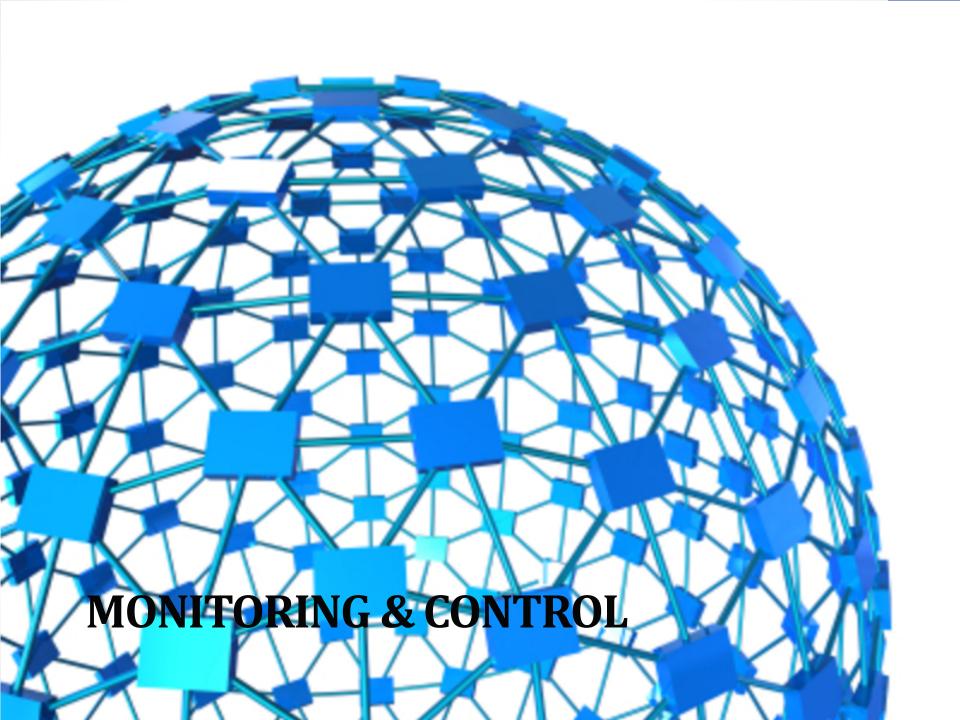


PROJECT MANAGEMENT

Alliance Software Inc



- Status reports
 - Daily Status Report
 - Progress Report

- Project meetings
 - Check project status
 - Close a phase
 - Resolve issues

- Review meetings
 - Design
 - Code
 - Test Case
 - Test Results

- Performance Reporting
 - Efficiency
 - Quality

- Project Closure Report
 - Project Results
 - System
 - Quality
 - Problems Encountered
 - Lessons Learned

- Document Repository
 - Meeting Minutes
 - Output Documents

MONITORING & CONTROL

- oversees all the tasks and metrics necessary to ensure that the approved and authorized project is <u>within scope</u>, <u>on time</u>, <u>and</u> <u>on budget</u> so that the project proceeds with minimal risk.
- Reporting and comparing actual project results against the plan
- Analyzing performance data and determining whether corrective or preventive action should be recommended
- Monitoring the project for risks
- Documenting all appropriate product information
- Monitoring approved change requests

MONITORING & CONTROL

- Where are we?
 - Measuring the ongoing project activities
- Where should we be?
 - Monitoring the project variables (cost, effort, scope, etc.) against the project management plan and the project performance baseline
- How can we get on track again?
 - Identify corrective actions to address issues and risks properly

Exercise: Reporting

- Create a Task Status Report for the work done yesterday
 - Per team member
 - Task, progress, results, issues, next task
- Create Progress Report
 - Per Team
 - Report current status of team
 - Show planned schedule