Status/Progress Report 1

Project Name: UOW Event Booking System
Team Member Name: Zhi Kai, Ming Yao, Li Shan, Amirah, Arr Lay
Date: 12th October 2019
Reporting Period: 3rd October 2019 – 12th October 2019

Work completed this reporting period:

- Understanding each team member and define project approach (Team Charter)

- Defining project parameters (Project Charter, cost estimate)

- Identifying risks and quality standards (risk register)

- Develop initial project plan and delegation of tasks (Gantt Chart)

- Finalizing the first phase of Project Scope

Work to complete next reporting period:

- Refine project plan and parameters (project scope and cost baseline)

- Assess current and future risks (risk register)

- Finalizing the project scope

- Creating a system prototype, after which we will manage the project parameters, monitor and control the risks and quality

- Developing the system (Finish the Programming)

- Creating User Manuals

What's going well and why:

- Team members are able to agree and accept on a similar goal thus making it easier for the project to be carried out

- Team members are good in their own respective tasks as they are assigned according to their strength and weaknesses and therefore project is moving smoothly according to the schedule

- A clear goal on what we are trying to achieve as everyone in the team is fully aware of the directions we are moving and the scope required

What's not going well and why:
-   The plans for planning the initial stage of developing the program always changes, as it is not easy to tell what issues will we face when we are developing the program. We may have to find another platform to build our program if the current program becomes too complex or it unable to meet our requirements

Suggestions/Issues:
 	
   -   Need to reallocate tasks in Gantt Chart to meet the schedule
 	
   -   Require to increase project estimated budget to meet project future requirements
 	
   -   May require more time to research or recap on coding

Project changes NIL