Project Management Capstone Project

Project Charter Overview:

The Project Charter is the first document created in the Initiation phase. It answers the "what," "why," and "who" of the project. The project sponsor must approve the project charter before formal planning can begin.

The Project Charter is often developed based on information provided in a business case, Statement of Work (SOW), or agreement such as a contract, Memorandum of Understanding (MOU), Service Level Agreement (SLA), and so on.

Use this template to create your Project Charter.

Section I: General Project Charter Information

Charter Item	Comments
Project name	AHI App Development(alias Marketing Data Application)
Project goal	This app will help AHI gather information and data to better understand the target market and develop strategies in real time.
Project value proposition and benefits	Project Value Proposition: Enabling product development and phase-out decisions, improved pricing analysis, increased sales, improved customer satisfaction, and acceleration of new product launch decisions. Benefits: AHI believes the design and implementation of this app will provide the following initial benefits: • Enable faster introduction of new and updated products to the target market • Improve the overall AHI customer experience • Enable better positioning to be worked out through analysis of individual product sales • Enable better business decisions • Accelerate the testing of new product concepts • Gain insights into current shoppers and demographics • Enable improved brand tracking
Problem or opportunity statement	Currently, tracking is done with a variety of unlinked systems and depends on manual consolidation efforts. Collecting and analyzing data takes time, delaying decision making. The leadership team at AHI recently launched a strategic initiative to improve its understanding and analysis of its target market on a real-time basis. AHI has a robust marketing department.
Project schedule	Planning Date: April 2024 Event End Date: Nov 2024
Project manager	Cary Manning
Approval authority/sponsor	Mary Smithers

Section II: Additional Clarifying Information

Assumptions or constraints	We can develop a viable app to meet marketing needs. IT can support the app. The app will improve marketing effectiveness. 20% ROI in Year 1. $250,000 fixed budget. Schedule critical.
Proposed solution(s) high-level overview	Step 1: Design Phase (May 2024) o Finalize app requirements, analysis, and design o Finalize all IT infrastructure upgrade requirements Step 2: Develop Phase (Jun-Aug 2024) o Develop an initial app prototype o Develop the required IT interface Step 3: Test App Phase (Sep 2024) o Perform initial beta test o Gather feedback o Upgrade app and IT infrastructure Step 4: Launch App Phase (Oct 2024) o Add two new hires to support IT o Train personnel on the new app o Launch the app o Gather feedback

<table>
<tr><td></td><td>Step 5: Improve Phase (Nov 2024)<ul><li>Incorporate feedback</li><li>Make adjustments</li><li>Monitor app effectiveness</li><li>Plan for Version 2</li></ul></td></tr>
<tr><td>Project priorities</td><td>1. Schedule: Cannot deviate from the Nov 2024 deadline.
2. Cost: $250,000 is the fixed budget.<table><tr><td>Cost</td><td>Estimate</td></tr><tr><td>App development</td><td>$180,000</td></tr><tr><td>Data feeds</td><td>$5,000</td></tr><tr><td>IT hardware and software</td><td>$15,000</td></tr><tr><td>IT storage</td><td>$15,000</td></tr><tr><td>Security upgrades</td><td>$20,000</td></tr><tr><td>Personnel</td><td>$15,000</td></tr></table>3. Scope: Need to leverage AHI to achieve a higher share of projected global industry growth of 4.5% to 7.5% over the next three years.</td></tr>
<tr><td>Return on Investment (ROI)</td><td>ROI Addressed: 20% in Year 1.<table><tr><td>Cost / Solutions</td><td>Benefits</td></tr><tr><td>App development</td><td>Increased revenue</td></tr><tr><td>Data feeds</td><td>Increased customer satisfaction</td></tr><tr><td>IT hardware and software</td><td>Cost avoidance</td></tr><tr><td>IT storage</td><td>Improved product time to market</td></tr><tr><td>Security upgrades</td><td>Improved marketing focus</td></tr><tr><td>Personnel</td><td></td></tr></table></td></tr>
<tr><td>Risks
(Potential)</td><td>Over-budget: reduced ROI
Design flaws: app launch delays
Development delays: app launch delays
IT capability issues: reduced ROI and app launch delays
Internal app development capacity: app launch delays</td></tr>
<tr><td>Resources required</td><td>C – Suite
Marketing Research
Marketing Strategy
Finance
IT Software’s
Testing members(Focus group)</td></tr>
</table>

Stakeholder Register:

Stakeholder Register format Develop Marketing Data Application Project							
Name	Organization	Role	R	A	C	I	Comments
Rakeshsarma Karra	PMO	Project Manager(C-Suite)	x	x			N/A
Pranav	COO	Sponsor(Finance)		x		x	Look into fundings/Approvals
Teja	Research	Marketing Research	x	x	x		Do research about the markets and bring new ideas on the table
Subhash	Strategy	Marketing Strategy		x	x	x	Have a keen understanding about the market fluctuations and recommend accordingly.
SaiTeja	Training	IT Software Trainer	x	x	x		Responsible for improving the skills of the employees by conducting workshops.
Srikanth	Customer Liaison	Review Materials		x	x	x	Responsible for the documentation and sign-off.

