PROJECT DOCUMENTATION

HIGHLIGHT REPORT

Project: **E-commerce website for Caramels and Almonds**

Release: June 2023

Date: 14th July 2023

Period Covered: 1st week to 6th week

PRINCE2

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Version No: 1.0

1   Highlight Report History

1.1   Document Location

This document is only valid on the day it was printed.
The source of the document will be found on the project's PC in location

1.2   Revision History

Date of this revision: 14/07/2023
Date of Next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
14/07/2023	-	First issue	

1.3   Approvals

This document requires the following approvals.
Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version
Dr.Yasas Jayaweera		Project Board	23/07/2023	1.0
Pruthuvi Wijesinghe		Project Manager	23/07/2023	1.0
Miss. Senuthi Wijesinghe		Client	23/07/2023	1.0

1.4   Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Pruthuvi Wijesinghe	Project Manager	23/07/2023	1.0
R.S Senarathna	Quality Manager	23/07/2023	1.0
A.S De Silva	Risk Manager	23/07/2023	1.0
Hasini Jayasekara Vithanage	Scheduling Manager	23/07/2023	1.0
H.M.Pumudi Herath	Start-up Manager	23/07/2023	1.0

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Highlight Report

3   Purpose

At defined periods, the project's highlight report informs viewers of its most recent developments. If the project is behind schedule, the project board and project team will take the necessary actions to speed up the workload and finish it within the designated time limit. The group is currently working on Sprint 2. According to the project's Gantt chart, now that we've finished sprint 1, the front end of the project should be created by the developers by the end of the fifth week. Tasks were completed under the supervision of project board member Dr. Yasas Jayaweera.

4   Budget Status

The project's budget has been thoroughly examined in order to guarantee that costs are kept reasonable while maintaining the product's quality. There have been no unforeseen expenses or other financial outflows that have led to budget waste. The budget that was originally created and approved is still on track. The project manager and team members discuss the status of the budget at each team meeting.

	Description	Basis	Unit	Rate	Amount
Domain	Purchase of a domain name(Local)	Annual	1	5,000	5,000
Hosting	Web hosting services	Monthly	1	2,000	2,000
Website Design	Design and development of the website	One-time	1	50,000	60,000
Ecommerce Platform	Integration of an ecommerce platform	One-time	1	20,000	20,000
Payment Gateway	Integration of a payment gateway(Basic Plan)	One-time	1	10,000	10,000
Content	Creation of website content	One-time	1	20,000	20,000
SEO	Search engine optimization	Monthly	1	7,000	7,000
Marketing	Online marketing and advertising	Monthly	1	7,000	7,000
Maintenance	Ongoing website maintenance	Monthly	1	3,000	3,000
	Client Requirement Gathering	Per Hour	2	2,000	4,000
	Other Expenses				2,000
Total					140,000

Figure 4. 1: Budget created for the proposed project

5   Schedule Status

The team performed all of the tasks that were due by July 16, 2023. System planning, requirement gathering, and the proposed project design have all started effectively. To complete the project, the developers are actively involved in its development.

