

Report #1

Phase : **Initiation and Planning phase**

Last update : 3-11-2021

Due to an error in arranging task of microsoft project, the planning phase time was duplicated with execution phase time, so we must fix it by making a major change in microsoft project file.

Estimated : from 11-10-2021 to 28-10-2021

Reality : from 11-10-2021 to 20-10-2021

Changes : We finished scope statement in just 1 day instead of 1 week, and develop project plan in 3 days instead of 1 week, so we decided to make our project go faster.

We updated our .mpp file here after a kickoff meeting.

It's Project_update_1.mpp in

In the meeting I decided to reduce duration of the task "Develop project plan" from 1 week to just 3 days.

Also we updated complete percentage of the phase.

Estimated Cost in this phase \$2760

Real cost in this phase : \$2736 - for project manager.

Summarize :

- Phase done : 100%
- Overall project done : 7%
- Earned value : 0

Lesson Learned :

- So tight deadlines is not good, but so many slack time will let the project unoptimized.