RACI terms defined	ROLE	DEFINED
	R	Responsible for performing work or tasks
	A	Accountable for outcomes
	C	Consult as a subject matter expert (SME)
	I	Inform as project progresses

Version: 1, 16 Apr 2024

Work Breakdown Structure:

		1.0 Marketing Data Application Development Project		Level 1 Project level
1.1 Design	1.2 Development	1.3 Testing	1.4 Launch and Approve the App	Level 2 Phase level
1.1.1 Define key app functionality requirements	1.2.1 Develop an initial prototype	1.3.1 Begin IT hiring	1.4.1 Finalize new hires	Level 3 Work package level
1.1.2 Identify vendor to design and develop app	1.2.2 Perform prototype beta test	1.3.2 Train Marketing personnel on a new app	1.4.2 Launch a new app	
1.1.3 Develop initial design	1.2.3 Solicit beta test feedback	1.3.3 Begin full-scale development	1.4.3 Monitor app performance	
1.1.4 Solicit initial design feedback	1.2.4 Update prototype based on feedback	1.3.4 Test the final app prototype	1.4.4 Plan app upgrades	
1.1.5 Update design based on feedback	1.2.5 Implement IT upgrades	1.3.5 Gain customer acceptance	1.4.5 Implement app upgrades	
1.1.6 Gain final design approval	1.2.6 Gain prototype sign-off	1.3.6 Approve the launch plan	1.4.6 Plan v2 upgrades	
1.1.7 Finalize vendor contract	1.2.7 Develop an app launch plan		1.4.7 Launch app v2	
			1.4.8 Complete the final project report	
			1.4.9 Document app issues	

High-Level Budget: Resource Breakdown Structure Project Name: Marketing Data Application Date: 01 April 2024									
WBS identifier #	Work package	Internal personal required	External personnel required	Venue costs	Materials required	Supplies required	Equipment required	Comments	Total direct costs
1.1.1	Define key app functionality requirements	500						Initial deposits	500
1.1.2	Identify vendor to design and develop app		10000					Hr	10000
1.1.3	Develop initial design				300		500	Planning	800
1.1.4	Solicit initial design feedback	500		1000					1500
1.1.5	Update design based on feedback		10000						10000
1.1.6	Gain final design approval		3000						3000
1.1.7	Finalize vendor contract		1000					Vendor recruitment	1000
1.2.1	Develop an initial prototype	5000		500	600		500	Team formation, Initial drafts and checks	6600
1.2.2	Perform prototype beta test	10000							10000
1.2.3	Solicit beta test feedback	300	300						600
1.2.4	Update prototype based on feedback	6000					1000		7000
1.2.5	Implement IT upgrades	10000							10000
1.2.6	Gain prototype sign-off		2000					Project Sponsor sign-off	2000
1.2.7	Develop an app launch plan			5000			2000	IT/Software developer works, Lunch, Coffee, Computers, Databases etc.	7000
1.3.1	Begin IT hiring	5000	2000		5000	1000	2000		15000
1.3.2	Train Marketing personnel on a new app								0
1.3.3	Begin full-scale development	10000	3000		5000		2000		20000
1.3.4	Test the final app prototype	1000	500						1500
1.3.5	Gain customer acceptance			2000			1000	Feedback from customers	3000
1.3.6	Approve the launch plan		2000					Product Launch	2000
1.4.1	Finalize new hires	50000	4000		5000	2000		Hires/ HR	61000
1.4.2	Launch a new app	5000	2000	10000			5000	Application Lauch	22000
1.4.3	Monitor app performance	1500	500				1000	Monitoring app performances	3000
1.4.4	Plan app upgrades	1000	500						1500
1.4.5	Implement app upgrades	1000	400				500		1900
1.4.6	Plan v2 upgrades	1000	500		500		500	Plan for the Launch	2500
1.4.7	Launch app v2	2000	1500	5000	2000	3000	1500	Application Lauch	15000
1.4.8	Complete the final project report	2000	1000		1500		500	Closing/ Sign-off	5000
1.4.9	Document app issues	1200	800		500		500	Lessons learned	3000
TOTAL COSTS		$113,000	$45,000	$23,500	$20,400	$6,000	$18,500	$0	$226,400
Contingency requirements (10%)									$22,640

Personnel cost requirements			
Rate	Name	Hours	Costs
$100	Train Marketing personnel on a new app	20	$2,000
			$0
			$0
			$0
			$0
			$0
			$0
			$0
TOTAL			$2,000

Note: Update cost categories to reflect actual project requirements

Communication Plan:

