



# FINANCIAL REPORT I

**MEng Year 3**

**Department of Electronics  
University of York**

**Software Engineering Group 4**

### Document Control

Version	Modified By	Date	Section Modified	Remarks
1	Louis Newman	19/02/20	1-4	
1.1	James Pearson	20/02/20	5	

## Table of Contents

1. Introduction	3
1.1. Period Summary	3
2. Predicted forecast	3
2. Actual forecast	4
3. Hourly breakdown	4
3.1. Week 19 assumptions	4
3.2. Week 19 weekly hour breakdown	5
3.3. Week 20 assumptions	6
3.4. Week 20 weekly hour breakdown	7
3. Discrepancy analysis	8
3.1. Week 19	8
3.2. Week 20	8
4. Recommended course of action & summary	8
5. Team lead decisions	9

## 1. Introduction

Financial period update between January 27<sup>th</sup>, 2020 and February 16<sup>th</sup>, 2020. During this time the team have left the preparation phase and are two weeks into iteration 1 which will last 6 weeks, this started February 10<sup>th</sup>, 2020 and will end March 15<sup>th</sup>, 2020.

### 1.1. Period Summary

This period is expected to be the most unpredictable part of the entire project. With a team that has never worked with one another prior to Codev and beginning the first iteration of the software working under agile methodology, we are expecting resulting hours to mildly deviate from those we suspect exactly. However, all hours will be monitored closely, and all discrepancies will be analysed rigorously.

## 2. Predicted forecast

Week number	18	19	20	21
Week dates	Jan. 27, 2020-Feb. 2, 2020	Feb. 3, 2020-Feb. 9, 2020	Feb. 10, 2020-Feb. 16, 2020	Feb. 17, 2020-Feb. 23, 2020
Term week	4	5	6	7
Project Iteration Stage	Preparation	Iteration 1, week 1	Iteration 1, week 2	Iteration 1, week 3
Weekly hours	35	47.75	59	58.5
IN				
Loans			£28,243.15	
Module sales				
OUT				
Premises Rent	(£5,061.54)			(£1,898.08)
Utilities Rent			(£500.00)	
IT infrastructure			(£1,000.00)	
Cost of Labour	(£437.50)	(£596.88)	(£737.50)	(£731.25)
Weekly interest	£0.00	£0.00	(£91.57)	(£91.57)
Module purchases				
Creditors				
Long term loans	£0.00	£0.00	£28,243.15	£28,243.15
Owed on contracts	£0.00	£0.00	£0.00	£0.00
Opening Balance	(£10,161.30)	(£15,660.34)	(£16,257.21)	£9,656.86
OUT total	(£5,499.04)	(£596.88)	(£2,329.07)	(£2,720.90)
IN total	£0.00	£0.00	£28,243.15	£0.00
Closing Balance	(£15,660.34)	(£16,257.21)	£9,656.86	£6,935.96

## 2. Actual forecast

Week number	18	19	20	21
Week dates	Jan. 27, 2020-Feb. 2, 2020	Feb. 3, 2020-Feb. 9, 2020	Feb. 10, 2020-Feb. 16, 2020	Feb. 17, 2020-Feb. 23, 2020
Term week	4	5	6	7
Project Iteration Stage	Preparation	Iteration 1, week 1	Iteration 1, week 2	Iteration 1, week 3
Predicted hours	35	47.75	59	58.5
Actual hours	35	40.5	70.25	
IN				
Loans			£28,243.15	
Module sales				
OUT				
Premises Rent	(£5,061.54)			(£1,898.08)
Utilities Rent			(£500.00)	
IT infrastructure			(£1,000.00)	
Cost of Labour	(£437.50)	(£506.25)	(£878.13)	£0.00
Weekly interest	£0.00	£0.00	(£91.57)	(£91.57)
Module purchases				
Creditors				
Long term loans	£0.00	£0.00	£28,243.15	£28,243.15
Owed on contracts	£0.00	£0.00	£0.00	£0.00
Opening Balance	(£10,161.30)	(£15,660.34)	(£16,166.59)	£9,606.86
OUT total	(£5,499.04)	(£506.25)	(£2,469.70)	(£1,989.65)
IN total	£0.00	£0.00	£28,243.15	£0.00
Closing Balance	(£15,660.34)	(£16,166.59)	£9,606.86	£7,617.21

As seen in the table, we are under for week 19 by 7.25 hours but over on week 20 by 11.25 hours. Final total for week 21 is not yet available. This brings the team out overall up to this point as over by 4 hours.

