**Project Control for client portfolio management**

**Project Overview:**

Project Name: Client portfolio management

Project Leader: Tong Yu

Project manager: Penelope Huang

**Milestone:**

The group start Project at 1 / August /2023 and the deadline is 3-21 June. This table does not include Project Proposal and State report or any other report that needs to be handed, but it includes the requirement of finding for this project.

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| --- | --- | --- |
| Task name | Duration | States |
| Client requirement report | 5 days | ✔ |
| SharePoint investigation:   * Advantages and Disadvantages * SharePoint usage process * School system Process * Functions in Microsoft. | 43 days | ✔  ✔  ✔  ✔ |
| Ideal system investigation:   * Advantages and Disadvantages | 43 days | ✔ |
| Stakeholder report | 1 day | ✔ |
| Other Stakeholder meeting report   * Jacqui Whalley * Leanne Bint * Tanya Savage |  | ✔ |
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**Project Progress:**

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| --- | --- | --- | --- |
| Task Name | Duration | Start time | Finish time |
| Project Proposal V1 | 16 days | 2/8/2023 | 18/8/2023 |
| Identify Project | 7 days | 2/8/2023 | 9/8/2023 |
| Investigate Technologies | 7 days | 2/8/2023 | 9/8/2023 |
| Requirements gathering | 7 days | 2/8/2023 | 9/8/2023 |
| Executive Summary | 3 days | 12/8/2023 | 14/8/2023 |
| Term of reference | 6 days | 12/8/2023 | 18/8/2023 |
| Rationale for the project | 6 days | 12/8/2023 | 18/8/2023 |
| Scope and objectives | 6 days | 12/8/2023 | 18/8/2023 |
| Project and objectives | 6 days | 12/8/2023 | 18/8/2023 |
| Project method | 3 days | 15/8/2023 | 18/8/2023 |
| Project Plan | 3 days | 15/8/2023 | 18/8/2023 |
| Skills analysis | 2 days | 16/8/2023 | 18/8/2023 |
| Costs analysis | 2 days | 16/8/2023 | 18/8/2023 |
| Prepare presentation | 4 days | 21/8/2023 | 24/8/2023 |
| Client requirements report | 5 days | 2/8/2023 | 6/8/2023 |
| SharePoint investigation: | 43 days | 14/8/2023 | 25/9/2023 |
|  |  |  |  |
| Project Proposal V2 | 6 days | 19/9/2023 | 24/9/2023 |
| Project Proposal V3 | 2 days | 2/10/2023 | 3/10/2023 |
| State report | 9 days | 4/10/2023 | 13/10/2023 |
| Portfolio | 11 days | 11/10/2023 | 22/10/2023 |
| Mid-Review Presentation | 3 days | 1/11/2023 | 4/11/2023 |