Projects Management Document

# Issues

On the 28th of May the building we were working in on Mai Street in Upper Hutt went up in flames, destroying all of our equipment.

# Current Progress

The design of the project has been completed including developing functional specifications, developing prototype based on functional specifications, and incorporating feedback into functional specifications. Development of the code has been completed. A portion of testing has been completed, which is developing unit and integration test plans. A portion of the training has been completed, which is developing the training specifications. And finally, half of the documentation has been completed, which includes developing the help specification and help system.

# Proposed Action

Our team of 5 would hire space at Bizdojo on 3 Market Lane in Wellington as they have an office space already set up for work as well as wifi. It will take 3 days to hire the Bizdojo space and purchase new laptops for each of our team members.

# Delays

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| **Project Section** | **Delayed Date** |
| Test component module (partially completed) | Wednesday 6th June |
| Develop training materials (partially completed) | Monday 4th June |
| Training | Wednesday 13th June |
| Unit Testing | Wednesday 13th June |
| Integration Testing | Friday 29th June |
| Pilot | Friday 6th July |
| Deployment | Wednesday 11th July |

# Costs

5 HP 15-bs577TU from warehouse stationary at $549 and $798 for the flexi package that allows 5 days per week of access and is suitable for our small team. It will cost $2,745 to purchase 5 laptops for a total of $3,543.

# Date

The new date of deployment is Wednesday the 11th of July