**Performance Reports –** Integrated NPI Build Optimization Framework for Hardware Development

By

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Executive Summary**

This performance report provides an overview of the project's progress, highlighting the current status, key accomplishments, identified risks, and overall performance against the project plan.

**Overall Project Status:** ☐ On Track ☐ At Risk ☐ Behind Schedule

**Summary:**  
[Provide a brief summary of project performance, milestones achieved, risks/issues identified, and overall progress toward project objectives.]

**Project Objectives and Performance Metrics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective** | **Target** | **Current Status** | **Variance** | **Comments** |
| Project Completion | 50% by [Date] | 45% Complete | -5% | Slight delay in procurement |
| Budget Utilization | ≤ $200,000 by [Date] | $190,000 Spent | -$10,000 | Within budget |
| Milestone Adherence | 100% on-time | 85% on-time | -15% | Design phase delayed |
| Risk Mitigation Implementation | 90% | 75% | -15% | Vendor risk under review |
| Quality Compliance | 100% | 100% | 0% | On target |

**Key Milestones and Deliverables Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone/Deliverable** | **Planned Date** | **Actual/Forecast Date** | **Status** | **Comments** |
| Project Kick-off | 01/01/2025 | 01/01/2025 | ✅ Completed | On schedule |
| Design Phase Completion | 02/10/2025 | 02/17/2025 | ⬜ Delayed | Vendor feedback delayed review |
| Procurement Completion | 02/20/2025 | 02/25/2025 | 🔄 In Progress | Supplier contract pending |
| Testing Phase Start | 03/01/2025 | 03/05/2025 | ⏳ Upcoming | Dependent on procurement |
| Final Deployment | 04/01/2025 | 04/01/2025 | ⏳ Upcoming | On schedule |

**Performance Indicators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Performance Indicator (KPI)** | **Planned Value** | **Actual Value** | **Status** | **Comments** |
| **Schedule Performance Index (SPI)** | 1.0 | 0.95 | ⬜ Behind | Minor delays in design |
| **Cost Performance Index (CPI)** | 1.0 | 1.03 | ✅ On Track | Cost under control |
| **Earned Value (EV)** | $150,000 | $140,000 | ⬜ Behind | Procurement delays |
| **Planned Value (PV)** | $150,000 | $150,000 | ✅ On Track |  |
| **Actual Cost (AC)** | $140,000 | $135,000 | ✅ On Track |  |

**Risk and Issue Management**

**Open Risks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Description** | **Impact** | **Likelihood** | **Mitigation Plan** | **Status** |
| RSK-001 | Delay in supplier delivery | High | Medium | Identify alternative suppliers | 🔄 In Progress |
| RSK-002 | Design changes from stakeholders | Medium | High | Schedule additional design reviews | 🔄 In Progress |
| RSK-003 | Budget overrun due to material costs | High | Low | Monitor procurement costs | ✅ Managed |

**Open Issues**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Issue ID** | **Description** | **Priority** | **Resolution Plan** | **Owner** | **Status** |
| ISS-001 | Procurement delays with vendor | High | Escalate to procurement lead | Procurement Lead | 🔄 In Progress |
| ISS-002 | Resource allocation constraints | Medium | Allocate additional resources | Project Manager | ✅ Resolved |

**Budget Performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **Planned Budget ($)** | **Actual Spend ($)** | **Variance ($)** | **Status** |
| Labor Costs | $150,000 | $140,000 | -$10,000 | ✅ On Track |
| Materials & Equipment | $50,000 | $45,000 | -$5,000 | ✅ On Track |
| Software & Licenses | $25,000 | $20,000 | -$5,000 | ✅ On Track |
| Risk & Contingency Reserve | $25,000 | $5,000 | -$20,000 | ✅ On Track |
| **Total Budget** | **$250,000** | **$210,000** | **-$40,000** | ✅ On Track |

**Work Completed This Period**

* Finalized and approved design documentation.
* Completed vendor selection and contract negotiation for key components.
* Initiated procurement of testing equipment.
* Addressed resource allocation issues with QA team.

**Work Planned for Next Period**

* Finalize procurement process and initiate delivery tracking.
* Begin development of testing protocols.
* Conduct risk review meeting to address supplier delays.
* Complete design revisions and finalize documentation.

**Corrective and Preventive Actions (CAPA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **CAPA ID** | **Issue** | **Action Taken** | **Status** |
| CAPA-001 | Supplier delivery delay | Engaged alternative suppliers | 🔄 In Progress |
| CAPA-002 | Budget overrun risk | Reviewed procurement contracts | ✅ Resolved |
| CAPA-003 | Resource bottleneck in QA team | Hired additional QA contractors | ✅ Resolved |

**Recommendations**

* Expedite supplier engagement to mitigate delivery delays.
* Conduct regular risk assessments to prevent future disruptions.
* Continue budget monitoring to avoid overruns.

**Next Steps**

* Monitor procurement progress and delivery timelines.
* Prepare for the transition into the testing phase.
* Conduct stakeholder review meeting for project alignment.

**Approval**

|  |  |  |
| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Project Manager | [Signature] | [MM/DD/YYYY] |
| Project Sponsor | [Signature] | [MM/DD/YYYY] |

**Conclusion:**

The project remains on track with minor delays in procurement and design. Immediate action is being taken to resolve these issues. The project team continues to manage risks and monitor performance metrics to meet project objectives.