**Report Details**

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| **Date of Checkpoint** | **25/03/2022** |
| **Period Covered** | **02/03 - 25/03** |

**Document details**

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| **Version** | **Modifications** | **Author** | **Date** |
| 1 | Created document | Mohammed Mahin Ibnay Mamun | **23/03/2022** |
| 2 | Approvals added | Mohammed Mahin Ibnay Mamun | **23/03/2022** |
| 3 | Distributions added | Mohammed Mahin Ibnay Mamun | **23/03/2022** |
| 4 | Products added | Mohammed Mahin Ibnay Mamun | **27/03/2022** |
| 5 | Quality management added | Mohammed Mahin Ibnay Mamun | **27/03/2022** |
| 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** | **Version** |
| Director of Operations | Mr ward | Mr. Ward | 29/03/2022 | 1 |
| Director of IT | Mrs Evans | Mr. Evans | 29/03/2022 | 1 |
| Project Manager | Mohammed Mahin ibnay mamun | m.mahin | 29/03/2022 | 1 |

**Distribution**

This document has been distributed to:

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| --- | --- | --- | --- |
| **Name** | **Role** | **Date of Issue** | **Version** |
| Mohammed Mahin Ibnay Mamun | Project manager | 23/03/2022 | 1 |
| Mr. Carson | Senior Software Engineer | 29/03/2022 | 8 |
| Mr. Ahmed | Senior Network Engineer | 29/03/2022 | 8 |
| Mr. Ward | Client (sponsor) | 29/03/2022 | 8 |
| Mr. Evans | Director of IT | 29/03/2022 | 8 |

**Products**

|  |  |  |
| --- | --- | --- |
| **Product Name** | **Work Undertaken** | **Date Complete** |
| System creation | Software was created and hardware was manufactured | 19/02/2022 |
| Test plan | A software test strategy was developed to prepare for the testing phase. | 06/03/2022 |
| Cost plan | I have prepared a cost plan that lists individual tasks and related expenses. | 07/03/2022 |
| Gantt Chart | I made a Gantt chart that details each activity and predicts the time it takes to complete it. | 08/02/2022 |
| System Testing | System tests are performed to use the previously created test plan to find problems. | 29/03/2022 |
| System Intergration | integrating the system with the Civil aviation northeast company | 26/03/2022 |

**Quality Management**

A senior software developer and senior network engineer were in fact in charge of system testing. Monitoring would have been done to determine how well the system worked plus find any mistakes that had been made. Regression tests would be run after these faults were fixed to make sure the system was as error-free as achievable.

**Issues log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Raised** | **Raised By** | **Description** | **Action Taken** | **Date Closed** |
| 18/02/2022 | Senior network engineer (Mr. Ahmed) | It required waiting a week for such a third-party distribution supplier to provide some of the local server hardware. | Another week has passed while we wait, and other project components have been worked on. | 24/02/2022 |
| 19/03/2022 | Senior software engineer (Mr. Carson) | Programmers now have immediate access to a system that was previously inaccessible while being tested thanks to the solution. | To ensure that the issue can be fixed and tested, the testing process will last an additional 2 days. | 21/03/2022 |
| 20/03/2022 | Senior network engineer (Mr. Ahmed) | Due to an infrastructure issue, communication between the system and the cloud server has been halted. | It will take an additional two days to correct the flaws in this flaw. | 22/03/2022 |
| 05/02/2022 | Database admin (Mr. king) | Planning the testing for other staff. | This can take a day to plan the planning. | 06/02/2022 |

**Lessons Learned**

As a team, we were able to finish the assignment ahead of schedule and on budget thanks to effective communication. However, during the project's development, there were a few different viewpoints that have been noted in the Concerns log. For example, due to the fact there are multiple people who can complete a task, they should only complete the task they are assigned to. This instruction was given to them by another member of staff. For example, the senior network engineer told all the junior network engineers what they should work on and which days.

Throughout the course of the project, many various unexpected issues began to arise, some of which were internal and some of which were external. As a result of the late deliveries, the senior network engineer and junior network engineers, for example, were unable to install the equipment quickly and had to spend more time. This came about as a result of the hardware delivery company, a third party, running into unanticipated issues that also affected the project.

In order to solve the issue while they waited a few days for the hardware to arrive, our team opted to begin building the infrastructure. We intend to move forward with the next stage and then return once the hardware is delivered to avoid wasting time as we had a timeframe. Because of this, purchasing the gear cost a little bit more, but it wasn't a major issue because our estimated cost was still 30% less than the total budget. If the external causes of the issue had been more accurately identified, alternative distribution options might have been considered. Removing the dangers and issues from outside is essential for the project to have the highest possibility of being finished on time and within the set budget.