Faculty of Engineering and Information Technologies

Inft5054 EBusiness Systems Technologies

PRACTICAL TASK 4

Single project creation in platform Asana

STUDENT

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Project Overview

The *Alpha* project was created in Monday.com to manage and monitor various phases of a business workflow efficiently. The platform provides a visual and collaborative workspace where tasks deadlines and responsibilities are clearly defined.

The project focuses on two main phases Planning and Execution covering activities such as stakeholder meetings requirement analysis cost estimation contract creation and reporting. Each task is systematically tracked through customizable columns showing its status priority due date timeline and budget.

This setup enables effective coordination among team members helping ensure that all deliverables are completed on time and according to project priorities. Using Monday.com's automation and visual tools the *Alpha* project demonstrates how modern work management platforms support transparency accountability and datadriven decisionmaking.

Tasks:

The screenshot above shows the **main board view of the Alpha project in Monday.com**. It includes a structured table format displaying all tasks under the *Planning* section. Each task is represented with key project details:

- **Status:** Indicates the progress of each task (e.g. *Done Working on it Not Started Stuck*).
- **Due Date:** Displays deadlines for task completion.
- **Priority:** Highlights the urgency or importance of each activity (*Low Medium High Critical*).
- **Timeline:** Provides a visual range for when tasks are scheduled.
- **Budget:** Shows the estimated cost allocation for each task.

Colorcoded indicators (green for completed orange for in progress grey for pending and red for stuck) make it easy to visualize progress at a glance. The table layout also allows the project manager to quickly review performance identify delays and optimize resource allocation.

Automations Overview:
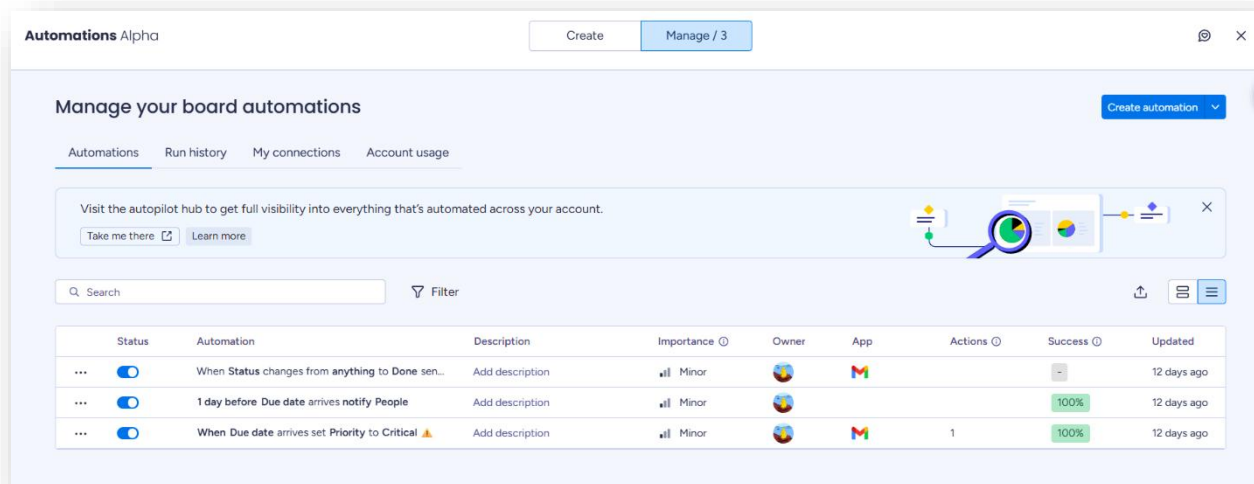
This screen titled Manage your board automations serves as the main control center for all automated workflows configured on the Automations Alpha Monday.com board. The active Automations tab confirms that the user is viewing the live status and logic of these rules. Other tabs such as Run history provide access to logs and performance data enabling comprehensive governance of the board's automated processes. The core of the screen is the list of programmed rules which includes critical functions like notifying team members 1 day before Due date arrives and automatically elevating the status of items to Priority to Critical when the deadline is reached. Each rule's current operating state is displayed via a clear toggle switch in the Status column (Blue = On). The presence of a warning sign on the Priority to Critical rule suggests a highimpact or conditional action that warrants extra attention.

