**Report Details**

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| **Date of Checkpoint** | **10/08/2022** |
| **Period Covered** |  |

**Document details**

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| **Version** | **Modifications** | **Author** | **Date** |
| 1 | Created document | Mohammed Mahin Ibnay Mamun | **10/08/2022** |
| 2 | Approvals added | Mohammed Mahin Ibnay Mamun | **10/08/2022** |
| 3 | Distributions added | Mohammed Mahin Ibnay Mamun | **10/08/2022** |
| 4 | Products added | Mohammed Mahin Ibnay Mamun | **14/08/2022** |
| 5 | Quality management added | Mohammed Mahin Ibnay Mamun | **14/08/2022** |
| 6 | Added work package | Mohammed Mahin Ibnay Mamun | **16/08/2022** |
| 7 | Lesson learned added | Mohammed Mahin Ibnay Mamun | **18/08/2022** |

**Approvals**

This document requires the following approvals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** | **Version** |
| Mr Elves | Managing director | Mr.Elves | 17/08/2022 | 1 |
| Mohammed mahin ibnay mamun | Project Manager | m.mahin | 17/08/2022 | 1 |
| Steven taylor | Senior Software developer | s.taylor | 17/08/2022 | 1 |
| Israel shodeinde | Senior network developer | I.shodeinde | 17/08/2022 | 1 |
| Charlotte brooks | Software developer | c.brooks | 17/08/2022 | 1 |
| Verity Liddle | Software developer | V.little | 17/08/2022 | 1 |
| Mrugagya Mulay | Cloud engineer | M.mulay | 17/08/2022 | 1 |
| Cameron Middleton | Junior cloud engineer | c.middleton | 17/08/2022 | 1 |
| Harry Scott | Junior network engineer | H.scott | 17/08/2022 | 1 |

**Distribution**

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Date of Issue** | **Version** |
| Mohammed Mahin Ibnay Mamun | Project manager | 10/08/22 | 1 |
| Steven Taylor | Senior Software Engineer | 17/08/22 | 8 |
| Israel shodeinde | Senior Network Engineer | 17/08/22 | 8 |
| Mr. Elves | Client (sponsor) | 17/08/22 | 8 |

**Products**

|  |  |  |
| --- | --- | --- |
| **Product Name** | **Work Undertaken** | **Date Complete** |
| System creation | Software and hardware were developed | 24/06/2022 |
| Test plan | The development of a software test strategy was done in preparation for the testing phase. | 11/07/2022 |
| Cost plan | I prepared a cost plan that lists individual tasks and related associated expenses. | 12/07/2022 |
| Gantt Chart | I made a Gantt chart that details every activity and predicts the time required to accomplish it. | 05/06/2022 |
| System Testing | Systems testing is performed to look for problems using the previously created test plan. | 18/08/2022 |
| System Intergration | integrating the system with the centrally located system across all KJElearning's offices around the world | 03/08/2022 |

**Quality Management**

The system testing was indeed the responsibility of the senior software developer and senior network engineer. Monitoring would have been carried out to evaluate the system's performance and identify any flaws that have been made. Following the correction of these faults, regression testing would be conducted to ensure that the system was as error-free as possible.

**Work Package Tolerance Status**

|  |  |
| --- | --- |
| **Time:** | **15 days** |
| **Cost:** | **£11,000** |
| **Quality:** | **The work undertaken by the development team was assessed in testing.** |

**Issues log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Raised** | **Raised By** | **Description** | **Action Taken** | **Date Closed** |
| 23/06/2022 | Senior network engineer (Israel Shodeinde) | Some of the local server hardware had to be delivered by such a third-party distribution provider, which necessitated having to wait a week. | Whilst we must wait, another week has been spent working on other project components. | 30/07/2022 |
| 04/08/2022 | Senior software developer (Steven Taylor) | The solution enables programmers to immediately access a system that was unreachable while it is currently being evaluated. | The testing process will continue for an extra 2 days to ensure that the problem can be rectified & tested. | 06/08/2022 |
| 26/07/2022 | Senior network engineer (Israel Shodeinde) | Communication between the system and the cloud server has been interrupted due to an infrastructural fault. | To fix the faults in this fault, an additional 2 days is necessary | 28/07/2022 |
| 18/07/2022 | Cloud Engineer (Mrugagya Mulay) | The senior network engineer Israel as well as the cloud engineer had a discussion on equipment. | To settle the conflict, a talk with the PM (Project Manager) was carried out, adding an extra two days. | 20/07/2022 |
| 15/07/2022 | Senior software developer (Steven Taylor) | There was outdated security software on the office computer | An additional day was taken to fix install updates by the software developers and cloud engineers. | 16/07/2022 |

**Lessons Learned**

As a team, due to excellent communication, we all managed to complete the task before our set deadline and within our budget. Nevertheless, there were a few differing opinions during the project's development which have been mentioned in the Concerns log. For example, the cloud engineer and the network engineer disagreed about where equipment should be placed. This should have been fixed by reviewing the communication strategy that was initially laid out at the beginning of the project to ensure that everyone on the team could come to an understanding.

Numerous different unpredicted problems started appearing throughout the project, some of which were internal and a few of which were external. For instance, the senior network and cloud engineer was unable to install the equipment in a timely manner and was forced to spend additional time as an outcome of late deliveries. This resulted from the hardware delivery firm, a third party, experiencing unanticipated problems, which also had an impact on the project.

Working as a team, we decided to start on constructing the infrastructure while they waited a week for the hardware to arrive to find a solution to the problem. We plan to take the next step and once the hardware arrives, we will go back so we do not waste any time as it is important because we had a deadline. That is why we had to spend a little more money to get the hardware, but it was not a big problem. Alternative delivery services may have been taken into consideration if external causes of the problem had been better identified. removing the external threats and problems Is crucial for the project's best chance of being completed on schedule and within budget.

There were significantly more mistakes and surprising problems than predicted at the early stage of system evaluation. The development's analysis, repairs, and bug fixing were originally scheduled to take 15 days, although this period was eventually extended to 18 days due to the 3 additional days of development additional testing due to the unanticipated mistakes. The unanticipated number of errors/faults discovered resulted in a £3,000 extra cost to the project. With a shorter timeline, the project will still be able to be completed on time. Regression testing, fault and error fixing, and testing should all take more time to prevent future failures. In this situation, the development will still be able to be completed on schedule, but greater vigilance needs to be used in future projects.