Marketing Data Application					
Communications item forum (What)	**Owner (Who-Sender)**	**Audience (Who-Receiver)**	**Timing (When)**	**Format medium (How) (Where)**	**Purpose (Why)**
Sponsor 1:1 meeting	Srikanth	Rakeshsarma K	Weekly, Friday at 2pm, Continuous	Conference room	Update on the project status, changes we have made and deadlines
Project weekly status meeting	Rakeshsarma K	Srikanth, Sai Teja, Subhash	Two times in week, Tuesday, Saturday at 4 pm, continuous	Rakeshsarma K's office	Milestones achieved, Issues, review change requests etc..
Change(requests) control board	Rakeshsarma K	All Stakeholders	Weekly, Wednesday at 9pm, Continuous	Virtual, Rakeshsarma K's office(sometimes)	Updated strategy plan, time line for the changes, cost and risks associated with it.
Trainings(IT Systems)	Rakeshsarma K	Sai Teja, Subhash	Weekly, Monday 12 pm, three times(Dynamic) between the project timeline	Main conference room	Discussion about new technologies(impact), training status of new employees, user interface updates in the app.
Vendor selection	Rakeshsarma K	Pranav	May 17, Monday 3 pm, One time	Rakeshsarma K's office	Discussion about resources includes IT support, quality team members and vendor for conference room maintenance.
Quality status meeting	Teja, Subhash	All Stakeholders	Weekly, Thursday at 3 pm, continuous	Teja's office	Latest updates on new app performance, feedback monitoring discussions etc.
Application launch room preparation	Teja	Rakeshsarma K, Teja, Subhash	Nov 15, Friday at 2 pm, One time	Conference room	Launch room preparation discussion things.

Quality Management Plan:

Marketing Data Application					
Part I: Project objectives (reference project charter)					
1. Develop an initial app prototype					
2. Perform initial beta test & Feedback gathering(2 weeks)					
3. Provide trainings to new employees on the new app and update the changes in the app(1 week).					
4. Launch the app (2 weeks)					
5. Gather feedback(1week)					
6. Make necessary adjustments and monitor app performance(2 weeks)					
7. Plan for version 2(2 weeks)					
Part II: Project quality team (Project Manager, QA, QC, SME)					
Name	Role	R (Responsible)	A (Accountable)	C (Consult)	I (Inform)
Rakeshsarma K	Project Manager	X	X		
Teja	QA Lead	X	X	X	X
Subhash	QC Lead	X	X	X	X
Sai Teja	SME			X	X
Srikanth	SME			X	X
Quality assurance activities (quality audits)			Quality control activities (quality inspections)		
Audit design process			Verify initial design		
Audit development process			Verify initial beta test		
Audit app version 1 & 2 launch planning			Verify results from the test and update things		
Audit feedback collection			Verify initial and final launch checklist		

Risk Register:

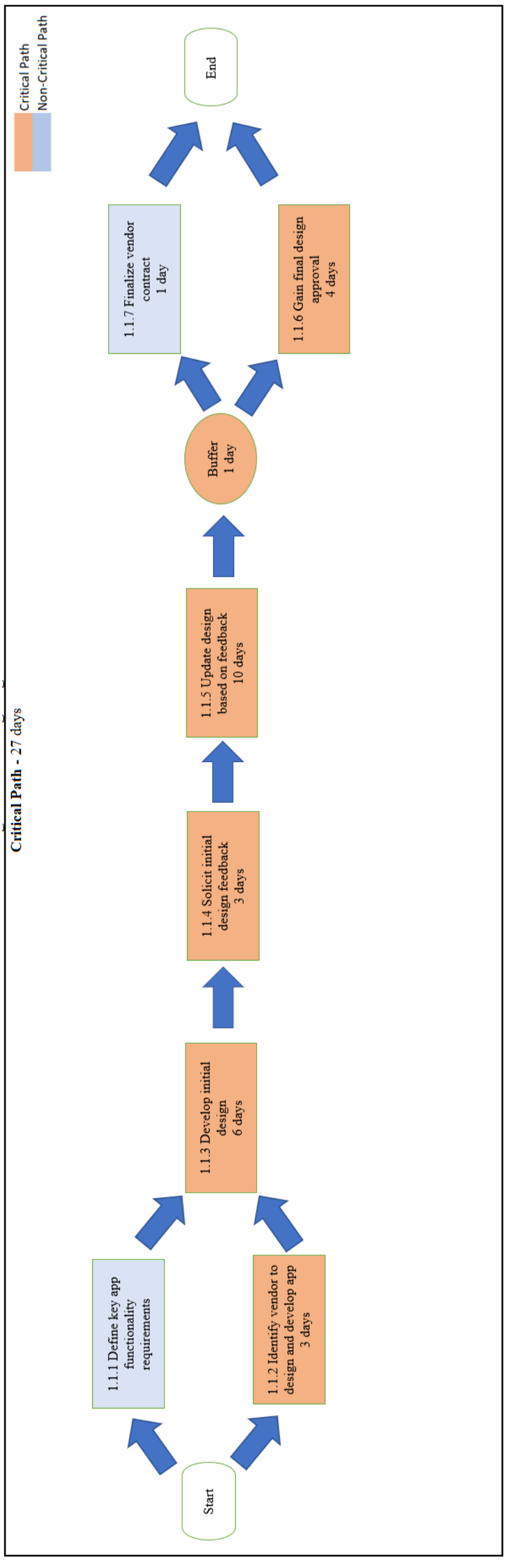
Project: **Marketing Data Application**
Date: 01 Apr 2024