1. Week 01- Project Initiation

2. Week 02- Completed the project initiation phase and started the requirement gathering phase

3. Week 03- Documentation

4. Week 04- Sprint 01

5. Week 05- Completed sprint 01 and started working on sprint 02

6. Week 06- Working on Sprint 02

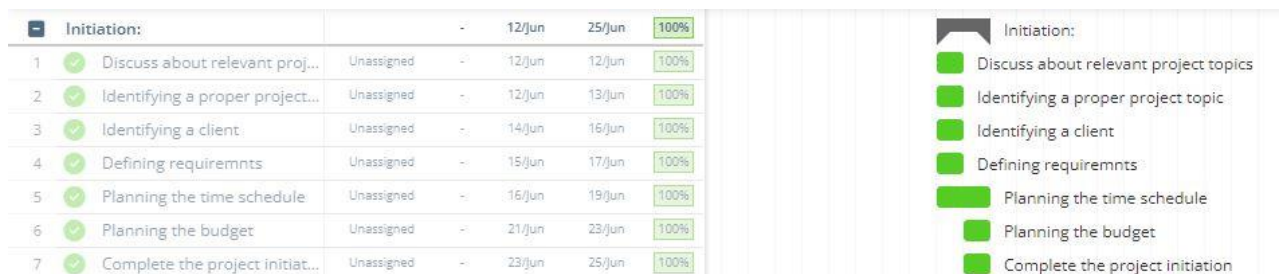The following figures shows the completed tasks in green.
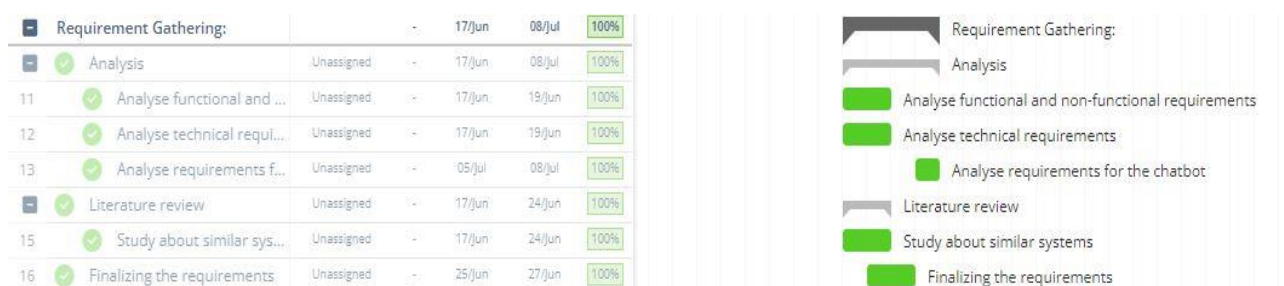

