



**SRI LANKA TECHNOLOGICAL CAMPUS
SCHOOL OF ENGINEERING**

**BACHELOR OF SCIENCE (HONOURS) IN ENGINEERING IN
ELECTRONICS AND TELECOMMUNICATION
BATCH 07**

Group “MIND”

CDP03
Project Management

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SCRUM backlog

Task No.	Description of Work	Start Date	End Date	Allocated Resources
01	Develop user interface design	20/09/2022	26/10/2022	B.D.T.P De Silva
02	Implement database functionality	05/10/2022	15/11/2022	H.M.B.D.H Hanwella
03	Write unit tests for backend	15/11/2022	30/11/2022	B.D.T.P De Silva
04	Perform system integration testing	30/11/2022	05/12/2022	B.D.T.P De Silva
05	Create user documentation	15/11/2022	15/12/2022	B.D.T.P De Silva
06	Conduct user acceptance testing	15/12/2022	20/12/2022	H.M.B.D.H Hanwella
07	Bug fixing and refinements	20/12/2022	30/12/2022	H.M.B.D.H Hanwella

Organizing and conducting meetings

➤ Meeting 1

Date: 2022-09-20

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella, T.P Thisara Uthpala, and J.P.J.L Madhusanka

Agenda:

1. Introduction and team member roles
2. Overview of the project goals and objectives
3. Discussion on the project timeline and milestones
4. Allocation of initial tasks and responsibilities

Minutes:

- Introduced team members and their respective roles
- Discussed the overall goals and objectives of the project
- Reviewed the project timeline and identified key milestones
- Allocated initial tasks and responsibilities to team members
- Agreed to meet regularly to review progress and address any issues or challenges

➤ Meeting 2

Date: 2022-09-27

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella, T.P Thisara Uthpala, and J.P.J.L Madhusanka

Agenda:

1. Review progress on assigned tasks
2. Discuss any challenges or roadblocks

Outstanding actions from the previous meeting:

- B.D.T.P De Silva to complete the user interface design by 2022-10-05

Minutes:

- Discussed the progress of individual tasks
- Addressed challenges faced by team members

➤ Meeting 3

Date: 2022-10-05

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella, T.P Thisara Uthpala, and J.P.J.L Madhusanka

Agenda:

1. Share updates on individual workstreams
2. Plan for the upcoming sprint

Outstanding actions from the previous meeting:

- H.M.B.D.H Hanwella to finish implementing database functionality by 2022-10-11

Minutes:

- Discussed the progress of individual tasks
- Addressed challenges faced by team members
- Shared updates on completed and ongoing work
- Aligned on the plan for the upcoming sprint, including task assignments and deadlines

➤ Meeting 4

Date: 2022-10-11

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella, T.P Thisara Uthpala, and J.P.J.L Madhusanka

Agenda:

1. Review completed tasks from the previous sprint

2. Identify and address any bottlenecks or issues

Outstanding actions from the previous meeting:

- B.D.T.P De Silva to provide the draft user interface design by 2022-10-18

Minutes:

- Reviewed the tasks completed in the previous sprint
- Discussed the integration plan and assigned responsibilities

➤ Meeting 5

Date: 2022-10-18

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Discuss the integration of user interface and database functionality
2. Plan for testing and quality assurance activities

Outstanding actions from the previous meeting:

- B.D.T.P De Silva to provide the finalized user interface design by 2022-10-26

Minutes:

- Identified and discussed any challenges faced
- Discussed the integration plan and assigned responsibilities
- Aligned on the testing and quality assurance approach

➤ Meeting 6

Date: 2022-10-26

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Review progress on ongoing tasks
2. Discuss any blockers or dependencies

Outstanding actions from the previous meeting:

- H.M.B.D.H Hanwella to complete the database functionality draft by 2022-11-01

Minutes:

- Shared updates on the progress of ongoing tasks
- Addressed any blockers or dependencies

➤ Meeting 7

Date: 2022-11-01

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Update on testing and quality assurance activities

Outstanding actions from the previous meeting:

- H.M.B.D.H Hanwella to complete the database functionality by 2022-11-15

Minutes:

- Discussed the testing and quality assurance results
- Planned the documentation and user training activities

➤ Meeting 8

Date: 2022-11-15

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Plan for documentation and user training

Outstanding actions from the previous meeting:

- B.D.T.P De Silva to start writing user documentation by 2022-11-23

Minutes:

- Discussed the testing and quality assurance results

➤ Meeting 9

Date: 2022-11-23

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Review completed tasks and milestones
2. Conduct a walkthrough of the user interface

Outstanding actions from the previous meeting:

- H.M.B.D.H Hanwella to provide draft performance optimization recommendations by 2022-12-07

Minutes:

- Reviewed the completed tasks and milestones

- Conducted a walkthrough of the user interface

➤ Meeting 10

Date: 2022-12-07

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Discuss feedback and potential enhancements
2. Plan for the final sprint