#	Cause (condition/situation)	Event	Impact	Risk owner	Category	Probability risk rating	Impact risk rating	Risk score	Trigger	Response
1	Design failure of new app	Launch app	Delay for app creation time	Sai Teja	T	3	5	15	Resources for designing the app are not received ontime	Have atleast 1 resource(IT developer) as a back-up.
2	Initial beta test on the app	In office	Delay on the improvements of the app	Teja, Subhash	T	2	3	6	App didn't develop properly	Have checks at every stage while creating the app
3	Trainings to the new employees on the app	Launch phase	Outcome of the new app didn't reach the expected level	Subhash	T	1.5	4	6	Training didn't happen properly because of their regular projects load.	Hire new people from outside not from internal teams.
4	Feedback missed	Online	Delay in time and money because of the missed information which is used for improvements.	Srikanth	T	2.5	2	5	Feedback file stored in server got deleted	Don't provide access for delete the file to everyone in the team/company.
5	Vendor selection	Design phase - Office	Quality of the new app will be decreased	Rakeshsarma K	T	1	3	3	If recommended vendor(Not qualified) would be selected	Try to get the vendor who is experienced
6	App updation after receiving feedback	Improve phase - Office	Quality of the new app will be decreased	Srikanth	T	1.5	1.5	2.25	Employees are not willing to learn and implement new things in the app.	Try to motivate and explain them the importance of these updates and the project to the company.
7	New App version 2	Launch event	Attract new customers/business heads etc.	Teja	O	4	-4	-16	New app performance reached the expectations of the stakeholders	Create checklist at each stage to verify the performance.
Total Risk Score								21.25	Risk Exposure	

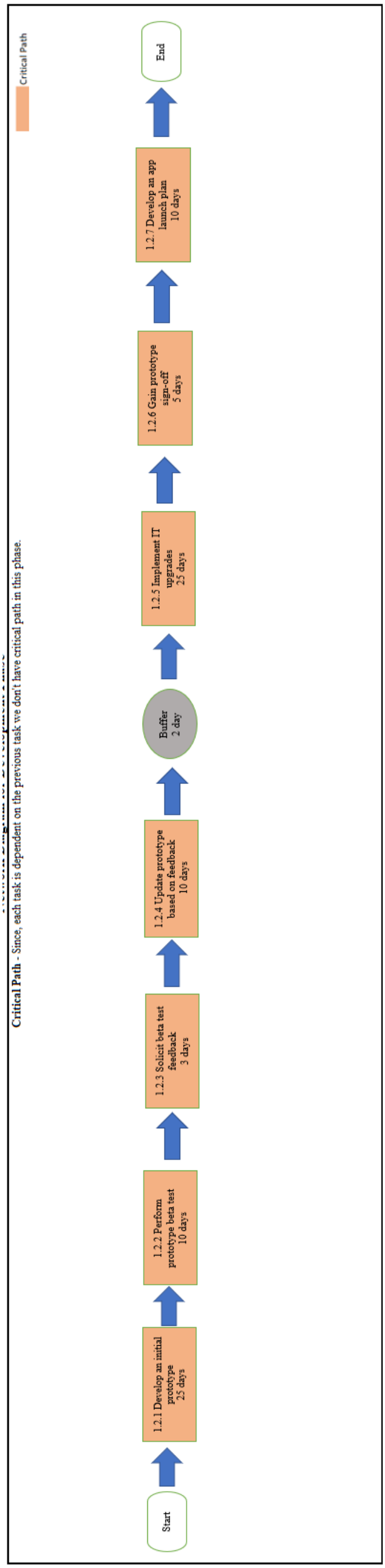
Probability risk rating	Impact risk rating
5: High	5: High
4: High to moderate	4: High to moderate
3: Moderate	3: Moderate
2: Moderate to low	2: Moderate to low
1: Low	1: Low

Network Diagram:

