**Fooder**

**Post-Performance Analysis**

**Prepared by:**  **FOD Project Management Solution, Inc.**

**Issue date: 30** **March 2022**

**Version:** **1.0**

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# 1. Project Team Staffing

The Fooder Application Project Team consists of the following team members:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title / Project Role** | **Contact** |
| Shady Mohammed | Project Manager | s.xxx@uottawa.ca |
| Matheus Schaly | Project Manager 1 | m.xxx@uottawa.ca |
| Jack Wu | Project Manager 2 | j.xxx@uttawa.ca |
| Wen-Jung Chen | Project Manager 3 | w.xxx@uottawa.ca |
| Simon Fu | Project Manager 4 | si.xxx@uottawa.ca |
| John Doe | Development Manager | jo.xxx@uottawa.ca |
| James Smith | Business Analyst Manager | ja.xxx@uottawa.ca |

The Fooder Application Project Team members used standard project management methodologies to successfully complete the project. The project team was a matrixed organization with full support from functional managers, steering committee and senior leadership. Effective communication, detailed planning, stakeholder involvement, project management best practices, and organizational structure together played crucial roles in the project’s success.

The Fooder Application Project Team was staffed with one resource per development area. If any additional resources or fundings were required, requests need to be made to the Project Sponsor by the Project Manager. In that case, the impact on project cost and schedule would need to be redefined.

# 2. Project Schedules and Deliverables

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| --- | --- | --- | --- | --- |
| **Deliverable / Milestones Name** | **Description** | **Target Date** | **Actual Date** | |
| Project Charter | Discusses the overall outlook on the project | 27-sep-2019 | 26-sep-2019 |
| Technical Requirements Document | Outlines the features and intended behavior of a software application | 21-oct-2019 | 24-nov-2019 |
| Project Plan | Guides the control and execution of a project | 25-nov-2019 | 24-nov-2019 |
| Communication Plan | Sets clear guidelines for how information will be shared with client, team and other stakeholders. | 25-dec-2019 | 20-dec-2019 |
| System Design | Defines the architecture, modules, interfaces, and data for a system to satisfy specified requirements. | 4-feb-2020 | 24-nov-2019 |
| Test Plan | Describes software testing scope and activities. | 4-apr-2020 | 24-nov-2019 |
| Customer Acceptance | Executes formal testing with the customer | 30-jan-2022 | 28-jan-2022 |
| Product Deployment & Project Completion | Ends the project development life cycle | 1-apr-2022 | 30-mar-2022 |

When analyzing the deadlines, we have set for our project within the project charter, we can see that the majority of our milestone deadlines have been met. Although an initial draft of the Technical Requirements Document was completed on schedule, we had several additions and changes to our requirements which delayed the completion of the document. Changes within requirements are often the result of lack of communication with the customer. In the future, taking more proactive steps in communication in order to have a better idea of what exactly the customer wants will be necessary.

# 3. Project Costs

The initial budget cost for the Fooder project was set to C$ 3,498,963.06. However, the actual final cost is C$ 3,174,900.00 The details of the budget cost and actual cost of each resource type expenditure can be seen at the table below.

|  |  |  |
| --- | --- | --- |
| **Resource Type Expenditure** | **Budget Cost** | **Actual Cost** |
| Labour | C$ 3,139,552.36 | C$ 3,150,000.00 |
| Hardware | C$ 14,250.00 | C$ 0.00 |
| Software | C$ 2,548.85 | C$ 4,900.00 |
| Contracted Services | C$ 2,824.60 | C$ 20,000.00 |
| Contingency | C$ 399,787.25 | C$ 0.00 |
| **Total** | **C$ 3,498,963.06** | **C$ 3,174,900.00** |

There’s a small difference between the budget cost and actual cost related to labour. Therefore, the labour was on budget. The hardware’s cost is under budget because the company already had all the software needed for the project’s development. Software’s cost is over budget due to unforeseen need of a proprietary AI software tool. Contract services is over budget also due to an unforeseen necessity to use more machine power from Amazon servers.

Overall, even though there were some over budgets expenditures, they were not so relevant and did were calculated by considering the contingency budget. Therefore, the project ended up successfully under budget.

# 4. Project Risks

The following table shown how we handle risk along with its mitigations throughout this term.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Impact** | **How they were resolved** | **Lesson learned** |
| Technical limitations with technologies for project manager | Unable to meet the deadline of producing a quality prototype | A minimum value product prototype was produced with missing functionality | Give responsibility of prototype development to the development team |
| Mis-alignment of availability throughout the week | Unable to meet deliverable deadlines | We setup a timeslot to meet up once a week | Make sure all team member can dedicate a center amount of time every week. |
| Mis communication between team members | Result in different expectations | Touchpoint throughout the week to make sure the work being done is correct. | The need of touchpoint should be addressed up front. Make sure all members have the same expectation. |

# 5. Project Recommendations

Even though the Fooder Application Project is a successfully executed project, to further improve this project, we listed some of the recommendations or lessons learned:

Recommendation #1:

Involve development team in the creation of prototype so we can give the customer a better demo.

Recommendation #2:

Set a minimum of one meeting at the end of each sprint with the Product Sponsor to ensure that the Product Sponsor is up to date with the products progress. It helps to minimize risks by reducing discrepancies between the requirements and the actual prototype.

Recommendation #3:

Study documentation from similar past projects to increase the accuracy in estimation in budgets, schedule and resource allocation.