End of Project Report

SEG2012GP9

|  |  |
| --- | --- |
| Seabrook, Edward J F | [ejfs1g10@ecs.soton.ac.uk](mailto:ejfs1g10@ecs.soton.ac.uk) |
| Elliott, Kristian | [ke1g10@ ecs.soton.ac.uk](mailto:ke1g10@soton.ac.uk) |
| Yu, Brian | [by2g10@ ecs.soton.ac.uk](mailto:by2g10@soton.ac.uk) |
| Mariani Elola, Oscar N | [onme1g10@ ecs.soton.ac.uk](mailto:onme1g10@soton.ac.uk) |
| Chan, Yun Chak | [ycc1g11@ ecs.soton.ac.uk](mailto:ycc1g11@soton.ac.uk) |

# Notes to the Authors:

* *Max 20 sides A4 in total. This page limit excludes "wrapper" pages i.e. title page, contents page, document control page. Appendices will NOT be accepted; any appendices submitted will attract a penalty.*

## 0.1 Document Control

|  |  |  |
| --- | --- | --- |
| **Version** | **Author** | **Changes** |
| 1 | ejfs1g10 | Initial document |

## 0.2 Table of Contents

Notes to the Authors: 1

0.1 Document Control 2

0.2 Table of Contents 3

1 Project History 4

2 Project Management Account 5

3 Summary of Time Reports 6

4 Time Management Account 7

# 1 Project History

* Reflection on group formation and subsequent dynamics, the distribution of skills between members and the degree to which members successfully applied those skills. Of particular value will be honest reflection on tension and conflict that arose and how it was resolved.
* An honest account and reflection on the respective contributions of the team members - including time, commitment, and skills contributed.
* A chronological account of how it was for you: decisions and activities, planned and undertaken, the success or failure of these, and lessons learnt.
* What, with hindsight, would you differently?
* Any strong individually held views on some aspect of the project, that the group doesn't agree on, should be included (maximum 2 pages).

# 2 Project Management Account

To include at least two Gannt charts (start, end), one side A4 each, and reflection on the transition from start-midway-end, i.e., how estimates of cost and timescale for each activity changed over time. What did you learn about planning these activities? Did your estimation accuracy improve? How far out were your initial estimates? How well did you manage the project and what, with hindsight, would you differently?

# 3 Summary of Time Reports

 (2 sides A4 max) of the individual timesheet records. This should summarize as a table, with group members on one axis and week number on the other, the time spent per activity/ member/ week. Don't worry if this report doesn't agree exactly with the end-project Gantt chart, although the two shouldn't be TOO different.

# 4 Time Management Account

Based on the summary report. A clear account of the initial activity/ time estimates and how these changed over time (over to you to avoid overlap with 2. above). Analyses (graphic and narrative) of time spend by week/ activity/ member. Discussion of any time management decisions requiring departure from the 100 hours budget, e.g. choice to overspend to add value to the product, or the choice to spend the "ghost" budget of an absent (ill or dropped out) group member. Reflection on the effectiveness of time usage and management.