## 3. Hourly breakdown

### 3.1. Week 19 assumptions

#### Week 1 of iteration 1 (Feb. 3, 2020-Feb. 9, 2020)

Launch Screen and Login

User Stories: A1 (1.5), A2 (1.5), C20 (2.5) Main Home Screen

User Stories: C1 (3), C2 (1), C3 (2),

Story total hours: 11.5

Added for pair-programming, design and code review: 17.25

Added for finance and management: 4

Added for meetings: 7

Added for financial business plan: 8

Total for week 1: 47.75

### 3.2. Week 19 weekly hour breakdown

Feb. 3, 2020-Feb. 9, 2020

Assigned										
Role	Name	Software	Design	Testing	Meetings	Finance	Administration	Marketing	Research	Total
Project Manager	James Pearson	4			1		2			7
Finance Manager	Louis Newman	6			1	8				15
Design & Specification Manager	Joe Butler		2.75		1					3.75
Lead Software Developer	James Clawley	4		3	1					8
Testing & Integration Manager	Nathan Billis	4			1					5
Marketing Manager	Becky Anderson	5			1	1				7
XML & Server Manager	Jun Ma				1	1				2
Actual									Week total:	47.75
Role	Name	Software	Design	Testing	Meetings	Finance	Administration	Marketing	Research	Total
Project Manager	James Pearson	4			1		0.25			5.25
Finance Manager	Louis Newman	2			1	12.25	1			16.25
Design & Specification Manager	Joe Butler		1		1					2
Lead Software Developer	James Clawley	2	1		1					4
Testing & Integration Manager	Nathan Billis	3.75			1					4.75
Marketing Manager	Becky Anderson	2			1		0.5	0.75	1	5.25
XML & Server Manager	Jun Ma		1		1	1				3
									Week total:	40.5

### 3.3. Week 20 assumptions

#### **Week 2 of iteration 1 (Feb. 10, 2020-Feb. 16, 2020)**

Tender presentation: 42 (6 hours per team member)

Added for finance and management: 4

Added for meetings: 7

Added for XML standards agreement: 6

Total for week 2: 59

### 3.4. Week 20 weekly hour breakdown

Feb. 10, 2020-Feb. 16, 2020

Assigned										
Role	Name	Software	Design	Testing	Meetings	Finance	Administration	Marketing	Tender Presentation	Total
Project Manager	James Pearson				1		2		6	9
Finance Manager	Louis Newman				1	2	3		6	12
Design & Specification Manager	Joe Butler				1				6	7
Lead Software Developer	James Clawley				1		3		6	10
Testing & Integration Manager	Nathan Billis				1				6	7
Marketing Manager	Becky Anderson				1				6	7
XML & Server Manager	Jun Ma				1				6	7
Actual									Week total:	59
Role	Name	Software	Design	Testing	Meetings	Finance	Administration	Marketing	Tender Presentation	Total
Project Manager	James Pearson	4			1				6	11
Finance Manager	Louis Newman	6			1	2			5	14
Design & Specification Manager	Joe Butler		7.75		1				2	10.75
Lead Software Developer	James Clawley	2.75	0.5		1				6	10.25
Testing & Integration Manager	Nathan Billis		1	1.75	1				6	9.75
Marketing Manager	Becky Anderson	0.5			1			1	5.5	8
XML & Server Manager	Jun Ma				1				5.5	6.5
									Week total:	70.25



### 3. Discrepancy analysis

#### 3.1. Week 19

Under by 7.25 hours.

Week 19 was the beginning in iteration 1 and the team were all not fully functional yet. It was necessary to reiterate to the team that we are now within an iteration and that programming was a team effort. User stories are on the team Trello board, although the team have been made aware that they are there and they should be cracking on with them, a certain amount of freedom was left in place for team members to select the story they want to program. In some cases, none were chosen. This is the reason hours are not evenly split between the team members for the software effort.

#### 3.2. Week 20

Over by 11.25 hours.

Stories that were supposed to be completed during the first week of iteration 1 were mostly finished this week with a couple of exceptions. These exceptions came with overestimations of programming ability however these are being addressed and pair programming is aiding to bring the team up to speed. These stories also went through the code review process during this week.

The tender presentation was 3 hours over budget for the total of 42 hours allocated to the team; this was a large task, so this underestimation is minor.

Design came to 9.25 hours for the week, going over by this number. This was due to our design manager taking long winded methods of putting together wire frames, these frames were several weeks overdue. The design manager also made the decision to make unnecessary UML class diagrams for stories that were yet to be programmed. The group was made aware of this discrepancy.

Again, with week 19, some members are still not understanding that the programming is a team effort, and this was reiterated to the team.

### 4. Recommended course of action & summary



As we are currently over by 4 hours, the following action to bring the team back in line with predictions is recommended:

- Meetings going forward should be cut to 30 minute stand up meetings to encourage speed and efficiency.
- Programming of user stores require closer management to ensure they are finished on time.
- Design time should be managed more closely.
- Where user stories are not immediately picked up by users, they will be assigned evenly to team members.

This reporting period has not gone exactly as predicted; however, the group are aware of the situation and measures are under way to ensure this is improved as we move through iteration 1.

## 5. Team lead decisions

Looking at the figures, the recommended actions have been approved and members of the development team have been updated with the new course of action with specifics addressed accordingly. Discrepancies with design time have been addressed, this has been restructured to be more streamlined, reducing hours.

Financial Manager		Project Leader	
Signature	Date	Signature	Date
	20/02/20		20/2/20