**Report Details**

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| **Date of Checkpoint** | **25/03/2022** |
| **Period Covered** |  |

**Document details**

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| **Version** | **Modifications** | **Author** | **Date** |
| 1 | Created document | Mohammed Mahin Ibnay Mamun | 25/03/2022 |
| 2 | Approvals added | Mohammed Mahin Ibnay Mamun | 25/03/2022 |
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| 4 | Products added | Mohammed Mahin Ibnay Mamun | 28/03/2022 |
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| 6 | Added work package | Mohammed Mahin Ibnay Mamun | 28/03/2022 |
| 7 | Lesson learned added | Mohammed Mahin Ibnay Mamun | 01/04/2022 |

**Approvals**

This document requires the following approvals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** | **Version** |
| Ms. paton | Managing Director | Ms. paton | 25/03/2022 | 1 |
| Mohammed Mahin Ibnay Mamun | Project Manager | m.mamun | 25/03/2022 | 1 |
| Ahmed Iftikhar | Senior Software Engineer | Ahmed.iftikhar | 25/03/2022 | 1 |
| Bobbi Gray | App Developer | Bobbi.Gray | 25/03/2022 | 1 |
| Jack Alderdice | Junior Software Engineer | Jack.Alderdice | 25/03/2022 | 1 |
| Sam Mandele | Senior Network Engineer | Sam.mandele | 25/03/2022 | 1 |
| Jessica woods | Junior Network Engineer | Jessica woods | 25/03/2022 | 1 |

**Distribution**

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Date of Issue** | **Version** |
| Mohammed Mahin Ibnay Mamun | Project Manager | 18/03/2022 | 1 |
| Ms. Paton | Client (sponsor) | 25/03/2022 | 8 |
| Ahmed Iftikhar | Senior Software Engineer | 25/03/2022 | 8 |
| Bobbi Gray | App Developer | 25/03/2022 | 8 |
| Jack Alderdice | Junior Software Engineer | 25/03/2022 | 8 |
| Sam Mandele | Senior Network Engineer | 25/03/2022 | 8 |
| Jessica woods | Junior Network Engineer | 25/03/2022 | 8 |

**Products**

|  |  |  |
| --- | --- | --- |
| **Product Name** | **Work Undertaken** | **Date Complete** |
| System creation | We have made the system and installed hardware | 24/02/2022 |
| Test plan | The development of a software test strategy was done in preparation for the testing phase. | 11/02/2022 |
| Cost plan | I have prepared a cost plan that lists individual tasks and related expenses. | 12/02/2022 |
| Gantt Chart | I made a Gantt chart that details each activity and predicts the time it takes to complete it. | 05/01/2022 |
| System Testing | We tested out the system to check if there were any flaws or bugs. | 01/04/2022 |
| System Intergration | Intergrated system with MaxP Ltd. | 18/03/2022 |

**Quality Management**

In this task, the junior network engineer was responsible for testing the hardware we produced, similarly to our junior software engineer who was responsible for the testing of our software. Observing is necessary due to the reason errors/bugs or flaws may occur. Testing would be carried out after these errors were fixed to make sure the system was as error-free as feasible.

**Issues log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Raised** | **Raised By** | **Description** | **Action Taken** | **Date Closed** |
| 22/02/2022 | Senior network engineer | Difficulty with installing the hardware at location | Hardware was installed in a different room at the same location | 26/02/2022 |
| 23/03/2022 | Senior software engineer | Errors with software causing new software to be used for production meaning training is needed on the new app | An extra 2 days were taken to learn the new features of the new software | 25/03/2022 |
| 25/03/2022 | app developer | The new system did not meet all expectations | Extra few days were needed to make sure all requests from clients were added | 29/02/2022 |
| 24/03/2022 | Junior network engineer | Access from other devices was denied meaning we were at risk from others | More security was put in place over the next few days allowing the system to stay safe from outsiders. | 26/02/2022 |

**Lessons Learned**

As a group, we were able to finish the project ahead of schedule and on budget thanks to effective communication. Despite this, there were a few divergent viewpoints during the project's development that have been noted in the Concerns log. For instance, there was a difference of opinion between the network and software engineers over the location of the equipment. The communication plan that was previously established at the start of the project needed to be reviewed to ensure that everyone on the team could understand how to fix this.

Our team had to think about how we would create the new system because we were unaware that the software, we used to create the system would be undergoing repair. The team decided it would be preferable to utilize another, comparable programmed after reaching a weekly agreement. This had the drawback that no one had any expertise with the new program. The software needed further training, and that was the best method to solve the issue.

This project would have been completed a few days earlier, however there was a misunderstanding. The senior software engineer was not 100% clear on what features we needed to add to our system. This led to our app developers and junior software developers not completing what was required. Thankfully, this was mentioned at the weekly meeting and a quick solution was possible. On the other hand, this meant we took an extra day to add amendments.

Working as a team on this project gave us all the experience of potential hacks. This was visible to us when our system was up for testing. During these stages, we could see an external device was trying to grant access to the system. After this being done, the senior network engineer and junior network engineers sat down and had a talk about the safest and fastest way to solve this from revoking. The conclusion came down to getting stronger access which was priceless but more time consuming however the structure of this task shows we had more than enough time to add these safety guides.