1. Design Phase:

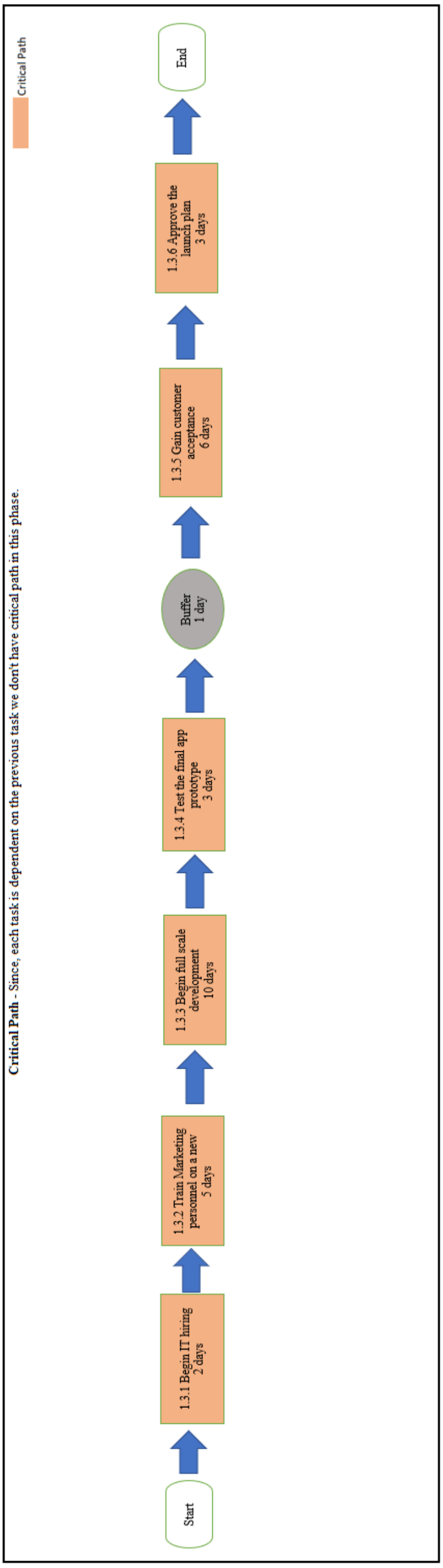


2. Development Phase:

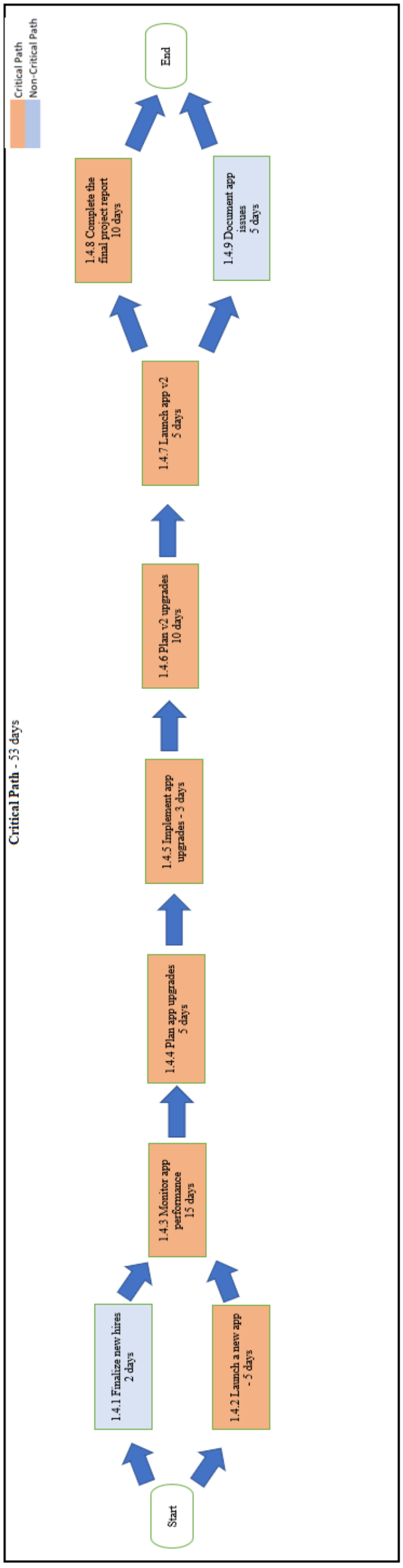


Critical Path - Since, each task is dependent on the previous task we don't have critical path in this phase.

3. Testing Phase:



4. Launch and Improve Phase:



Product Backlog:

Product Backlog for Project												
User Story Identifier	Priority	Category	Team	Role	Need	Value	Acceptance 1	Acceptance 2	Acceptance 3	Acceptance 4	Story Points	Comments
1	1	Employee	PM	Project Manager	Identify and understand current and evolving segments. Target and engage with emerging markets. Access data feeds from all pertinent data sources. Provide on-demand reports.	For getting an idea on project capacity.	Useful findouts about the current market.	Finding reliable data sources.	Generating useful reports to track the business or project status.		3	Sprint - 1
2	2	Employee	SA	Marketing Strategy Analyst	Track current market trends in skin care industry on a real-time basis. Monitor customer interests and preferences on AHI products based on views analysis. Generate competaitive analysis data through analysis of world wide data. Calculate AHI market share and trends by product categories. Track sales and sales trends. Provide on-demand reports.	Provide information about market shares of the project and customer's choices.	Getting world wide data for AHI app creation and extracting required elements.	Finding skin care industry real time data and creating the graphs for market trends.	Properly monitoring AHI products business with analysis.	Creating reports to track the performance of the sales.	2	Sprint - 1
3	5	Employee	FA	Finance Analyst	Allow for secure order invoicing and processing. Provide real-time inventory and products availability reports. Provide on-demand financial sales and forecasting metrics.	Save money and time and easy to track the financial related issues.	Properly monitoring billing related things.	Proper maintainence of the available products list.	Finding significant metrics to track financial sales.		3	Sprint - 1
4	3	Employee	App Dev	Software Development & SME's	Ensure App interfaces new hardware and softwares. Ensure App and new IT security upgrades are compatible. Ensure IT storage meets App operational needs.	Feasibility of the App. Increase the business by attracting more customers.	Good performance of the App in the market without any IT related issues.				5	Sprint - 1
5	4	Customer	Feedback	SME(Review materials, feedback etc.)	Easy access to all AHI product offerings. Secure invoicing. Reliable order processing. Confirmation of all transactions.	Reliability on the company and the product.	Receiving good feedback on AHI app usage by customers.				2	Sprint - 1

