FPD Drinking Metrics

Project Status Reporting

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MSDS 475: Project Management
Project Status Reporting
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Introduction

"Today we will be providing a few updates on the metrics dashboard project. These will be related to project timeline, change requests, and data issues. We will review our current budget and available resources for best use the remainder of the project. Next, based on the mentioned updates and changes team members will be assigned roles to complete the necessary tasks. To wrap up, we will discuss next steps and have time allotted for questions you all may have."

"The goal of today's meeting is to discuss updates and decide the best path forward to project completion."

Agenda

9:00 am Welcome
- Meeting Objective/Agenda Breakdown

9:05 Project Schedule Update
- Discuss Project Status
- Discuss Schedule Updates
- Discuss Programming Delay
- Vacation Time

9:25 Project Issues/Change Requests
- Data Quality Issues
- Resource Limitations
- Software Changes/Freeze
- Additional Dashboard Data

9:40 Budget and Resources
- Update Budget and Resource Use
- Impact of Change Request

9:45 Roles and Responsibilities
- New Assignments/Tasks Based on Project Updates
- Change Request Assignments

9:50 Action Items/What's Next
- Schedule Upcoming Meetings/Milestones
- Review of Immediate Tasks

9:55 Questions and Answers (Q&A)
- Open for Questions
- Final Remarks

Inform, Discuss, Decide

INFORM

Programming Delay 🟥
- Unsure of Return

FPD Holiday Break 🟩
- Last week of year

Vacation Time Policy 🟨
- End of Year Deadline

IT Software Freeze 🟩
- December 1

RED: Critical/ Needs Immediate Attention
YELLOW: Needs Attention
GREEN: On Target Schedule

DISCUSS
- Marketing Personnel Change Request (Additional Dashboard Data) 🟨
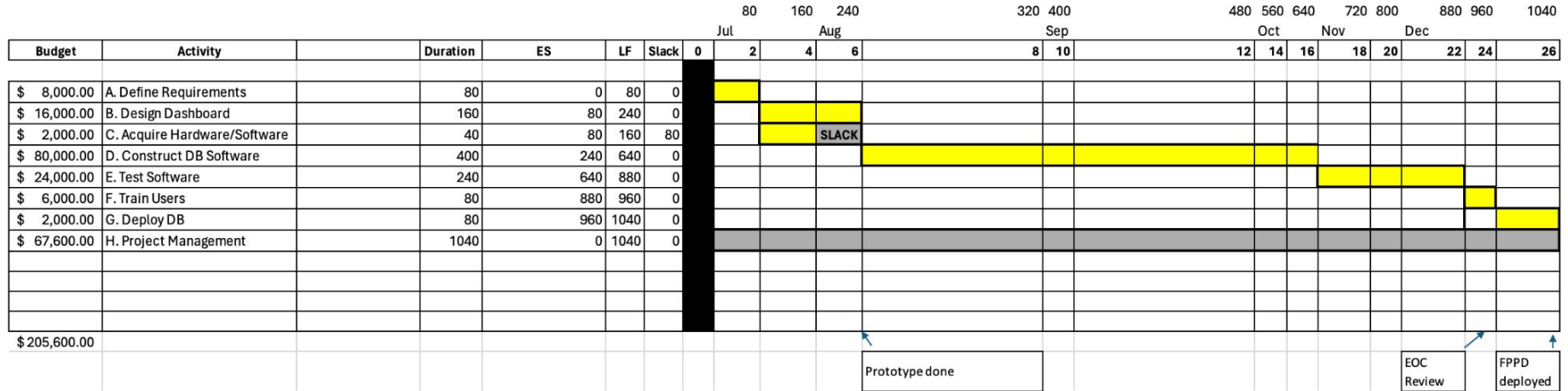- Data Quality Issues 🟥

DECIDE
- Programming Delay Resolution
- Assignments for Change Request (Additional Data)
- Add Consultants to Construct and Test Software

Original Gantt Chart

FPD DM Gantt Chart

Time Period (2 week periods)

		80	160	240		320 400		480 560 640	720 800	880 960	1040
		Jul		Aug			Sep		Oct	Nov	Dec

Budget	Activity	Duration	ES	LF	Slack	0	2	4	6		8	10		12	14	16	18	20	22	24	26
$ 8,000.00	A. Define Requirements	80	0	80	0																
$ 16,000.00	B. Design Dashboard	160	80	240	0																
$ 2,000.00	C. Acquire Hardware/Software	40	80	160	80				SLACK												
$ 80,000.00	D. Construct DB Software	400	240	640	0																
$ 24,000.00	E. Test Software	240	640	880	0																
$ 6,000.00	F. Train Users	80	880	960	0																
$ 2,000.00	G. Deploy DB	80	960	1040	0																
$ 67,600.00	H. Project Management	1040	0	1040	0																