Figure 5. 1: Project initiation phase
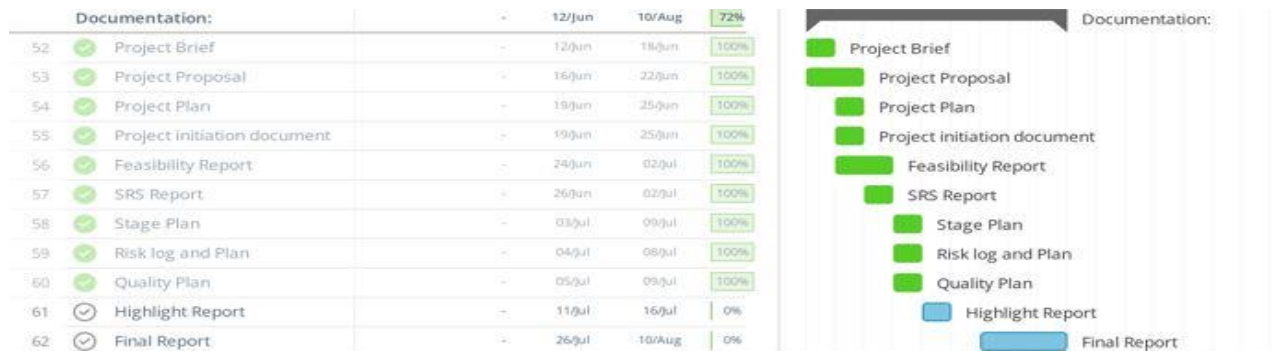

Figure 5. 2: Requirement gathering phase

Figure 5. 3: Documentation phase

Figure 5. 4: Execution phase Sprint 01

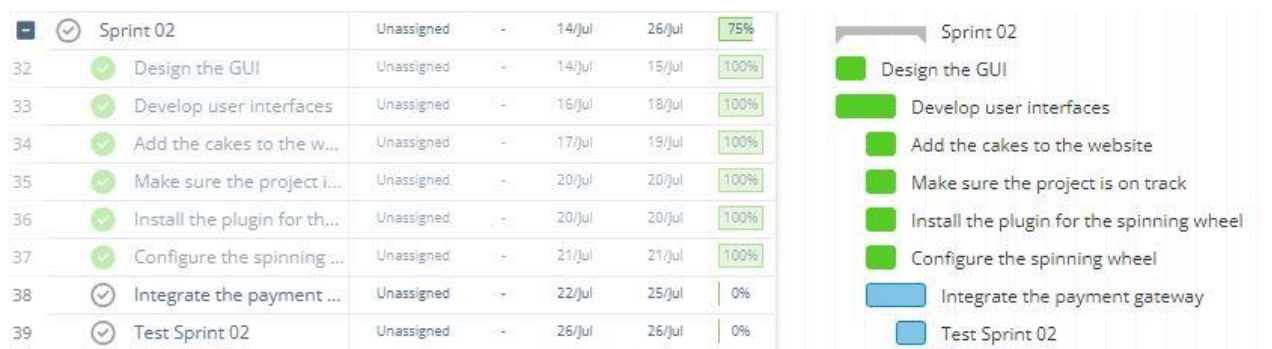*Figure 5. 5: Execution phase Sprint 02*

6   Products Completed

According to the product breakdown structure created for the Caramels and Almonds e-commerce website, some of the tasks have already been completed. According to the Gantt chart, the necessary plugins have been installed, and work on designing and developing the user interfaces has started.

Tasks that have been completed:

- Purchased a domain for the project
- Installed the web server
- Installed the DBMS
- Installed and configured WordPress
- Installed Woo Commerce and other plugins
- Installed and configured the selected base theme
- Designed and developed the user interfaces of the website
- Cakes have been added to the website
- Configured the spinning wheel

Documents that have been completed:

- Meeting minutes
- PFD
- PBS
- WBS
- Gantt chart
- Use Case Diagram
- Class Diagram
- Activity Diagram
- ER Diagram
- SRS report
- Project Brief
- Stage plan for Sprint 01
- Business Case
- Project plan
- Product description
- PID

- Communication Plan

- Configuration Management Plan

- Project Quality Plan

- Quality checklist

- Quality log

- Risk log

- Risk plan

- Work Package for Sprint 01

- Exception report

7   Problems and Risk Update

Up to the expected level, the project team has accomplished the tasks without any significant problems. Thus, it covers the completion of documents, and there have been no issues for the project team. The risk log predicts potential issues that will be successfully mitigated.

8   Products to be completed

Tasks that should be completed include:

- Integrate the payment gateway

- Train the AI chatbot

- Integrate the AI chatbot into the website

Documents to be completed include:

- Lessons Learned Report

- Offspecification report

- Acceptance Criteria Document

- Lessons Learned Log

- Checkpoint Report

- Post-Project Review Plan

- Issue Log Document

- Project Issue Document

- Project approach

- User documentation

- Other required diagrams

9   Project Issue Status

Requests for modifications, improvements, or ideas are discussed during the client meeting. When creating documents using the PRINCE2 project management methodology, uncertainties frequently arise. As a result, at each board meeting, team members obtained answers to their problems by presenting questions to the project board.

10   Budget/Schedule Impact

The development of the Caramels and Almonds e-commerce website has gone without any problems so far. The project team sticks to the estimated budget. The project's initial tasks have already consumed about half of the allotted expenses. All of the tasks are managed using the project's Gantt chart. Project duties have already been assigned to the team members by the project manager. The project management tool "Trello" is used by the manager to keep track of each task that is given to the team members. The team members must complete the Caramels and Almonds e-commerce website by the deadline because the project's timing is crucial, as shown in the Gantt chart. The estimated budget was not changed by the project team either. The time frame of the Gantt chart has been adjusted in accordance with project deadlines, and the new Gantt chart has been released. The project team calculated the project's cost using an EV analysis. The graph below shows the results of the EV analysis until week five of the progression.

