

	ID	Brief Name	Description	Source	Owner	Priority	Date Added	Target Date	Status	Running Status	CcCompletion	Notes on Con	% Comple	Executive Rep
1	1	To search for investors	Money Investing into the project		All teammates	2	During beginning of project	Within 1 year	1	Not started	none	place where we need find them, promotion of the		True
4	2	To buy parts of smart tapes	To assemble it and check on its use		All teammates	1	During beginning of project	Within 1 month	1	Not started	none	qualitative parts need to be bought just		True
5	3	To promote project for a awareness of public	To get new clients in order to start making money		Promotional attempts	2	During execution of the project totally	Within first 3months	1	Not started	none	To find companies that help in promotion of the project		True
6	4	To get feedback from supervisor	To improve the project		All members of the project		Till the end of project	Within completion years	1	Not started	none	To check for malfunctions in project		True
7	5	To get along with government restriction	To avoid any political obstacles		All members of the project		In the beginning	In the beginning of the project	1	Not started	none	To have robust regulation requirements		True
8	6	To organize meetings	To secure that project is feasible		All members of the project		Till the end of project	Within completion years	3	Not started	none	To have good results		True
9	7	To test project	To check for malfunctions		All members of the project		At the end of the project	At the end of the project	2	Not started	none	To have execution part completed and meet requirements of public		True
10														
11	8													
12														

## High Level Project Status

Date

### GOAL

*To make water consumption more manageable*

### PROJECT OBJECTIVES

- *To decrease unnecessary water loss*
- *To impose taxes for an excess use of water*
- *To make changes in policies of water use*
- *To control water levels used per square in the country*
- *To make water accessible in all part of the country by regulating excess use in other parts*
- *To solve water-related problems (public mindset of reuse of the water, water pollution and so on.)*
- *To make water changes from hot to cold and vice versa much faster*
- *To integrate a new type of technologies into water systems (motion detectors and others)*
- *To transfer to reusability of the water gradually*
- *To create automatic system of the control of water*
- *To set requirements for restaurants and other places aimed at proper using of water*
- *To monitor water levels at all rates across country*

### PROJECT STATUS

*The execution of the project is not started yet.*

	Least Adjustable	Moderately Adjustable	Most Adjustable	Discussion
<b>Scope</b>			√	As it needs just a new type of tap created that controls water levels used, temperature, pressure, volume, state changes and contamination levels.
<b>Schedule</b>		√		Other than creating it, it needs to be promoted gradually across country that might require us financing from others as well as testing it on the public for the first time.
<b>Budget</b>	√			Production itself might take a huge amount of money from us, and not all people will pay for the project that is not yet initiated across the country.

#### PROJECT SCHEDULE/MILESTONES

Level	WBS Code	Element Name
1	1	Water loss & waste consumption management
2	1.1	Initiation
3	1.1.1	Evaluation & Recommendations
3	1.1.2	Develop Project Charter
3	1.1.3	Deliverable: Submit Project Charter
3	1.1.4	Project Sponsor Reviews Project Charter
3	1.1.5	Project Charter Signed/Approved
2	1.2	Planning
3	1.2.1	Create Preliminary Scope Statement
3	1.2.2	Determine Project Team
3	1.2.3	Project Team Kickoff Meeting
3	1.2.4	Develop Project Plan
3	1.2.5	Submit Project Plan
3	1.2.6	Milestone: Project Plan Approval
2	1.3	Execution
3	1.3.1	Project Kickoff Meeting
3	1.3.2	Verify & Validate User Requirements
3	1.3.3	Design System
3	1.3.4	Procure Hardware/Software
3	1.3.5	Install Development System
3	1.3.6	Testing Phase
3	1.3.7	Install Live System
3	1.3.8	User Training
3	1.3.9	Getting into work
2	1.4	Control
3	1.4.1	Project Management
3	1.4.2	Project Status Meetings
3	1.4.3	Risk Management
3	1.4.4	Update Project Management Plan
2	1.5	Closeout
3	1.5.1	Audit Procurement
3	1.5.2	Document Lessons Learned
3	1.5.3	Update Files/Records
3	1.5.4	Gain Formal Acceptance
3	1.5.5	Archive Files/Documents

## ISSUES

Limited data exchange

The present economic and financial situation

Lack of investment

Lack of waste water treatment

Poor state of water transport infrastructure.

## DECISIONS

None.

## UPCOMING COMMUNICATIONS

Stakeholder Name or Group Name.	Internal Or External Stakeholder	Unaware, Resistant, Neutral, Supportive, or Leading?	Level of Influence (1-5, with 5 being the lowest)	Ability to Impact Resources (1-5)	Total Score	What does this stakeholder need? Stakeholder's greatest concerns?
<b>Supervisor</b>	Internal	Leading	1(high power)	1(high interest)		Results
<b>Shareholders/investors</b>	External	Neutral/Supportive	2(high power)	1(medium interest)		Benefits for them
<b>Government</b>	External	Neutral/unaware	2(high power)	2( probably low interest)		Help for community
<b>Senior executives</b>	internal	Neutral	1(high power)	2(low interest)		Execution
<b>Teammates or co-workers</b>	internal	Supportive/Leading	3(medium power)	3(medium interest)		Results
<b>Community</b>	external	Unaware/resistant/neutral/supportive	2.5(medium power)	4(varied interest)		Usability

Contact:

None.

## Status Meeting #1

The purpose of this meeting is to:

- Ensure that we are on schedule and that we are taking the necessary steps to get back on schedule if we aren't.
- Reviewing upcoming tasks and milestones and checking that we will still hit the due dates.

