PROJECT DOCUMENTATION

**HIGHLIGHT REPORT**

|  |  |
| --- | --- |
| **Project: “MasterSab”** |  |
| Release: |  |
| Date: |  |
| Period Covered: |  |
|  |  |
| **PRINCE2** |  |
|  |  |
| Author: Project Manager |  |
| Owner: Group 1 |  |
| Client: Patan college for professional studies |  |
| Document Ref: |  |
| Version No: 1.1 |  |

# 1 Highlight Report History

## 1.1 Document Location

## 1.2 Revision History

**Date of this revision:**

**Date of Next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 2020-03-12 | 2020-03-01 | Budget status, project status, problem and risk are updated as per the feedback in the first version from the supervisor | Budget status, risk and project status |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Lokendra Dangi |  | Highlight Report V1.1 | 2020-03-13 | 1.1 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Kumod Khadka,  Prabin chapagain | Highlight Report | 2020-03-13 | 1.1 |

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# Highlight Report

## 3 Purpose

## The purpose of this document is to highlight all the work like budget, schedule, product status, risk update, issue and

## 4 Budget Status

As the project is being going forward according to project and budget plan. No additional team members is added or no additional risk is found yet except predicted earlier. That is to, we are currently with budget.

## 5 Schedule Status

Some members were absent for several days due to health problems as illustrated in meeting minutes. Though we have projected to complete our project before 2 weeks in project plan. So, it doesn’t affected project.

## 6 Products Completed

Development work has been started. Design is almost completed. Version 1.0 of PID code of conduct, risk plan, communication plan, quality plan, business case, RACI matrix, product description, meeting minutes, project brief, highlight report has been completed regarding documentation yet. All the work has been done according to schedule.

## 7 Problems and Risk Update

No such problems related to HR has occurred till today. All work has been done according to project plan and schedule.

## 8 Products to be Completed

Discussion section, content, admin panels is to be developed within next month. Updated version of every documents is to be produced every week. Every remaining work should be completed before two weeks of submission so that testing and refining of the product can be done.

## 9 Project Issue Status

The following issue occur regarding to project:

* Incompatibility issues of bootstrap with angular
* Authentication of users and route guard
* Absent of group members
* Not able to understand documents

## 10 Budget/Schedule Impact

The estimated budget of our project is around 6 lakhs and schedule that we make is around 3 months. The individual hours for every task that we make can be see in our project plan and time management.