Outstanding actions from the previous meeting:

- H.M.B.D.H Hanwella to provide performance optimization recommendations by 2022-12-21

Minutes:

- Gathered feedback and discussed potential enhancements
- Planned the tasks and deliverables for the final sprint

➤ Meeting 11

Date: 2022-12-21

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Review progress on the final sprint tasks
2. Address any critical issues or challenges

Outstanding actions from the previous meeting:

- B.D.T.P De Silva to complete the final UI polishing by 2022-12-30

Minutes:

- Discussed the progress of tasks in the final sprint
- Addressed any critical issues or challenges

➤ Meeting 12

Date: 2023-06-11

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Finalize the documentation and user training plan

Outstanding actions from the previous meeting:

- B.D.T.P De Silva to finalize the draft user documentation by 2023-06-15

Minutes:

- Finalized the documentation and user training plan

➤ Meeting 13

Date: 2023-06-15

Invitation sent to: B.D.T.P De Silva, H.M.B.D.H Hanwella

Agenda:

1. Prepare for the project presentation

Outstanding actions from the previous meeting:

- B.D.T.P De Silva to finalize the user documentation by 2023-06-25

Minutes:

- Prepared the project presentation outline and assigned responsibilities

Attendance registers

Date	B.D.T.P De Silva	H.M.B.D.H Hanwella	T.P Thisara Uthpala	J.P.J.L Madhusanka
19/09/2022	P	P	P	A
20/09/2022	P	P	P	A
26/09/2022	P	P	P	A
27/09/2022	P	P	P	A
04/10/2022	P	P	P	P
05/10/2022	P	P	P	P
10/10/2022	P	P	P	P
11/10/2022	P	P	P	P
17/10/2022	P	P	A	A
18/10/2022	P	P	A	A
25/10/2022	P	P	A	A
26/10/2022	P	P	A	A
31/10/2022	P	P	A	A
01/11/2022	P	P	A	A
14/11/2022	P	P	A	A
15/11/2022	P	P	A	A
18/11/2022	P	P	A	A
23/11/2022	P	P	A	A
06/12/2022	P	P	A	A
07/12/2022	P	P	A	A
20/12/2022	P	P	A	A
21/12/2022	P	P	A	A
10/06/2023	P	P	A	A
11/06/2023	P	P	A	A
14/06/2023	P	P	A	A
15/06/2023	P	P	A	A

P = Present, AR = Absent (Apology received), A = Absent

= Meeting during workshop time, with the tutor }

= Meeting on a different day, without the tutor }

= one week

Risk Assessment

1. Introduction

The purpose of this risk assessment report is to identify potential risks that may impact the project and propose appropriate mitigation strategies. The report focuses on the possible risks related to absences, long-term illnesses, unsuitable technology chosen, loss of files, and hardware failure. By proactively identifying these risks, the project team can develop effective contingency plans and minimize the impact on project timelines, costs, and deliverables.

2. Methodology

The purpose of this risk assessment report is to identify potential risks that may impact the project and propose appropriate mitigation strategies. The report focuses on the possible risks related to absences, long-term illnesses, unsuitable technology chosen, loss of files, and hardware failure. By proactively identifying these risks, the project team can develop effective contingency plans and minimize the impact on project timelines, costs, and deliverables.

3. Identified Risks

3.1. Absences

Absences of team members due to personal reasons, vacations, or other commitments can have an impact on project progress. This can lead to delays in task completion and potential resource constraints. The likelihood of absences occurring can vary based on individual circumstances.

Severity: Moderate

Mitigation Strategies:

- Maintain clear communication channels and establish backup plans for critical tasks.
- Cross-train team members to have knowledge and skills in multiple areas to minimize the impact of absences.
- Allocate additional resources or adjust project timelines to accommodate anticipated absences.

3.2. Long-term illnesses

Long-term illnesses of team members can significantly impact project progress. Extended periods of absence due to health issues can lead to delays, resource constraints, and potential reassignment of tasks.

Severity: High

Mitigation Strategies:

- Promote a healthy work-life balance and encourage team members to prioritize their well-being.

- Establish a contingency plan with a clear communication protocol to manage workloads during prolonged absences.
- Cross-train team members to ensure adequate coverage for critical tasks.

3.3. Unsuitable technology chosen

Selecting technology that is not well-suited for the project requirements can result in compatibility issues, limited functionality, and increased development effort. This may lead to project delays and additional costs.

Severity: Moderate to High

Mitigation Strategies:

- Conduct thorough research and consultation to select appropriate technology that aligns with project requirements.
- Engage subject matter experts or consultants to validate technology choices.
- Implement a proof-of-concept phase to assess the compatibility and effectiveness of selected technology.

3.4. Loss of files

Accidental deletion or corruption of project files can lead to data loss and the need for rework. This can result in delays, increased effort, and potential damage to project deliverables.

Severity: Moderate

Mitigation Strategies:

- Implement robust backup and version control systems to regularly back up project files.
- Establish data recovery procedures to minimize the impact of file loss.
- Educate team members on data management best practices and promote regular file backups.