[illegible]

1	<b>Project/Software Change Request Form</b>		Change request number	
2	Project number and name, or Application name:	Water loss and waste management		
3	Date submitted:	None		
4	Change initiator & contact info:	None		
5	Change sponsor & contact info:	Not supported		
6	Project manager/analyst & contact info:	All members		
7				
8	<b>The following section is to be completed by the customer requesting the change.</b>			
9	Change type:	<input type="radio"/> Project budget <input checked="" type="radio"/> Project quality <input type="radio"/> Project schedule <input type="radio"/> Project scope <input type="radio"/> Software design change <input type="radio"/> Software new requirement <input type="radio"/> Software requirement change <input type="radio"/> Other		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19	Change reason:	<input checked="" type="radio"/> Customer request <input type="radio"/> Legal <input type="radio"/> Performance <input type="radio"/> Other		
20				
21				
22				
23				
24	Change Impact:	<input type="radio"/> Critical - cannot move forward without this change <input checked="" type="radio"/> Necessary - change is required, but is not time-critical <input type="radio"/> Nice to have - no adverse impact if change is not made		
25				
26				
27				

Change Impact: ☐ Critical - cannot move forward without this change  
☒ Necessary - change is required, but is not time-critical  
☐ Nice to have - no adverse impact if change is not made

Requested completion date:	Not executed yet
Title of change:	Not executed yet
Description of business problem:	Not executed yet
Impact of NOT implementing the change, and alternatives.	Not executed yet
Describe how the system should behave:	Not executed yet
Detailed requirements for requested change:	Not executed yet

The following section is to be completed by the Technical Team.

Estimate to complete:	Customer hours	Analyst hours	Developer hours	Tester hours	Total hours
Planning	24	24	48	24	120
Analysis	48	48	48	24	168
Design	48	24	48	24	144
Construction	72	72	72	24	240
Testing	24	24	48	24	120
Training	24	24	24	24	96
Deployment	2	24	24	2	52
<b>Total hours</b>	<b>242</b>	<b>240</b>	<b>312</b>	<b>146</b>	<b>940</b>

  

Schedule impact:	Unknown
Cost impact:	Unknown
Resource impact:	Unknown

The following section is to be completed by the Change Evaluation Team.

Review date:	At the end of project
Reviewed by:	Change Team, Supervisors, Public

Recommendation: ☐ Approved  
☐ Approved w/ conditions  
☐ Denied  
☒ Hold (future enhancement)

Recommendation notes:



Priority: ☐ Critical  
☐ High  
☒ Medium  
☐ Low



	A	B	C	D	E	F	G	H	I	J	K
2	ID	Brief Name	Description	Impact	Severity	Owner	Date Added	Follow up Date	Status	Close Date	Notes on Closure
3	Unique identifier	Brief 3-5 word description of the issue	Description of the issue	Notes on this issue's impact on the project or other	Severity of this issue: 1-High, 2-Medium, 3-Low	Person who is responsible for evaluating and	Date this issue was added to this list	Date to review issue	Status of item: 1-Open, 2-In Progress, 3-Closed	Date this issue was resolved	Notes or results on the resolution of this issue, such as final decision document location, results of implementing requested fix, etc
4	1	High consumption of water	High Quality	High	2	Team	During the analysis of project risks	to determine d	1	none	none
5	2	Limited data exchange	No statistics at hand	Medium	2	Team	During the analysis of project risks	to determine d	1	none	none
6	3	The present economic and financial situation	No investing	High	3	Team	During the analysis of project risks	to determine d	1	none	none
7	4	Increased water demand	Mass production and meet the requirements	Medium	2	Team	During the analysis of project risks	to determine d	1	none	none
8	5	Lack of investment	Delays	High	2	Team	In the beginning	to determine d	1	none	none
9	6	water contamination	Doubts in the project in the case if it is not working	High	2	Team	At the end of the project	to determine d	1	none	none
10	7	poor water transport infrastructure	Water security	Low	3	Team	During the analysis of project risks	to determine d	1	none	none
11											

## Transition Plan

## Outstanding Items

The following are outstanding items that the project will transition to the Service Group, instead of completing:

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
<b>Web Development</b>	Website for ordering taps	Group of developers	To be determined	User-friendly, good-looking website
<b>App Development</b>	App for controlling taps	Group of app developers	To be determined	Convenient app
<b>Database Collection about the users</b>	Database in order to make decisions on the data collected	Data Engineers	To be determined	Analysis
<b>Promotion</b>	More promotion, more potential users	Promotion companies	To be determined	Cover a large area

## Service Application Information

Information for the Service Group about the servers and applications that have been installed/deployed/updated. This could include server names, application names, server types, server locations, application file locations, and etc.



Transition Item	Detail Information	Group To Receive Information	Comments/Status
	Not Identified Yet		
	Not Identified Yet		
	Not Identified Yet		
	Not Identified Yet		

## Service Maintenance Information

Service maintenance information for the Service Group about the servers and applications that have been installed/deployed/updated. This could include reboot instructions, daily/weekly/monthly/annual maintenance, troubleshooting information, and etc.

Transition Item	When	Actions / Instructions	Group To Perform	Comments/Status
<b>Maintenance of taps</b>	When needed	To set up or replace them	Special group	Not created yet
<b>App developments or checks</b>	Each Month	To make convenient, user friendly device with its digitilazation	Developers	Not created yet
<b>DataBase</b>	Each time	To make predictive analysis of future risks	Data Engineers	Not Created yet
<b>Change to High quality parts of the taps</b>	When needed	To make advanced them	Engineers	Not Created yet
<b>Service lines</b>	All the time on line	To have connection with public	New employees of the project	Not created yet