The performance metrics provided here support transparency and accountability. The Success column showing 100% for the most recently active rules confirms that the automations are consistently executing their defined actions without system failure. The Updated column showing a modification time of 12 days ago provides a record of when the rule was last reviewed or changed contributing to effective change control within the project.

Automation Run History:


This screen accessed via the Run history tab functions as the audit log for the board's automations. While the previous screen showed *what* rules exist this screen shows *when* those rules were actually executed by the platform. It is a vital tool for verifying that timesensitive and critical automated actions have been reliably performed.

The list provides a precise record of executed actions such as the system successfully sending a notify People alert on two separate instances as well as an instance where the system successfully set the Priority to Critical status. The Success status for every visible row confirms reliability. By showing the exact rule that was triggered this view directly links the planned automation to the resulting action.

Crucially the screen provides an exact timestamp for each event such as the notification run on Oct 8 2025 at 7:00 AM. This precise logging ensures compliance with the project's schedule and controls. For example if a team member claims they were not notified about an imminent deadline the project manager can use this log to confirm that the automation to send the reminder did in fact execute successfully at the programmed time.

Summary Metrics and Distribution:
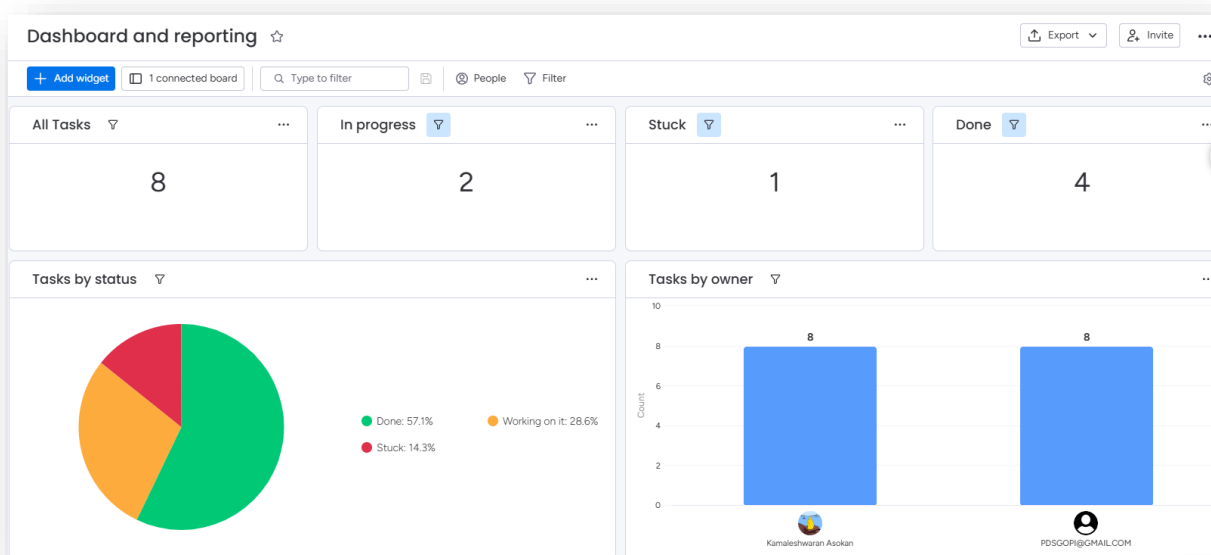
This screen begins with four toplevel Scorecards that summarize the project's numerical health. The project currently has a total of 8 tasks. Of these 4 tasks are Done signifying that 50% of the discrete work units have been completed. The remaining tasks are split between 2 tasks In progress and 1 task Stuck with the remaining task presumably in a Not Started status. This summary provides an immediate highlevel assessment of project completion and potential blocking issues. Below the scorecards the Tasks by status Pie Chart reinforces the completion data showing that 57.1% of the work is Done. However the key insight is the task distribution among the remaining work: 28.6% is Working on it (In Progress) and 14.3% is Stuck. This visual distribution highlights the critical need to resolve the impediment affecting the single Stuck task as it represents a significant portion of the uncompleted work.