User Stories:

Title **Initial Breakdowns**

#1	User Story Part I	User Story Part II Solution Criteria
Role	AHI Leadership	
Need	Identify and understand current and evolving segments. Target and engage with emerging markets. Access data feeds from all pertinent data sources. Provide on-demand reports.	Useful find outs about the current market. Finding reliable data sources. Generating useful reports to track the business or project status.
Value	For getting an idea on project capacity.	

Title **Emerging Market Strategy**

#2	User Story Part I	User Story Part II Solution Criteria
Role	Marketing	
Need	Track current market trends in skin care industry on a real-time basis. Monitor customer interests and preferences on AHI products based on views analysis. Generate competitive analysis data through analysis of worldwide data. Calculate AHI market share and trends by product categories. Track sales and sales trends. Provide on-demand reports.	Getting worldwide data for AHI app creation and extracting required elements. Finding skin care industry real time data and creating the graphs for market trends. Properly monitoring AHI products business with analysis. Creating reports to track the performance of the sales.
Value	Provide information about market shares of the project and customer's choices.	

Title **Reliable Financial Information**

#3	User Story Part I	User Story Part II Solution Criteria
Role	Finance	
Need	Allow for secure order invoicing and processing. Provide real-time inventory and products availability reports. Provide on-demand financial sales and forecasting metrics.	Properly monitoring billing related things. Proper maintainance of the available products list. Finding significant metrics to track financial sales.
Value	Save money and time and easy to track the financial related issues.	

Title **Software Development**

#4	User Story Part I	User Story Part II Solution Criteria
Role	IT	
Need	Ensure App interfaces new hardware and softwares. Ensure App and new IT security upgrades are compatible. Ensure IT storage meets App operational needs.	Good performance of the App in the market without any IT related issues.
Value	Feasibility of the App. Increase the business by attracting more customers.	

Title **Customer Feedback**

#5	User Story Part I	User Story Part II Solution Criteria
Role	AHI Customers	
Need	Easy access to all AHI product offerings. Secure invoicing. Reliable order processing. Confirmation of all transactions.	Receiving good feedback on AHI app usage by customers.
Value	Reliability on the company and the product.	

Sprint Backlog:

Sprint Backlog: Story ID	Resource	Story/Task	Time Required (hours)	Time Remaining (hours)
1 Initial Breakdowns	Lead: Rakesh	User Story: Target and engage with emerging markets.	75	
	Chintu	Task 1: Useful find outs about the current market.	30	
	Manoj	Task 2: Finding reliable data sources.	20	
	Paul	Task 3: Generating useful reports to track the business or project status.	25	
		Task 4		
		Task 5		
2 Emerging Market Strategy	Lead: Subhash	User Story: Track sales and sales trends.	105	
	Sandeep	Task 1: Getting world wide data for AHI app creation and extracting required elements.	40	
	Veeresh	Task 2: Finding skin care industry real time data and creating the graphs for market trends.	10	
	Sandeep T	Task 3: Properly monitoring AHI products business with analysis.	20	
		Task 4: Creating reports to track the performance of the sales.	35	
		Task 5		
3 Reliable Financial Information	Lead: Pranav	User Story: Provide on-demand financial sales and forecasting metrics.	50	
	Jayanth	Task 1: Properly monitoring billing related things.	15	
	Sirisha	Task 2: Proper maintainence of the available products list.	25	
	Rachapalli	Task 3: Finding significant metrics to track financial sales.	10	
	Narasimha	Task 4		
		Task 5		
4 Software Development	Lead: Teja	User Story: Ensure IT storage meets App operational needs.	50	
	Sai Teja	Task 1: Good performance of the App in the market without any IT related issues.	50	
	Sanappa	Task 2		
	Richards	Task 3		
	Ravi	Task 4		
		Task 5		
5 Customer Feedback	Lead: Srikanth	User Story: Easy access to all AHI product offerings.	35	
	Sushmitha	Task 1: Receiving good feedback on AHI app usage by customers.	35	
	Nikhil	Task 2		
	Akhil	Task 3		
	Swaroop	Task 4		
	Raidu	Task 5		

Change Request Analysis:

Project:	*AHI App Development*	**Change ID:**	*0005*
Date Requested:	*1 Aug 20xx*	**Requested By:**	*Ram Samuels*
PM:	*Cary Manning*	**Requestor Email:**	*RamS@AHI.net*
Decision:	*Pending* Accepted, Accepted with Modifications, Rejected, Deferred, Further Analysis Required	**Decision Date:**	*7 Aug 20xx*

Proposed Change: Detailed description. Focus on business needs, requirements; solution is secondary.

