**End Stage Report**

# END OF STAGE REPORT.

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| **Project name:** | Stanford Institute 005 |
| **Author:** | Julius Adebayo |
| **Approver:** | Chisom Udeze |
| **Stage Concluded** | Initiation stage |
| **Version:** | 1.0 |

# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
| 23th may 2022 | Chisom Udeze |

# Notes

The initiation stage went well for the most part. Majority of the team were engaged and as a result we were able to complete this stage. though we keep having issues of late submission of tasks by some team members due to personal issues.

# Justification of the project

Stanford institute is a new training institute that offers trainings on various subject, as well as advanced trainings, and as such needs a website that is user friendly and also technically advanced. The project is geared towards the following.

* Seamless running of the business
* Draw traffic to the Business
* Business visibility
* Easy access by students, tutors and admin staffs to monitor and manage all work done.

# Project Objectives

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|  | **Target** | **Tolerance** | **Current State** | **Forecast** |
| **Scope** | No changes in Scope |  |  |  |
| **Time** | 2 weeks |  |  |  |
| **Cost** | On budget |  |  |  |
| **Quality** | As defined |  |  |  |
| **Risks** | As defined |  |  |  |
| **Benefits** | As defined |  |  |  |

# Team Performance

The team has performed well overall and the project is still on target.

Completed Work:

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| **Finished work** | **Owner** |
| Create project proposal | PM |
| Create project brief | PM |
| BA work plan | BA |
| Requirement gathering workshop | BA |
| Requirement gathering agenda | BA |
| High and low level requirement | BA |
| Project status report | PM |
| End of stage report for initiation stage | PM |
| Stage plan for planing stage | PM |
| Trello board | PM |
| Market requirement document | PM |
| User stories and acceptance criteria | BA |

# Follow-on Action Recommendations

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| **Unfinished work or open issue/risk** | **Owner** |
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# Issues and risks

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| **Issue or risk** |
| Time allocated to our weekly meeting is not enough |
| Late submission of tasks by some team members due to certain reasons |
| Lack of communication between the PMs and BAs |
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# Lessons Learned

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| **Lesson Learned** |
| learnt the use of project tools like trello |

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| PROJECT STATUS REPORT | |
| Project Name | Stanford Institute 005 |
| Project Manager | Charity Chinyere Ilegbedion |
| Status Date | 18/05/2022 |
| Week Number | 1 |
| Current RAG | Green |
| Next Forecast RAG: | Amber |

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| PROJECT SUMMARY | |
| Status overview |  |
| Work completed | **PM’s :**  **• 1st weekly project meeting**  **• Project proposal**  **• 2nd weekly project meeting**  **BA’s :**  **• Requirement workshop held with the team**  **• Requirement workshop agenda**  **• Work plan**  **• High and low level requirement identified** |
| Work in progress | **• Project brief**  **• Ensuring all deliverables for week 1 are met and signed off**  **• Create a Trello board and update it**  **• Writing Project status report (PSR)**  **• Writing end of stage report for Initiation stage**  **• Creating stage plan for the planning stage**  **• Writing market Requirement Document**  **• Writing user stories and acceptance criteria** |
| *Planned key milestones, activities for the next week* | **• Have all the above produced, submitted and signed off** |

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| DELIVERABLES | | |
| Deliverables expected for this week | ***Have you completed this?*** *Yes / No* | ***If complete, do you need to receive feedback?***  *Yes / No* |
| Project brief | No |  |
| Project status report | Yes (as seen) |  |
| End of stage report | No |  |
| MRD | No |  |
| Stage plan | No |  |
| Trello board | No |  |
| User stories/Acceptance criteria | No |  |
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| Risks | | | |
| Description | RAG Status | Owner | Mitigation plan |
| No risk, all deliverable for the project are on track | Green |  |  |
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| Issues | | | |
| Description | RAG Status | Owner | Approved action |
| Time allocated for our weekly meetings isn’t enough | Red |  |  |
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| PROJECT SCHEDULE |
| ***{High level project plan diagram with milestones} e.g. see below ( extract from Project Plan)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | *RAG* | *Activity/*  *Deliverable* | *Baseline Due Date* | *Estimated*  *Due Date* | *Commentary* | | ***Blue*** | ***Initiate Test Strategy*** | ***1/08/2022*** | ***3/08/2022*** | ***Final approval received 2/08/2022.*** | | ***Amber*** | ***Plan for Test Activity incl. resource plan*** | ***4/08/2022*** | ***5/08/2022*** | ***Follow on discussion with NS/MO/CS 4/08/2022.*** | | ***Blue*** | ***MS2.1 Professional Effort Test Plan and MAC*** | ***12/08/2022*** | ***16/08/2022*** | ***MS2.1 MAC signed-off.*** | |

