**Instituto Superior Técnico**

**Gestão de Projetos Informáticos**

**DM4iRetail – 6ª Entrega – 11 de Dezembro de 2015**

**Turno: 5ª 17h30 – Prof. Alberto Silva**

**Grupo 2**

Tiago Nascimento, nº70493

Artur Fonseca, nº 75456

Miguel Cruz, nº 76102

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| **Issue** | Kick-off meeting postponed |
| **Risk involved** | Risk 9 - The defined schedule may be delayed by some incidentals |
| **Risk Measure** | Delay the dependent tasks or use the slack times |
| **Effectiveness** | **Medium** – the whole project was delayed 3 days |

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| **Issue** | ERP interfaces detail specification; Additional ERP module |
| **Risk involved** | Risk 2 - Badly formed Requirements |
| **Risk Measure** | Meetings with TeamLeaders and PMs from both companies until they reach agreement on the level of detail |
| **Effectiveness** | **Low** – Despite the meetings, requirements were incomplete and they had to be changed |

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| **Issue** | Equipment delay |
| **Risk involved** | Risk 14 -Delay in equipment acquisition |
| **Risk Measure** | Measure Make a contract with the company that supplies equipment making them pay for every day delay |
| **Effectiveness** | **Medium** – We received the money, but the measure didn’t prevent the project to be delayed |

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| **Issue** | Finance Team Leader and Pilot coordinator on vacation |
| **Risk involved** | R15 - Finance TL and Pilot coord. not available |
| **Risk Measure** | Schedule the meetings having in account their vacations period |
| **Effectiveness** | **High –** Integration development activity was adjusted according the vacations schedule |

Lessons learned

**What went well:**

Save a part of the budget for Risk management

Members skills were good. During recruitment, members skills were tested

Contracts to prevent members from leaving

**What should be done next time:**

Order the equipment as soon as possible. Ask for a partial deliver, so that some parts of the system can go live if delays.

Dedicate more days to the Requirements specification, involving users.