Total Budgeted Cost	**136000**	1000	1500	23000	46500	30000
Cumulative Planned Value (PV)		1000	3000	30000	80000	110000

Actual Cost and Earned Value

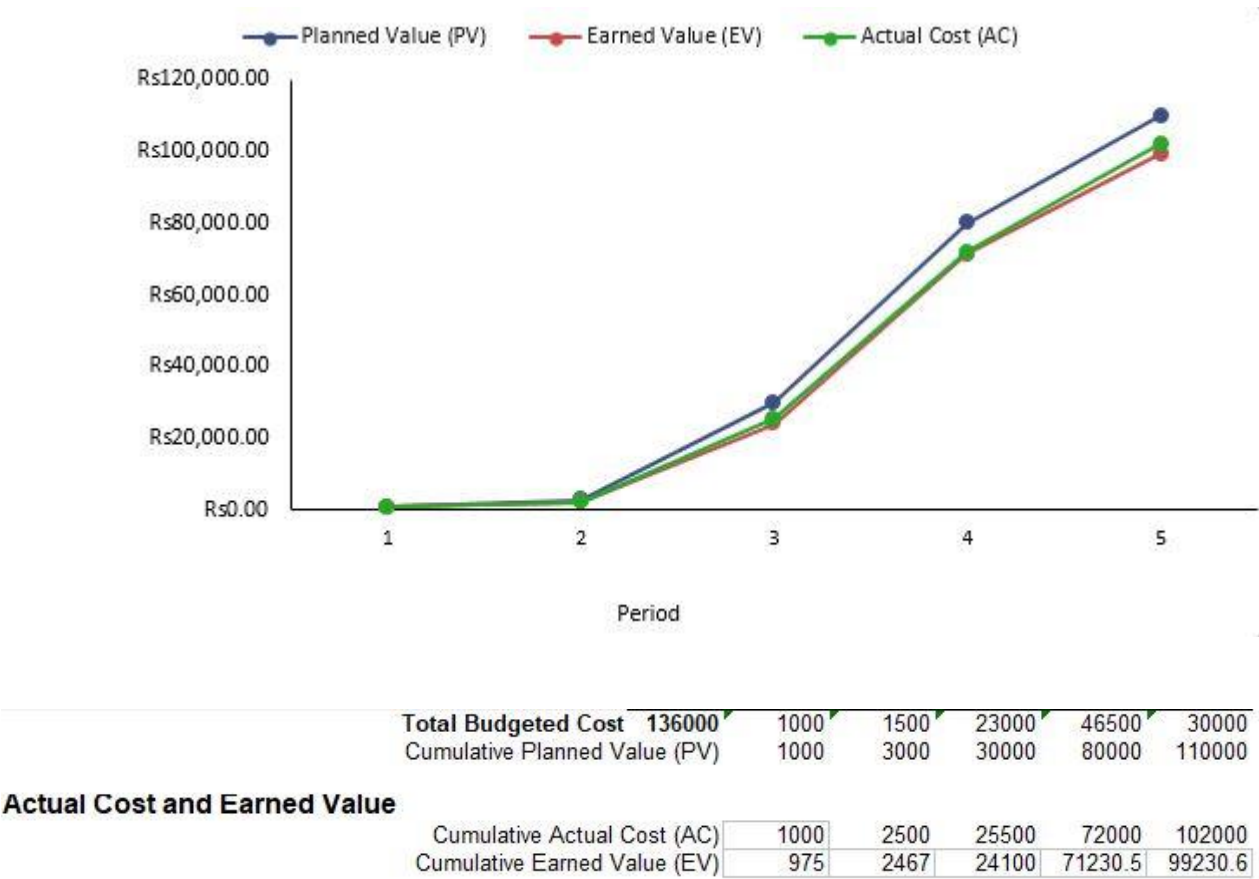|					
Cumulative Actual Cost (AC)	1000	2500	25500	72000	102000
Cumulative Earned Value (EV)	975	2467	24100	71230.5	99230.6

Figure 10. 1: Budget/Schedule impact