	0 days	13/04/20
129	**Acceptance Tests**	**5 days**	**14/04/20**
130	Run Acceptance Tests	5 days	14/04/20
131	Fix Bugs	5 days	14/04/20
132	Acceptance Tests Approved	0 days	20/04/20
133	**Operation**	**65 days**	**21/04/20**
134	Support	1 wk	21/04/20
135	Warranty	3 mons	28/04/20



Appendix B (internal)

Earned Value Analysis:

Figure 2 - Earned Value Analysis

Where:

- EAC - Estimate at Completion
- ACWP - Actual Cost
- BCWP - Earned Value
- BCWS - Planned Value

Throughout the project, until now, the Actual Cost was higher than the Earned Value, meaning that the project is over budget. Similarly, the Planned Value was also above the Earned Value, meaning that the project is behind schedule.