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| **Executive Summary** |

**Overall Status: Green**

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| --- | --- | --- | --- | --- |
|  | Green(Controlled) | Yellow(Caution) | Red(Critical) | Major Reason for Deviation |
| **Budget** |  |  |  |  |
| **Schedule** |  |  |  | Hardware Requirements and Functional Requirements are behind schedule |
| **Scope** |  |  |  |  |

**Comments:**

* Waiting for client’s approval of Hardware Requirements. Functional requirements currently being done. Use Case Diagram not yet started.

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| **Details** |

1. **Schedule Performance Monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Baseline End | Actual End | Status? |
| 1.4.1 Research on Software Requirements | Oct. 28 | Oct. 28 | ☺ |
| 1.4.2 Research on Hardware Requirements | Oct. 28 | - | ☺ |
| 1.4.3 Research on Programming Language | Oct. 28 | Oct. 14 | ☺ |
| 1.5.1 Generate the Functional Requirements Document | Nov. 1 | - | ☺ |
| 1.5.2.1 Create a Wireframe | Nov. 12 | - | ☺ |
| 1.5.2.2 Design Forms | Dec. 2 | - | ☺ |
| 1.5.5 Creating a Use Case Diagram | Nov. 4 | - | ☺ |

**Narrative:**

Hardware Requirements will be finished once the client approves it. Functional Requirements Document is currently being done, it started late because of the delay in the Data Flow Diagram tasks. Use Case Diagram not yet started for the same reason. Research for Programming Language was done early during a client meeting. Create a Wireframe and Design Forms initiated early as it could be started parallel to the input data forms approval tasks of the Monitoring & Evaluation team.

**Revised Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Baseline Start | Baseline End | Revised Start | Revised End |
| 1.4.1 Research on Software Requirements | Oct. 28 | Oct. 28 | NO CHANGE | Nov. 11 |
| 1.4.2 Research on Hardware Requirements | Oct. 28 | Oct. 28 | NO CHANGE | Nov. 11 |
| 1.4.3 Research on Programming Language | Oct. 28 | Oct. 28 | Oct. 14 | Oct. 14 |
| 1.5.1 Generate the Functional Requirements Document | Oct. 31 | Nov. 1 | NO CHANGE | Nov. 12 |
| 1.5.2.1 Create a Wireframe | Nov. 11 | Nov. 12 | Oct. 26 | Oct. 27 |
| 1.5.2.2 Design Forms | Nov. 13 | Dec. 2 | Nov. 9 | NO CHANGE |
| 1.5.5 Creating a Use Case Diagram | Oct. 31 | Nov. 4 | Nov. 9 | Nov. 12 |

1. **Deliverables Performance Monitoring**

|  |  |  |
| --- | --- | --- |
| Task | Deliverable + Supporting Doc File | Status? |
| 1.4.1 Research on Software Requirements | CRISP Hardware/Software Requirements.doc | ☺ |
| 1.4.2 Research on Hardware Requirements | CRISP Hardware/Software Requirements.doc | ☺ |
| 1.5.1 Generate the Functional Requirements Document | CRISP Functional Requirements.doc | ☺ |
| 1.5.2.1 Create a Wireframe | Mockup Website | ☺ |
| 1.5.2.2 Design Forms | Mockup Website | ☺ |
| 1.5.5 Creating a Use Case Diagram | Use Case Diagram.doc | ☺ |

1. **Cost Monitoring**

**Details:**

|  |  |  |
| --- | --- | --- |
| Expense Category | Expense | Actual Amount |
| Client Meeting | Parking fees | Php 245.00 |
| Printing | DFD printing | Php 208.00 |

**Summary:**

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| --- | --- | --- | --- |
| Expense Category | Actual Amount | Budgeted Amount | Percentage |
| Client Meeting | Php 245.00 | Php 600.00 | 40.83% |
| Printing | Php 208.00 | Php 1040.00 | 20% |

1. **Controls**

**Issues/Resolution Monitoring**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Date Raised | Severity | Resolution |
| Unable to continue work due to dependencies on other teams | Oct. 21 | ☺ | Resolution pending, other teams are currently crashing their schedules |

**Change Status**

|  |  |  |  |
| --- | --- | --- | --- |
| Change Request | Person Responsible | Due Date | Status |
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**Risk Status**

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| --- | --- | --- | --- |
| Risk Encountered | Mitigation Done Based on Risk Document | Person Responsible | Status |
| Project deliverables and requirements are behind schedule. | Allocation of more resources and manpower on related tasks | Raymond Cruz | ☺ |
| Data needed are not provided or lacking. | Follow-up of request for data | Raymond Cruz | ☺ |
| There is a schedule conflict between client and project team. | Rescheduling of meetings with client | Raymond Cruz | ☺ |
| Academics related activities prevent project team from accomplishing tasks. | Time management | Raymond Cruz | ☺ |

1. **Action Plan**

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| --- | --- | --- |
| Next Steps | Point Person | Due Date |
| Ensure that Development team tasks are on schedule | Raymond Cruz | Dec. 6 |

1. **Noted by**

|  |  |  |
| --- | --- | --- |
| Group Member | Signature | Date Signed |
| John Philip Peralta |  |  |
| Gerard Luis Uygonco |  |  |
| Dayanara Simon |  |  |
| Joy Federico |  |  |

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| **Appendix** |

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| --- | --- |
| Appendix | Page # or File Name |
| Risks | Risk.doc |
| Minutes | Minutes.doc |
| Panel Recommendations | Panel Recommendations.doc |
| Semi Approved Screen flow | Screenflow1 and Screenflow2 |

***Note:***

1. *Appendix : The name of the document you will submit*
2. *Page # 🡪 if you’re submitting a hard copy; File Name 🡪 if you’re submitting a soft copy on CD*