# PROJECT MANAGEMENT

Alliance Software Inc

# MONITORING & CONTROL

# MANAGING PROJECT INFO

- Status reports
    - Daily Status Report
    - Progress Report

# MANAGING PROJECT INFO

- Project meetings

  - Check project status

  - Close  a phase

  - Resolve issues

# MANAGING PROJECT INFO

- Review meetings

    - Design

    - Code

    - Test Case

    - Test Results

# MANAGING PROJECT INFO

- Performance Reporting

  - Efficiency

  - Quality

# MANAGING PROJECT INFO

- Project Closure Report

  - Project Results

    - System

    - Quality

  - Problems Encountered

  - Lessons Learned

# MANAGING PROJECT INFO

- 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, on time, and 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