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| INDICATOR LEGEND | |
| Blue | Complete |
| Green | On track |
| Amber | Being managed |
| Red | Attention required |

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| PROJECT STATUS REPORT | |
| Project Name | Stanford Institute 005 |
| Project Manager | Abayomi Fisayo Seun |
| Status Date | 23/05/2022 |
| Week Number | 2 |
| Current RAG | Green |
| Next Forecast RAG: | Amber |

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| PROJECT SUMMARY | |
| Status overview |  |
| Work completed | **PM’s :**  **• 1st weekly project meeting**  **• Project proposal**  **• 2nd weekly project meeting**   * Created Trello Board   **BA’s :**  **• Requirement workshop held with the team**  **• Requirement workshop agenda**  **• Work plan**  **• High and low level requirement identified** |
| Work in progress | **• Project brief**  **•Ensuring all deliverables for week 1 are met and signed off**  **•Trello board update**  **• Writing Project status report (PSR)**  **• Writing end of stage report for Initiation stage**  **• Creating stage plan for the planning stage**  **• Writing market Requirement Document**  **• Writing user stories and acceptance criteria** |
| *Planned key milestones, activities for the next week* | **•Have all the above produced, submitted and signed off** |

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| DELIVERABLES | | |
| Deliverables expected for this week | ***Have you completed this?*** *Yes / No* | ***If complete, do you need to receive feedback?***  *Yes / No* |
| Project brief | No |  |
| Project status report | Yes (as seen) |  |
| End of stage report | No |  |
| MRD | No |  |
| Stage plan | No |  |
| Trello board | Yes |  |
| User stories/Acceptance criteria | No |  |
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| Risks | | | |
| Description | RAG Status | Owner | Mitigation plan |
| No risk, all deliverable for the project are on track | Green |  |  |
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| Issues | | | |
| Description | RAG Status | Owner | Approved action |
| Time allocated for our weekly meetings isn’t enough | Red |  |  |
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| PROJECT SCHEDULE |
| ***{High level project plan diagram with milestones} e.g. see below (extract from Project Plan)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | *RAG* | *Activity/*  *Deliverable* | *Baseline Due Date* | *Estimated*  *Due Date* | *Commentary* | | ***Blue*** | ***Initial Test Strategy*** | ***15/10/2015*** | ***13/11/2015*** | ***Final approval received 10/11/2015.*** | | ***Amber*** | ***Plan for Test Activity incl. resource plan*** | ***30/10/2015*** | ***1512/2015*** | ***Follow on discussion with NS/MO/CS 15/12/12015.*** | | ***Blue*** | ***MS2.1 Professional Effort Test Plan and MAC*** | ***2/11/2015*** | ***3/12/2015*** | ***MS2.1 MAC signed-off.*** | |

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| INDICATOR LEGEND | |
| Blue | Complete |
| Green | On track |
| Amber | Being managed |
| Red | Attention required |

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| PROJECT STATUS REPORT | |
| Project Name | Stanford Institute 005 |
| Project Manager | Charity Chinyere Ilegbedion |
| Status Date | 03/06/2022 |
| Week Number | 4 |
| Current RAG | Amber |
| Next Forecast RAG: | Amber |

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| PROJECT SUMMARY | |
| Status overview |  |
| Work completed | **• 4rd weekly project meeting**  **• Business case report**  **• Project status report**  **• High level project plan** |
| Work in progress | **• Ensuring all deliverables for week 2&3 are met and signed off**  **• Work breakdown structure**  **• Competitive analysis document**  **• Trello board update**  **• Drafting project status report**  **• Raid log**  **• Creating work scope document**  **• Conducting gap analysis on the project** |
| *Planned key milestones, activities for the next week* | **• Have all the above produced, submitted and signed off**  **• Ensures everyone is added to azure board**  **• Send in assessment for week 5**  **• Trello update**  **• Product requirement document** |