Two additional data feed sources have been identified. Request these data feeds be incorporated as inputs to the App. Preliminary review indicates these data feeds will add $2500 to the project cost. Time to gain licensing and activation is estimated at two weeks.

Reason for Change: Focus on benefits that will accrue after the change is made. Describe why this change was not addressed earlier in the project. Who or what is driving this change?

The first data feed will provide advanced global sales data in the skin care product industry. In addition, updates are made weekly.

The second data feed will provide better demographic analytics to segment and position our products effectively.

Impact Analysis: Consider impact on work products, quality, schedule, scope, budget, people, resources, and other projects. List cost/benefit/ROI. Consider impacts on all groups and stakeholders. List assumptions, dependencies, and risks. Define approval levels.

(Completed by PM/team)
Impact:
Additional cost of $2500 is required to make this change.
There is change in the schedule as the license we required to access the data will take two weeks.

Benefits:
By including the new(first) data to the app, now we can provide global sales skin care data in our app.
We can track the sales on a weekly basis.
By including the new(second) data, we can provide better demographic analytics to our products in both segment and position wise.

Approval Levels: Mary Smither’s

Implementation Options: Consider options to implement this change. What strategies are recommended? How will implementation impact current scope, budget, and schedule milestones?

(Completed by PM/team)
I would suggest doing more research and checking the new(sample) data about the impact it will create in the app.
Assign this task to one new employee for a few days to get the market trends.
Don’t change the plan we created till the time we received complete information about the business it is going to do.
Implementation of this in our app will change the current scope and budget. So, make sure that we are not exceedingly too much than our scope and budget in our project plan.
Since, we are having buffer time for 2 days, make sure that we used this time wisely to complete the new assigned tasks.

Decision: Accept As-Is, Accept with Modifications, Defer, Reject, Further Analysis Required

Decider(s) Name:	Date	Comments/Modifications
Mary Smither’s	Aug 07’24	Accept with modifications

Decision Notes: Reasons for Decision. Decision follow-up actions necessary.

(Completed by PM/team)
Instead of hiring new employee from other teams use our project team members to complete the task.
Project deadline is not going to change. So, make sure that new changes would meet the planned deadlines.

Close-Out Checklist (As Applicable):
Change Logged in Change Log (all changes, regardless of decision, must be recorded) and Posted on Project Site
Scope Document and other Key Project Documentation Updated
Design document, test plan, test cases, training notes, and others updated
Schedule and budget updated
Status Report Updated
Change Communicated to Stakeholders

Project Status Report:

Project: AHI App Development Date: 31May2024			
Name/Organization:	Cary Manning		
Overall Project Status of Your Deliverables			
Deliverable Status: (Red, Yellow, Green) • Green: On track for completion as planned • Yellow: Some risks and issues present • Red: Will not achieve desired results	Objectives	Current Health	Forecast/Trending
	Scope	Yellow	Red
	Schedule	Yellow	Green
	Budget	Green	Red
Help Needed (Requirement and Sources): Describe as “MUST HAVE”, “SHOULD HAVE”, and “LIKE TO HAVE”	Must Have: We must have some additional employees to work with the user stories in sprint 3. Must Have: We must have additional budget of $2000 to purchase interface equipment. Should Have: Team should be aware of all updated requirements in the app to avoid delays.		
Risk: New risks and changes since last report (Add, Change, Delete)	Reporting requirements which mentioned in the project plan for the version 1 App launch will not meet.		
Issues: Risks that occurred or questions you need responses for	Additional budget of $2000 for the equipment is must and should. So, can we have the budget to do.		
Recent/Pending Decisions Impacting Project:	Adding third sprint decision in the project is pending at Mary Smither’s(PS). Decision to purchase the equipment of $2000 is pending at Cary(PM).		
Comments:	Jose Garcia would be appreciated to identify the shortfall of customer-facing design of new app.		

Key Notes:

- Keep the report brief. Shorter reports are easier to understand.
- Traffic light reporting (Green/Yellow/Red) is a best practice. Remember that some people cannot see colors well. Add verbiage.
- Share the most important information first.
- Determine the optimal reporting frequency based on the needs of the project. If status is slowly changing, perhaps an every-other-week status reporting schedule will suffice.
- Ensure the status report is targeted at the stakeholders who need the information. Ensure these stakeholders have access to the report.

Burndown Chart Analysis:

Question 1: What problems does the burndown chart show about the project?

1. AHI App should support 200 internal and 4 million users but it is developed for 500 internal and 20 million users.
2. Some of the reporting requirements are not included in the original user story were added.
3. Time allotted to develop the App is 90 days. After including new items in the product backlog, updated network diagram shows two 60-day sprints.

Question 2: What changes could the team make to improve the chances of meeting the project scope and schedule?

1. Keep the IT infrastructure to support 200 internal and 4 million users and sell the remaining items to the managers who were looking into.
2. Explain the executives about the time consumption to complete the new user stories.
3. After handling these two issues, we can now complete our user stories on time.

Question 3: What changes could the team have made earlier to be more successful?

