**MEIC
GPI 1º Sem.
2017/2018**

Purpose:

In this delivery it is expected that students develop project control activities. For this purpose we **simulate** that the project already started as expected in the beginning of 2018, that we are in March 29th, 2018. With these assumptions you (as the PM) should prepare a **Status Report** for the Steering Committee meeting of March 30th, describing the project progress by the end of March.

Several events occurred during these first 3-months of the project that you are expected to cope with, namely:

- The project plan approved by the FreeTime was postponed 4 working days.

- To properly develop the technical specification a new activity was executed as part of the requirements specification work package: detail specification of the ERP interfaces, since no documentation was available on its integration methods. The extra duration for this specification activity was 5 days and was performed by the TeamWApp.

- During the last Sprint planning meeting (of the TeamMApp), new requirements, regarding the mobile app, were identified and considered out of the scope of the project. The estimated effort for the design and implementation of this additional work is 2 weeks, with a full allocation of the TeamMApp team. Because the assigned product owner does not have the authority to approve this change request, the project owner and project sponsors must agree on the relevance of this change and on the consequent impact on the project deadline and cost.

- The FreeTime project manager reported that there should be some unavailability of the k-users during the period from April 10th to May 8th due to some other professional constraints.

- The product owner will be on vacations in the period between 11 and 15 of June.

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Layout of the main document:

- Cover with the identification of the shift, responsible faculty, group number, and its elements (only the students who actually performed the work);

Status Report:

- Report (max. 3 pages), when applicable:
  - Accomplishments since project start
  - Milestones expected to be reached during next reporting period (until 30 April)
  - Current status of project performance, including Earned Value Analysis
  - Change requests
  - Risk assessment update
  - Plan Corrective actions
- Appendix (max 2 pages)
  - Should include the updated Gantt-chart showing the project baseline, current schedule, and actual realization.

Delivery instructions:

All artifacts produced for the resolution of this work should be delivered in a bound report (paper print report).

All groups must deliver a hard copy of their work, until 15:00 on 7th December of 2017: groups of IST-Alameda campus must deliver it at the INESC Entrance (Portaria do INESC); whereas groups of IST-Taguspark campus must deliver it at the campus' reception, clearly identifying the respective target professor, namely "Alberto Silva", or "Rosário Bernardo".

In addition to the delivery of this printed report (as referred above), each group shall also submit the respective ZIP file in the Fenix system. This ZIP file should contain the PDF file of the printed report, as well as the corresponding MPP file. All these files (PDF, MPP and the ZIP file) must have a name satisfying the following syntax: GPI2017_cc_Gxx_D3.yyy", where "cc" is the campus ("AL" or "TP"), "xx" is the group number, and "yyy" the extension type file.

Note: For all of those whose reports are not delivered on time and under the conditions mentioned above, their delivery will not be classified.