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| DELIVERABLES | | |
| Deliverables expected for this week | ***Have you completed this?*** *Yes / No* | ***If complete, do you need to receive feedback?***  *Yes / No* |
| Work breakdown structure | Yes | Yes |
| Project status report | Yes (as seen) | Yes |
| Competitive analysis document | Yes | Yes |
| Trello board update | No | Yes |
| Raid log | No | Yes |
| Work scope document | Yes | Yes |
| Conduct gap analysis | Yes | Yes |

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| Risks | | | |
| Description | RAG Status | Owner | Mitigation plan |
| No risk identified yet | Green |  |  |
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| Issues | | | |
| Description | RAG Status | Owner | Approved action |
| Delayed deliverables | Amber | Most team members | Better management |
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| PROJECT SCHEDULE |
| ***{High level project plan diagram with milestones} e.g. see below ( extract from Project Plan)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | *RAG* | *Activity/*  *Deliverable* | *Baseline Due Date* | *Estimated*  *Due Date* | *Commentary* | | ***Blue*** | ***Initial Test Strategy*** | ***15/10/2015*** | ***13/11/2015*** | ***Final approval received 10/11/2015.*** | | ***Amber*** | ***Plan for Test Activity incl. resource plan*** | ***30/10/2015*** | ***1512/2015*** | ***Follow on discussion with NS/MO/CS 15/12/12015.*** | | ***Blue*** | ***MS2.1 Professional Effort Test Plan and MAC*** | ***2/11/2015*** | ***3/12/2015*** | ***MS2.1 MAC signed-off.*** | |

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| INDICATOR LEGEND | |
| Blue | Complete |
| Green | On track |
| Amber | Being managed |
| Red | Attention required |

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| PROJECT STATUS REPORT | |
| Project Name | Stanford Institute 005 |
| Project Manager | Charity Chinyere Ilegbedion |
| Status Date | 10/06/2022 |
| Week Number | 5 |
| Current RAG | Amber |
| Next Forecast RAG: | Amber |

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| PROJECT SUMMARY | |
| Status overview |  |
| Work completed | **• 5th weekly project meeting held**  **• Project status report**  **• Work breakdown structure**  **• Competitive analysis document** |
| Work in progress | **• Drafting project status report**  **• Trello board update**  **• Writing Assessment for week5**  **• Drafting Product Requirement Document**  **• Creating process map**  **• BA work plan** |
| *Planned key milestones, activities for the next week* | **• Have all the above and that of previous weeks produced, submitted and signed off**  **• Project status report (week1 to 6)**  **• End of design stage document**  **• Development stage plan document**  **• Assessment for week 6**  **• Create wireframes**  **• Revise AGILE scrum guide** |

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| DELIVERABLES | | |
| Deliverables expected for this week | ***Have you completed this?*** *Yes / No* | ***If complete, do you need to receive feedback?***  *Yes / No* |
| Project status report | Yes (as seen) | Yes |
| Trello board update | Yes | Yes |
| Assessment for week5 | Yes | Yes |
| Product requirement document | Yes | Yes |
| Process map | Yes | Yes |
| Updated BA work plan | Yes | Yes |

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| Risks | | | |
| Description | RAG Status | Owner | Mitigation plan |
| No risk identified yet | Green |  |  |
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| Issues | | | |
| Description | RAG Status | Owner | Approved action |
| Delayed deliverables | Amber | Most team members | Better management |
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| PROJECT SCHEDULE |
| ***{High level project plan diagram with milestones} e.g. see below ( extract from Project Plan)***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | *RAG* | *Activity/*  *Deliverable* | *Baseline Due Date* | *Estimated*  *Due Date* | *Commentary* | | ***Blue*** | ***Initial Test Strategy*** | ***15/10/2015*** | ***13/11/2015*** | ***Final approval received 10/11/2015.*** | | ***Amber*** | ***Plan for Test Activity incl. resource plan*** | ***30/10/2015*** | ***1512/2015*** | ***Follow on discussion with NS/MO/CS 15/12/12015.*** | | ***Blue*** | ***MS2.1 Professional Effort Test Plan and MAC*** | ***2/11/2015*** | ***3/12/2015*** | ***MS2.1 MAC signed-off.*** | |

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| --- | --- |
| INDICATOR LEGEND | |
| Blue | Complete |
| Green | On track |
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