$ 205,600.00

Prototype done

EOC Review
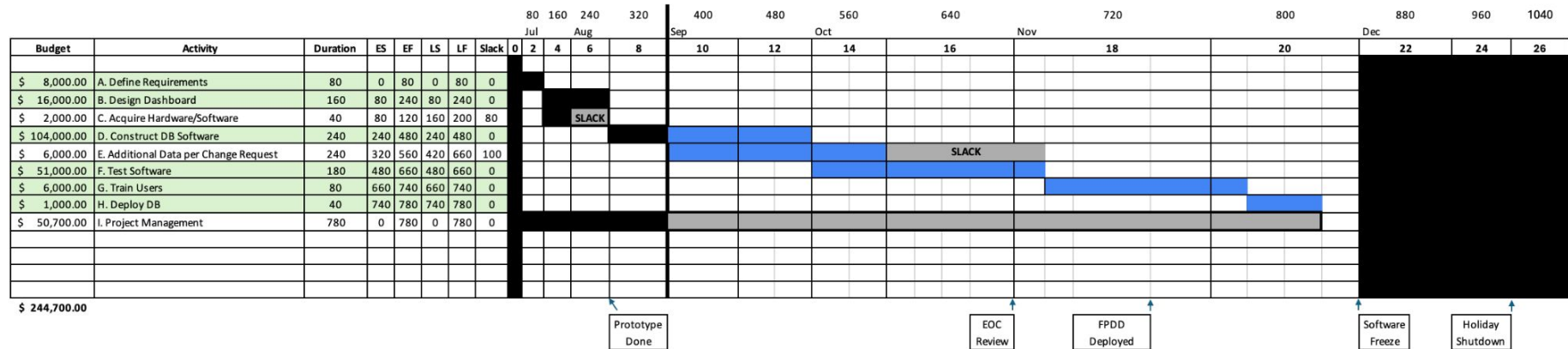
FPPD deployed

Expedited Gantt Chart

FPD DM Gantt Chart

Time Period (2 week periods - with some broken down into smaller increments)

								80 160 240	320		400	480	560	640	720	800	880	960	1040
								Jul Aug		Sep		Oct		Nov		Dec			

Budget	Activity	Duration	ES	EF	LS	LF	Slack
$ 8,000.00	A. Define Requirements	80	0	80	0	80	0
$ 16,000.00	B. Design Dashboard	160	80	240	80	240	0
$ 2,000.00	C. Acquire Hardware/Software	40	80	120	160	200	80
$ 104,000.00	D. Construct DB Software	240	240	480	240	480	0
$ 6,000.00	E. Additional Data per Change Request	240	320	560	420	660	100
$ 51,000.00	F. Test Software	180	480	660	480	660	0
$ 6,000.00	G. Train Users	80	660	740	660	740	0
$ 1,000.00	H. Deploy DB	40	740	780	740	780	0
$ 50,700.00	I. Project Management	780	0	780	0	780	0

$ 244,700.00

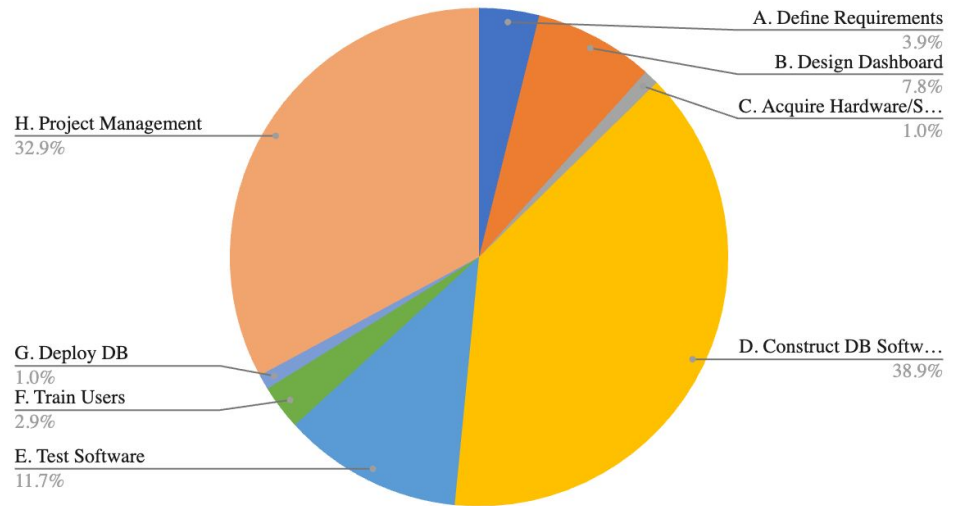Prototype Done · EOC Review · FPDD Deployed · Software Freeze · Holiday Shutdown

Note: Condensed timeline with 2 consultants brought in at $75/hour to assist with D. Construct DB Software, and F. Test Software.

