|  |  |  |  |
| --- | --- | --- | --- |
| Project ID/ Name: | OMMCOM NEWS | Reporting Period: | May-May 2016 |
| Prepared By: | Debasish Mishra | Current Phase: | Development |

# Overall Project Status:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Status | Planned Action  (If RED) | Mitigation Plan (If AMBER) | Tracking Comments |
| Schedule |  | Project initialization delayed |  | Need constant follow-up from operation team |
| Cost |  |  |  |  |
| Effort |  |  | Meeting to be scheduled with management on additional efforts |  |
| Quality |  |  |  |  |

<RAG Indicators: RED – Serious Issue, needs to be tracked; AMBER – Item is within control, with a mitigation plan; GREEN – Item Status is OK >

# Major Achievements:

|  |
| --- |
| * Video conference Module approved * DB architecture approved from 1st kick off * Payment against SRS is smooth and in-time |

# Milestones:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No | Major Milestones/ Deliverables Names | Planned Date | Revised Planned Date | Actual Date | Tracking Comments [slippages, reasons] | Status  RED, AMBER, GREEN |
| 1 | SRS Delivery | 12/04/2016 | 12/04/2016 | 12/04/2016 |  |  |
| 2 | Technical Solution Document | 16/04/2016 | 16/04/2016 | 16/04/2016 |  |  |
| 3 | 1st Beta Release(Web & Mobile) | 25/05/2016 | 25/05/2016 | 25/05/2016 |  |  |
| 4 | Go Live | 30/05/2016 | 30/05/2016 | 30/05/2016 |  |  |
| 5 | Bug List | 28/05/2016 | 28/05/2016 | 28/05/2016 |  |  |
| 6 | Release Notes | 30/05/2016 | 30/05/2016 | 30/05/2016 |  |  |

# Issues:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | Description | Priority | Date Reported | Responsible | Action Taken | Proposed Closing Date | Status |
| 1 | NA | NA | NA | NA | NA | NA | NA |

# Complaints:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Description | Date Reported | Responsible | Action Taken | Status |
| 1 | NA | NA | NA | NA | NA |

*<Customer Feedback form can be attached. >*

# High Level Risks:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Risk Item Description | Mitigation/ contingency Plan | Responsible | Date for Resolution |
| 1 | Web Server Down in case of Internet failure | Back up ISP | Debasish | 30/05/2016 |

*<Risk Tracker can be attached here. >*

# Change Requests:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | CR Details | Estimated Effort (Person Days) | Start Date | End Date | Change Request Attachments | Status [In-Progress/ Completed/ Deferred/ Pending] | Tracking Comments/ Action Taken/ Remarks [if any] |
| 1 | NA | NA | NA | NA | NA | NA | NA |

*<List down all CRs received during the reporting period, CRs completed during the reporting period and pending CRs >*

# Defects Summary:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Release Name | No of Defects Reported | Attachments [if any] | Status | Tracking Comments/ Action Taken/ Remarks [if any] |
| 1 | Beta 1.0 | 30 |  | Completed |  |
| 2 | Final | 3 |  | Completed |  |

# Status of Current Tasks:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No | Task | Planned Start Date | Planned End Date | Actual Start Date | Actual End Date | Status | Remarks |
| 1 | Installation Manual | 28/05/2016 | 30/05/2016 | 28/05/2016 | 30/05/2016 | Completed |  |
| 2 | Project Closure Report | 28/05/2016 | 30/05/2016 | 28/05/2016 | 30/05/2016 | Completed |  |
| 3 | Bug List submission | 25/05/2016 | 30/05/2016 | 25/05/2016 | 30/05/2016 | Completed |  |

# Plan for Next Reporting Period:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Task | Planned Start Date | Planned End Date | Status | Remarks |
| 1 | NA | NA | NA | NA |  |