3.5. Hardware failure

The malfunction or breakdown of critical hardware components necessary for project work can disrupt progress and result in decreased productivity. This may require repair or replacement, causing delays and increased costs.

Severity: Moderate

Mitigation Strategies:

- Maintain an inventory of spare hardware components to minimize downtime in case of failure.
- Ensure timely maintenance and monitoring of critical hardware.
- Establish relationships with reliable technical support providers to address hardware failures promptly.

4. Impact on Project

The identified risks have the potential to impact the project in various ways, including delays in project timelines, increased project costs, rework or duplicated efforts, and decreased productivity. It is crucial to understand the severity and likelihood of each risk to effectively assess their potential impact on the project. By considering the impact of these risks, the project team can prioritize their mitigation efforts and allocate resources accordingly.

- Absences: If absences occur, particularly for key team members, it can lead to delays in task completion and potential resource constraints. The impact will depend on the specific tasks and responsibilities of the absent team members. Timelines may need to be adjusted, and additional resources may need to be allocated to cover the workload and ensure project progress.
- Long-term illnesses: Long-term illnesses can have a significant impact on the project, potentially requiring the reassignment of tasks and affecting project timelines. The severity of the impact will depend on the role and responsibilities of the team member affected. It may be necessary to reallocate resources or seek external assistance to manage the workload and maintain project momentum.
- Unsuitable technology chosen: Selecting unsuitable technology can result in compatibility issues, limited functionality, and increased development effort. This can lead to project delays and additional costs. The impact will vary based on the extent to which the chosen technology does not meet project requirements. Mitigation strategies may involve reassessing technology choices, adapting project plans, or making necessary adjustments to the development process.
- Loss of files: The loss of project files can have significant consequences, including the need for rework, potential data loss, and delays in project delivery. The impact will depend on the nature and extent of the lost files. Implementing robust backup and data recovery procedures can minimize the impact and facilitate timely restoration of lost data.
- Hardware failure: Hardware failure can disrupt project progress and productivity, requiring repair or replacement of critical components. The impact will depend on the specific hardware affected and its role in project activities. Mitigation strategies may involve maintaining spare hardware components, conducting regular maintenance, and establishing relationships with technical support providers to minimize downtime and quickly address hardware failures.

5. Solutions and Recommendations

To address the identified risks, the following solutions and recommendations are proposed:

- Establish a clear communication plan: Develop a robust communication plan to ensure effective communication and collaboration among team members. This will help manage absences, facilitate knowledge sharing, and ensure smooth project progress.
- Cross-training and knowledge sharing: Encourage cross-training among team members to mitigate the impact of absences and long-term illnesses. By sharing knowledge and skills, team members can provide backup and support when necessary.
- Conduct risk assessments during technology selection: Prioritize thorough risk assessments during the technology selection process. Engage subject matter experts, conduct pilot tests, and evaluate the compatibility of chosen technologies to minimize the risk of unsuitable technology selection.
- Implement robust backup and version control: Establish a comprehensive backup and version control system to protect project files. Regularly back up project data and implement redundancy measures to mitigate the risk of data loss.
- Proactive maintenance and monitoring: Ensure proactive maintenance and monitoring of critical hardware components to minimize the risk of failure. Conduct regular inspections, implement preventive maintenance measures, and establish relationships with reliable technical support providers.

Presentation to client

Preparation:

Meeting Agenda

- Introduction and project overview
- Presentation of the final artefact
- Demonstration of key features and functionalities
- Addressing any client questions or concerns
- Next steps and future plans

Role Allocation

- Project Manager: Leading the presentation and ensuring its smooth execution
- Team Members: Supporting the presentation with relevant information and insights

Questions for the Client

- What specific requirements or expectations do you have for the final artefact?
- Are there any particular aspects or features that you would like us to highlight during the presentation?
- Do you have any concerns or questions regarding the project's progress or the final deliverable?

Conducting the Meeting:

1. Professional Behavior
 - Maintain a professional and respectful demeanor throughout the meeting.
 - Actively listen to client feedback, demonstrating openness and receptiveness.
2. Clear Communication
 - Speak clearly and audibly to ensure all participants can understand the information presented.
 - Use appropriate visual aids, such as slides or prototypes, to enhance understanding and engagement.
3. Handling Client Questions
 - Respond to client questions and concerns promptly and accurately.
 - Provide clear explanations and address any uncertainties or misconceptions.
4. Well-Organized Presentation
 - Structure the presentation with a logical flow, ensuring a smooth transition between topics.
 - Use visual aids effectively to support key points and provide a clear understanding of the final artefact.

This document serves as evidence of the preparation and conduct of the presentation to the client. It demonstrates the thought and effort put into organizing the meeting, allocating roles, and addressing client expectations. The meeting should be conducted with professionalism, clear communication, effective handling of client questions, and a well-organized presentation.

References