**REPORTING PERIOD: 03/27/19 to 04/23/19**

# Project Control

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name | Theater Department Inventory Management System | | |
| Summary | The aim of this project is to design, build, and implement an inventory management system (IMS) 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.  To date, we have investigated several technologies for use in building the IMS, and have decided on a web-based, turnkey solution called AssetTiger. The first version of the system has been created, demoed to the sponsor, and updated to reflect her feedback. We now consider the system to be feature-complete, and have shifted our focus to writing a comprehensive, task-based help document. We have updated our schedule and risk management document to reflect the earlier-than-expected shift in focus.  *Initials* | | |
| Project Manager: Bill Feng |  | Jaspreet Summan |  |
|  |  | Wen Jin |  |
|  |  | Nick Batista |  |
| Project Champion: | *Larry Gee* |  |  |
| Project Sponsor: | *Lizeth Gonzalez*  (408) 364-4200 x6280  lizgonzalez@campbellusd.org | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase | Baseline Start Date | Baseline End Date | Actual End Date | Comment |
| Initiation | 02/04/19 | 02/12/19 | 02/12/19 |  |
| Planning | 02/04/19 | 03/01/19 | 03/01/19 |  |
| Executing | 03/05/19 | 04/23/19 | 04/23/19 | Revised system leading up to final sponsor sign-off.  Created a system help document for employees to reference after project hand-off.  Received signed project acceptance form from project sponsor. |
| Controlling | 03/05/19 | 04/23/19 | 04/23/19 | Created an updated risk management document.  Created status report covering 03/26/19 to 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 | G |  |
| Change Management | G |  |

See Appendix for light definitions.

# Project Hours

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Plan Hours | Mtg Plan Hours | Actual Hours Used | Actual Mtg Hours Used\*\*\* | Total Actual Hours Used to date | 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 |  |
|  |  |  |  |  |  |  |
| Executing |  |  |  |  |  |  |
| Nick Batista (PM) | 5 | 4 | 4 | 5 | 9 |  |
| Jaspreet Summan | 5 | 4 | 4 | 5 | 9 |  |
| Wen Jin | 5 | 4 | 4 | 4 | 8 |  |
| Bill Feng | 5 | 4 | 4 | 4 | 8 |  |
| Total | 20 | 16 | 16 | 18 | 34 |  |
|  |  |  |  |  |  |  |
| Control / Monitoring |  |  |  |  |  |  |
| Nick Batista (PM) | 12 | 4 | 8 | 1 | 9 |  |
| Jaspreet Summan | 0 | 4 | 0 | 1 | 1 |  |
| Wen Jin | 0 | 4 | 0 | 1 | 1 |  |
| Bill Feng | 0 | 4 | 0 | 1 | 1 |  |
| Total | 12 | 16 | 8 | 4 | 12 |  |
|  |  |  |  |  |  |  |
| 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 | 44 | 38 | 64 |  |

# Project Progression Review

## Project Status Commentary

After the sponsor approved the use of AssetTiger, which is an inventory management tool, we found most of our predicted work tasks completed. Because of this sudden surplus of time, we approved a change request expanding the project scope to include a step by step help document. The risk management plan has been updated to reflect these changes. Fortunately, the baseline was not affected as the workload reduced by implementing the tool far overweights the amount of work to document the changes. The work left in executing phase was only creating the framework for actual data input, and generating the instructions and help documentations for users.

Overall, the sponsor is quite satisfied with the project deliverables. Our team truly appreciate the considerations and flexibility she provided. After the day this report would be turned in, the team will focus on the SDLC and PLC binders, and prepare for the upcoming presentation.

## 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~~ | ~~4/23/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Revise project schedule~~ | ~~3/12/19~~ | ~~3/12/19~~ | ~~3/12/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Create prototype using AssetTiger~~ | ~~3/14/19~~ | ~~3/14/19~~ | ~~3/14/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Demo prototype to sponsor~~ | ~~3/15/19~~ | ~~3/15/19~~ | ~~3/15/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Research transfer of admin rights~~ | ~~3/18/19~~ | ~~3/18/19~~ | ~~3/18/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Research feasibility of mixed-method sorting~~ | ~~3/7/19~~ | ~~3/7/19~~ | ~~3/7/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Create help documentation on the following tasks~~ | ~~3/26/19~~ | ~~4/23/19~~ | ~~4/23/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Create and edit a record~~ | ~~3/26/19~~ | ~~3/26/19~~ | ~~3/26/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Modify existing records (mark broken, etc.)~~ | ~~3/29/19~~ | ~~3/29/19~~ | ~~3/29/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Add/edit record columns~~ | ~~4/1/19~~ | ~~4/1/19~~ | ~~4/1/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Add additional record data~~ | ~~4/2/19~~ | ~~4/2/19~~ | ~~4/2/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Backup and restore the database~~ | ~~4/3/19~~ | ~~4/3/19~~ | ~~4/3/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Reserve assets~~ | ~~4/4/19~~ | ~~4/10/19~~ | ~~4/10/19~~ | ~~100~~ | ~~Completed~~ |
| ~~General tutorial/Walk-through~~ | ~~4/11/19~~ | ~~4/16/19~~ | ~~4/16/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Pay and manage AssetTiger subscription~~ | ~~4/18/19~~ | ~~4/19/19~~ | ~~4/19/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Contact AssetTiger customer support~~ | ~~4/22/19~~ | ~~4/23/19~~ | ~~4/23/19~~ | ~~100~~ | ~~Completed~~ |
| **Project controls** | ~~4/23/19~~ | ~~4/23/19~~ | ~~4/23/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Status Report 1~~ | ~~3/5/19~~ | ~~3/5/19~~ | ~~3/5/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Status Report 2~~ | ~~3/26/19~~ | ~~3/26/19~~ | ~~3/26/19~~ | ~~100~~ | ~~Completed~~ |
| ~~Status Report 3~~ | ~~4/23/19~~ | ~~4/23/19~~ | ~~4/23/19~~ | ~~100~~ | ~~Completed~~ |
| ***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 \*\* |
| *Execute / Create doc: Create and edit a record* | *3/26/19* | *Nick* |
| *Exectue / Create doc: Modify records* | *3/29/19* | *Wen* |
| *Exectue / Create doc: Add/edit record columns* | *4/1/19* | *Bill* |
| *Exectue / Create doc: Add additional record data* | *4/2/19* | *Jaspreet* |
| *Exectue / Create doc: Backup/restore database* | *4/3/19* | *Nick* |
| *Exectue / Create doc: Reserve asset* | *4/10/19* | *Wen* |

## Achievements Missed

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| --- | --- | --- |
| Phase / Deliverable | Planned Date | Comment/Issue \*\* |
|  |  |  |
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## Plan for Next Period

|  |  |  |
| --- | --- | --- |
| Phase / Deliverable | Planned Date | Planned Achievement \*\* |
| *Close / Project presentation* | *4/30/19* | *Nick* |
| *Close / Project life cycle binder* | *5/7/19* | *Wen* |
| *Close / System Development Life Cycle binder* | *5/7/19* | *Bill* |
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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 |
|  | Changing from SnipeIT to AssetTiger; use the new surplus of time to create a help document. | 3/12/19 | Nick | Approved | Nick |  |  |
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# Issues Requiring Attention

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Description / Possible solution(s) | Date Raised | Raised By | Escalated To | Owner | Progress update/Comments | Resolution Completion Date |
|  |  |  |  |  |  |  |  |
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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.