**REPORTING PERIOD: 01/29/19 to 03/05/19**

# Project Control

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| --- | --- | --- | --- |
| Project Name | Theater Department Inventory Management System | | |
| Summary | The aim of this project is to design, build, and implement an inventory management system for the CUSD Extension Department’s Theater Program. In doing so, this project will increase the program’s operational efficiency by streamlining the check-in/check-out process, and reduce financial losses by preventing the purchase of redundant inventory.  *Initials* | | |
| Project Manager: Bill feng |  | Jaspreet Summan |  |
|  |  | Wen Jin |  |
|  |  | Nick Batista |  |
| Project Champion: | Larry Gee |  |  |
| Project Sponsor: | Lizeth Gonzalez  (408) 364-4200 x6280  ligonzalez@campbellusd.org | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase | Baseline Start Date | Baseline End Date | Actual End Date | Comment |
| Initiation | 02/04/19 | 02/12/19 | 02/12/19 | Created team charter.  Met with sponsor to establish project requirements. |
| Planning | 02/04/19 | 03/01/19 | 03/01/19 | Created team charter.  Created Work Breakdown Structure  Created project schedule. |
| Executing | 03/05/19 | 04/08/19 | ~ |  |
| Controlling | 03/05/19 | 04/23/19 | ~ |  |
| Closing | 04/30/19 | 05/07/19 | ~ |  |

# Project Status

## Project Traffic Light

|  |  |  |
| --- | --- | --- |
| Project Status | Traffic Light | Brief Comment for any Amber or Red Items |
| Overall | G |  |
| Scope | G |  |
| Schedule | G |  |
| Budget (Hours) | G |  |
| Issues | G |  |
| Risk Management | G |  |
| Technical | A | Project requires team members to use unfamiliar technologies. Not expected to cause significant delays. |
| Change Management | R | Lack of Change Management expertise in the organisation |

See Appendix for light definitions.

++ Each team member must initial next to their name that s/he has read and agree to the status report contents.

# Project Hours

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Plan Hours | Mtg Plan Hours | Actual Hours Used | Actual Mtg Hours Used\*\*\* | Total Actual Hours Used todate | Comments |
| Initiation |  |  |  |  |  |  |
| Nick Batista (PM) | 4 | 4 | 4 | 4 | 8 |  |
| Jaspreet Summan | 0 | 4 | 0 | 4 | 4 |  |
| Wen Jin | 0 | 4 | 0 | 4 | 4 |  |
| Bill Feng | 0 | 4 | 0 | 4 | 4 |  |
| Total | 4 | 16 | 4 | 16 | 20 |  |
| Planning |  |  |  |  |  |  |
| Nick Batista (PM) | 4 | 4 | 4 | 0 | 4 |  |
| Jaspreet Summan | 4 | 4 | 4 | 0 | 4 |  |
| Wen Jin | 4 | 4 | 4 | 0 | 4 |  |
| Bill Feng | 4 | 4 | 4 | 0 | 4 |  |
| Total | 16 | 16 | 16 | 0 | 16 | After reviewing tech options, meeting w/ sponsor at this time deemed unnecessary |
|  |  |  |  |  |  |  |
| Executing |  |  |  |  |  |  |
| Nick Batista (PM) | 5 | 4 |  |  |  |  |
| Jaspreet Summan | 5 | 4 |  |  |  |  |
| Wen Jin | 5 | 4 |  |  |  |  |
| Bill Feng | 5 | 4 |  |  |  |  |
| Total | 20 | 16 |  |  |  |  |
|  |  |  |  |  |  |  |
| Control / Monitoring |  |  |  |  |  |  |
| Nick Batista (PM) | 12 | 4 |  |  |  |  |
| Jaspreet Summan | 0 | 4 |  |  |  |  |
| Wen Jin | 0 | 4 |  |  |  |  |
| Bill Feng | 0 | 4 |  |  |  |  |
| Total | 12 | 16 |  |  |  |  |
|  |  |  |  |  |  |  |
| Close/ |  |  |  |  |  |  |
| Nick Batista (PM) | 6 | 3 |  |  |  |  |
| Jaspreet Summan | 6 | 3 |  |  |  |  |
| Wen Jin | 6 | 3 |  |  |  |  |
| Bill Feng | 6 | 3 |  |  |  |  |
| Total | 24 | 12 |  |  |  |  |
|  |  |  |  |  |  |  |
| Grand total hours | 76 | 76 |  |  |  |  |

# Project Progression Review

## Project Status Commentary

Progress on the project is proceeding as planned. No significant setbacks or delays so far. We have completed the Planning phase and are moving into the Execution phase.

* Project requirements have been defined, work charter has been written and submitted, and project schedule has thus far survived without requiring adjustment.
* Our next milestone is to implement the basic functions needed by our system (the core database structure and user account features). We will then begin work on implementing the reservation function.
* Project sponsor was absent for several weeks at the start of this project, but she has since returned, and we do not expect additional prolonged absences.

## Milestone Log (list only main deliverable from project schedule)

The following notations have been used in the milestone table:

~~Strikethrough~~: Item is complete.

*Italic*: Item is in progress.