1. Tracking of AHI app capacity before with proper trends.
2. Changes should haven’t done other than project expectation items.
3. They would have make a proper plan on the change items before implementing it into the project.

Project Close-out:

PROJECT CLOSE-OUT REPORT	
Report Date: Nov 15, 2024	
KEY INFORMATION	
Project Name	AHI App Development
Division/Department	IT
Project Sponsor	Mary Smithers
Project Manager	Cary Manning

PROJECT GOALS
Document the original goals from the project charter.
1. Developing AHI Application.
2. Need to complete the project within the budget allocated.
3. Customer Satisfaction.
4. Need to complete the project with the resources(Human) allocated.
5. Complete the AHI app development within the deadline

PROJECT GOAL SUCCESS ANALYSIS
Highlight the success or failure in meeting the project goals from the original plan and explain deviations. (Success, Partial Success, Not Accomplished)
Success: 1. Feedback from the customer focus group is positive. **Partial Success:** 1. AHI App is developed within the time frame. But it doesn't included all the elements which is mentioned in the project plan. 2. IT team encountered recruiting issues. Since, the plan is dynamic IT team required two more people for the completion. But, only one skilled labor is hired and another labor is expected to onboard by 1Dec2024. 3. Additional costs of $7000 were incurred due to equipment requirement emissions which is not planned previously.

SCOPE REVIEW
Call out any variances to the original scope plan and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?
The goal of this AHI app is to gather information and data to better understand the target market and develop strategies in real time. But it never meant to track the international market trends. After the project is started, one of the executives came up with two data sources and explained about the impact that is going to create in the business. We cannot completely prevent these add-ons in future because ideas will get any time. However, we just need to make sure that new add-ons are within the scope of the project.

SCHEDULE REVIEW
Call out any variances to the original schedule plan and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?
Sprints we calculated to complete the project is 2. But due to adding of two data feeds, equipment interfaces, we have added one more sprint. In this sprint, the app is developed in 90-day time period. Off course we can prevent these, by having a proper plan before the project start date. Do proper research and make a list of necessary items which should be included in the project.

COST REVIEW
Call out any variances to the original budget plan over or under and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?
In the test app phase, we came through an issue and to resolve that issue we are supposed to purchase a product which costs to $2000. Add on to this, we also added a sprint(third) to develop the app precisely. So, additional $7000 were incurred. We can prevent this by giving a proper budget allocation to each task. Make sure that the equipment we are purchasing contains all the necessary measurements.

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RISK ANALYSIS

Call out anticipated or unanticipated risks that impacted the project. Could these risks be prevented in future similar projects? If so, how? Refer to the Risk Register to review or link to register directly.

Risks	Impact	Prevent	How to prevent
Design failure of new app	Delay for app creation time	Yes	Have at least 1 resource(IT developer) as a back-up.
Initial beta test on the app	Delay on the improvements of the app	Yes	Have checks at every stage while creating the app
Trainings to the new employees on the app	Outcome of the new app didn't reach the expected level	Yes	Hire new people from outside not from internal teams.
Feedback missed	Delay in time and money because of the missed information which is used for improvements.	Yes	Don't provide access for delete the file to everyone in the team/company.
Vendor selection	Quality of the new app will be decreased	Yes	Try to get the vendor who is experienced
App updating after receiving feedback	Quality of the new app will be decreased	Yes	Try to motivate and explain them the importance of these updates and the project to the company.
New App version 2	Attract new customers/business heads etc.	Yes	Create checklist at each stage to verify the performance.
New equipment purchase	Additional cost	No	Plan on the materials we are having to complete the project.
Change requests	Delay in time and money because of addons in the project	No	Do in depth research about the implication of the data and the app.

OUTSTANDING ITEMS

List any outstanding project-related follow-up items, how they are being addressed, and who is responsible.

Issue	Planned Resolution	Assigned To
Adding third sprint	Our project should complete in two sprints.	Mary Smithers
New equipment’s purchase	No additional cost should be added.	Cary

LESSONS LEARNED

DID WELL

Note what aspects of the project went well or better than expected, and share your thoughts on how this positive outcome could be replicated in future projects.

ITEM	NOTES
Initial Sprint Training	The development team mixed traditional predictive and adaptive methods during the Sprints. The team determined that applying a more structured Scrum process would be beneficial.

DO BETTER

Note what aspects of the project went poorly or worse than expected, and share your thoughts on how this less than desirable outcome could be avoided in future projects.

ITEM	NOTES
Project deadlines	We met the project completion on time. However, we succeeded partially.
Teamwork efficiency	Efficiency is based on some of the assumptions i.e. achievements made in the past. So, not make sure that previous project success doesn’t guarantee the current project success.

RECOMMENDATIONS

Note any recommendations for future project managers managing similar projects.

Make sure enough research have done on the products before keeping the project goals.

PROJECT ARCHIVES

Note where those wanting to reference documents related to this project in the future will be able to find them.

Please mail me if you required any documents related to this project. You can also check these documents in AHI folder in the data server.

PROJECT CLOSEOUT

- Lessons Learned Conducted: Nov 15, 2024
- Closeout Review Complete: Nov 15, 2024

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