**Project Status Report**

## Biosecurity Handbook App

## Created: 01/03/2019

**Group: 2019S1-35**

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## Members: u3158906, u3160614, u3158894, u3186207

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**Last Week’s Activities:**

* Initiated contact with the project sponsor for an initial meeting about the project.
* Created an Agile Scrum board for the team to utilise.
* Assigned the Project Manager.
* Assigned other project roles for team members.

## Requirements:

* Ensure access to the handbook without internet access.
* Be simple and easy to understand for non-technical people.

Note: Requirements will be further narrowed down once we have conversed with the stakeholders/end-users. Currently, we have a general overview of the final application.

## In-scope:

* Document the business requirements for the Department of Agriculture.
* Obtain agreement on what can be achieved within the project timeframe.
* Develop a project plan.
* Design the application.
* Identify suitable infrastructure & application development framework.
* Assess security considerations.
* Build and test the application.
* Demonstrate the application to Biosecurity Officers.
* Record the effort spent by the project team members on each task within the project and document the total “cost” of implementing the project.

## Out-scope:

* The release of the application.
* Maintenance of application (after 13 weeks).
* Maintenance of any additional cloud resources (if used).
* Updating the documents/handbooks within the app.

## Milestones:

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Date created** | **Target Date** | **Achieved** |
| Identify team roles | 14/02/19 | 28/02/19 | 21/02/19 |
| Liaised with project sponsor | 21/02/19 | 28/02/19 | 1/03/19 |
| Set up the first meeting with sponsors | 21/02/19 | 28/02/19 | 22/02/19 |

## Milestone Impact:

|  |  |
| --- | --- |
| **Milestone** | **Impact** |
| Identify team roles | Identifies who is responsible for certain aspects of the project. Creates a more efficient team. |
| Liaised with the sponsor | Enables the team to set up meetings and identify what needs to be completed and how. |
| Set up the first meeting with project sponsors | Enables us to ask questions directly to the stakeholders in order to understand what needs to be done to complete the stakeholder requests. |

## Scheduled milestones:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Current date** | **Target Date** |
| Identify stakeholder requirements | 26/02/19 | 01/03/19 |
| Create initial tickets to start development | 26/02/19 | 02/03/19 |

## Budget:

Our budget estimations assume 10 available hours per week per person for the development of the project. This results in our time budget maximum being:

(10 hours x 4 team members) x ( ~10 weeks)   
  
This gives us a total of 400 hours over a 10 week period designated for developing the application. Additional budgeting factors such as financial or physical resource budgets are not applicable in this circumstance as currently, there is no overhead.

## Risks:

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Seriousness** | **Mitigation** |
| Unforeseen external commitments impact on required development time. | Medium - High | Medium | Utilisation of effective planning techniques and strategies to mitigate the loss of progress and recover promptly. |
| Additional learning required to complete certain parts of project | Low - Medium | Low - Medium | This risk is mitigated by allocating particular development tasks to members who are better suited for their completion. |
| Not having enough time to deliver the project on the deadline date. | Low | High | The use of agile development and effective time management. |
| Loss of project file(s) | Low | High | Using Git version control in a trusted cloud repository (GitHub) and employing proper branch restrictions would mitigate the chances of losing files or accidental deletion |