The Tasks by owner Bar Chart provides an ownercentric view of the project's workload. It indicates that both listed owners Kamaleshwaran Asokan and PDSGOPI@GMAIL.COM are associated with 8 tasks each. Given the total task count is 8 this likely signifies that both individuals are listed as the owner or coowner for every task on the board establishing clear joint accountability for the entire scope of work.

Overdue and Future Schedule Analysis:
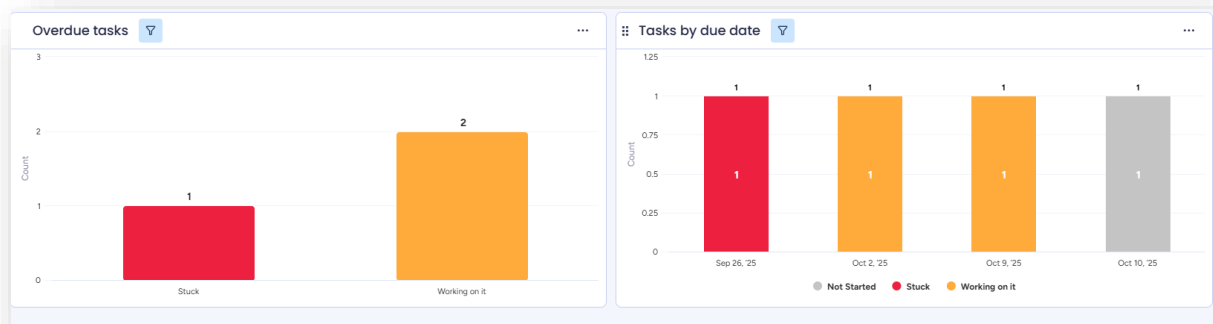
This screen focuses on timerelated metrics beginning with the Overdue tasks bar chart. This widget immediately flags tasks that have passed their deadline but are not yet complete. The chart shows 1 overdue task is Stuck (Red) which is a high priority for escalation and resolution. More concerning are the 2 overdue tasks that are still marked as Working on it (Orange) which indicates that resources are being spent on work that is already late requiring a direct managerial intervention to either complete them quickly or formally replan the deadlines.

Finally the Tasks by due date stacked bar chart offers a detailed breakdown of the schedule's compliance and upcoming pressure points. It shows that the Stuck task has been overdue since September 26 25. Critically the chart also provides a look ahead: the task due on October 9 25 is currently marked as Working on it signaling it is close to completion but not yet done. Furthermore the task due on October 10 25 is still Not Started (Grey) allowing the project manager to proactively allocate resources now to prevent this future task from also becoming overdue.

Conclusion:

The Alpha project although demonstrating a clear structure within the Monday.com environment (used here to illustrate the principles of project creation) shows a project that is progressing well but is at a critical juncture regarding its outstanding risks. The initial phase is over 50% complete with 4 out of 8 tasks Done. The system effectively supports the core PRINCE2 principles of Defined Roles and Responsibilities through explicit owner assignment and Focus on Products through welldefined task outputs like Create contract.

However the dashboard metrics highlight areas requiring immediate management intervention to ensure Continued Business Justification: Risk and Exception: The project has 3 overdue tasks including 1 task that is Stuck (14.3% of the total workload). Furthermore a critical future task due on October 10 25 is still Not Started. These metrics indicate clear breaches of schedule tolerances requiring the Project Manager to invoke the Manage by Exception principle to resolve the block and replan the overdue and lagging work.
System Effectiveness: The Automations feature is proven to be a reliable control mechanism with a 100% success rate in executing critical rules like deadline notifications and priority escalations. The Run History provides an auditable trail ensuring compliance and reinforcing accountability within the team.

In summary the Alpha project has established strong governance foundations through defined tasks clear accountability and automated controls. Its immediate success now depends on the project management team utilizing the detailed reporting data to proactively address the identified delays and unblock the current impediments ensuring the successful delivery of the remaining Execution phase.