**Bold**: Item is overdue or requires attention.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Phase / Deliverable | ScheduledCompletionDate (Base) | LatestOutlookDate | Actual Completion Date | % | Status |
| **Planning phase** | ~~3/1/19~~ | ~~3/1/19~~ | ~~2/27/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Define product requirements~~ | ~~2/4/19~~ | ~~2/4/19~~ | ~~2/4/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Write project charter~~ | ~~2/5/19~~ | ~~2/5/19~~ | ~~2/5/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Create project schedule~~ | ~~2/26/19~~ | ~~2/26/19~~ | ~~2/26/19~~ | ~~100~~ | ~~Completed~~ |
| ***Execution phase*** | *4/8/19* | *4/8/19* | *~* | *5* | *In Progress* |
| *First version with core features complete* | *3/18/19* | *3/18/19* | *~* | *0* | *In Progress* |
| *Basic database structure* | *3/7/19* | *3/7/19* | *~* | *40* | *In Progress* |
| *User account features* | *3/18/19* | *3/18/19* | *~* | *0* | *In Progress* |
| *Fully featured version available for testing* | *4/1/19* | *4/1/19* | *~* | *0* | *In Progress* |
| *System functions on mobile* | *3/22/19* | *3/22/19* | *~* | *0* | *In Progress* |
| *Reservation system implemented* | *3/29/19* | *3/29/19* | *~* | *0* | *In Progress* |
| *System hosted online* | *4/1/19* | *4/1/19* | *~* | *50* | *In Progress* |
| ***Project controls*** | *4/23/19* | *4/23/19* | *~* | *33* | *In Progress* |
| ~~Status Report 1~~ | ~~3/5/19~~ | ~~3/5/19~~ | ~~3/5/19~~ | ~~100~~ | ~~Complete~~ |
| *Status Report 2* | *3/26/19* | *3/26/19* | *~* | *0* | *In Progress* |
| *Status Report 3* | *4/23/19* | *4/23/19* | *~* | *0* | *In Progress* |
| ***Closing activities*** | *5/7/19* | *5/7/19* | *~* | *0* | *In Progress* |
| *Finalize project presentation* | *4/30/19* | *4/30/19* | *~* | *0* | *In Progress* |
| *Submit project binder* | *5/7/19* | *5/7/19* | *~* | *0* | *In Progress* |
| *Submit SDLC binder* | *5/7/19* | *5/7/19* | *~* | *0* | *In Progress* |
| ***Project evaluation*** | *5/7/19* | *5/7/19* | *~* | *0* | *In Progress* |
| *Write peer evaluations* | *4/30/19* | *4/30/19* | *~* | *0* | *In Progress* |
| *Submit Lessons Learned* | *5/7/19* | *5/7/19* | *~* | *0* | *In Progress* |

## Achievements Last Period

|  |  |  |
| --- | --- | --- |
| Phase / Deliverable | Achievement Date | Achievement Comment \*\* |
| *Plan / Defined Project Requirements* | *2/4/19* | *Nick* |
| *Plan / Developed Project Charter* | *2/5/19* | *Jaspreet* |
| *Plan / Project Schedule* | *2/26/19* | *Wen* |
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## Achievements Missed

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| --- | --- | --- |
| Phase / Deliverable | Planned Date | Comment/Issue \*\* |
|  |  |  |
|  |  |  |

## Plan for Next Period

|  |  |  |
| --- | --- | --- |
| Phase / Deliverable | Planned Date | Planned Achievement \*\* |
| *Execute / Basic database structure* | *3/7/19* | *Bill* |
| *Execute / User account features* | *3/18/19* | *Wen* |
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Note:

\*\* Include team member’s name that completed this item. If multiple contributors then the first person’s name on the list is the KEY contributor.

\*\*\* Include meeting minute report for each meeting held. See “[**Meeting Notes/Agenda Template**](https://sjsu.instructure.com/courses/1159871/modules/items/8136519) “ template on Canvas.

# Pending Decisions

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Description | Date Raised | Raised By | Status | Owner | Progress update / Comments | Closed Date |
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# Change Management Requests Requiring Approval

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Description | Date Raised | Raised By | Status | Owner | Progress update / Comments | Approved Date |
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# Issues Requiring Attention

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Description / Possible solution(s) | Date Raised | Raised By | Escalated To | Owner | Progress update/Comments | Resolution Completion Date |
|  | Project requires team members to use unfamiliar technologies; not expected to cause significant delays. | 3/5/19 | Bill | Nick | Bill | Problem resolved by changing our choice of technology. |  |
|  | Lack of Change Management expertise in the organisation. | 3/5/19 | Nick | Larry Gee | Nick | Resulted in a failure to create proper change request documentation when changing technologies. Discussed with Project Champion. |  |
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# Risks Requiring Attention

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Description | Date Raised | Raised By | Escalated To | Mitigation Plan | Progress update/Comments | Resolution Completion Date |
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## Appendix:

## Project Traffic Light Definitions

**Red Status:**

There are significant issues with the project. The project requires corrective action to meet project objectives. The issue cannot be handled solely by the project manager or project team. One or more aspects of project viability — time, cost (hours), scope — exceed tolerances set by the project assignment.

Action: The matter should be escalated to the professor immediately. Project manager to work with team members to identify possible solutions and / or alternatives to reduce exposure.

**Amber Status:**

A problem has a negative effect on project performance but can be dealt with by the project manager or project delivery team.. Action is taken to resolve the problem or a decision made to watch the situation. One or more aspect of project viability — time, cost (hours), scope — is at risk. However, the deviation from plan is within tolerances assigned to the project manager.

Action: Notify professor by email and document in status report or scheduled briefing with the professor.

**Green Status**:

The project is performing to plan. All aspects of project viability are within tolerance.

Action: No action needed.

**Notes:**

Any yellow or red condition remaining for “2” consecutive weeks, regardless of the improvement trend, may justify professor's intervention. Do NOT wait. Schedule meeting with professor. Come with possible solutions / alternatives.