Estimated Budget and Financials

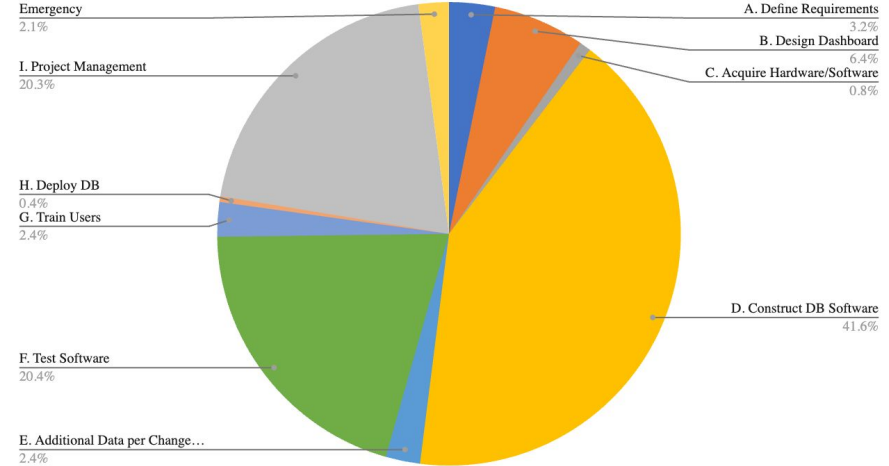| Activity	Budget
A. Define Requirements	$ 8,000.00
B. Design Dashboard	$ 16,000.00
C. Acquire Hardware/Software	$ 2,000.00
D. Construct DB Software	$ 80,000.00
E. Test Software	$ 24,000.00
F. Train Users	$ 6,000.00
G. Deploy DB	$ 2,000.00
H. Project Management	$ 67,600.00
Emergency (Add'l. Expenses, Consulting, etc.)	$44,400.00

Budget

- A. Define Requirements — 3.9%
- B. Design Dashboard — 7.8%
- C. Acquire Hardware/S... — 1.0%
- D. Construct DB Softw... — 38.9%
- E. Test Software — 11.7%
- F. Train Users — 2.9%
- G. Deploy DB — 1.0%
- H. Project Management — 32.9%

Updated Budget (As of 8/31)

Activity	Budget
A. Define Requirements	$ 8,000.00
B. Design Dashboard	$ 16,000.00
C. Acquire Hardware/Software	$ 2,000.00
D. Construct DB Software	$ 104,000.00
E. Additional Data per Change Request	$ 6,000.00
F. Test Software	$ 51,000.00
G. Train Users	$ 6,000.00
H. Deploy DB	$ 1,000.00
I. Project Management	$ 50,700.00
Emergency (Add'l. Expenses, Consulting, etc.)	$ 5,300.00

Budget

Emergency 2.1%
I. Project Management 20.3%
H. Deploy DB 0.4%
G. Train Users 2.4%
F. Test Software 20.4%
E. Additional Data per Change… 2.4%
A. Define Requirements 3.2%
B. Design Dashboard 6.4%
C. Acquire Hardware/Software 0.8%
D. Construct DB Software 41.6%

Note: Condensed timeline with 2 consultants brought in at $75/hour to assist with D. Construct DB Software, and F. Test Software.

Issue Log

Issues Log FPD Dashboard project

| Ref	Date Identified	Workstream / function	Issue description/action	comments	Person Resp	Due Date	Status
I01	08/14/2024	Master Data	Data Quality Issues		Master Data	09/15/2024	red
I02	09/01/2024	ERP Team	Programming Delay	Unsure of Return	Samuel Lincoln	09/22/2024	red
I03	09/01/2024	Analyst Team	Marketing Personnel Change Request	Additional Dashboard Data	William Jones	09/30/2024	yellow
I04	09/01/2024	All Teams	Vacation Time Policy		All Personnel	12/31/2024	yellow
I05	09/01/2024	IT Team	IT Software Freeze		Jamie Wolf	12/31/2024	green
I06	09/01/2024	All Teams	FPD Holiday Break	Last Week of Year	All Personnel	12/31/2024	green

Project Governance Structure

EOC

| Barbara Coffee (CEO) | Paul Reporting (CFO/Project Sponsor) | Frank Modruson (CIO) | Angela Daniels (VP of Logistics) | Vivica Frederickson (Investor) |

Project Management Office (PMO)

Jamia Russell, Project Manager

FUNCTIONAL LEADS

IT Development	ERP	Finance	Facilities	Analyst Team	HR & Payroll
Jamie Wolf - IT Manager	Samuel Lincoln, ERP Analyst	Fin. Support	Facilities/Building Operations Team	William Jones Taraji Samson Michael David Jamie Levitt Robert Schafer Roger Scott	HR Team
IT Team	Nia Short, ERP Analyst				

Marketing	Customer Service	Legal - Restructuring	Communications	Master Data
Steve James (VP - Marketing)	Customer Service Team	Legal Team	Comms Team	Data Transformation/ Engineering Team

EOC RESPONSIBILITIES
- Meet 1x monthly with Project Manager
- Shape and advise overall direction, allocate resources
- Make key decisions, resolve escalated issues, and risk management

PMO RESPONSIBILITIES
- Lead execution, enforcing guiding principles
- Link between EOC and functional teams
- Manage budget, synergy governance and provide reporting to EOC

FUNCTIONAL TEAM RESPONSIBILITIES
- Meet weekly with Project Manager
- Identify activities that need to occur and the timeline for each
- Perform/delegate day-to-day planning & roadmap tasks
- Proactively escalate issues/risks to Project Manager
- Provide business/technical expertise
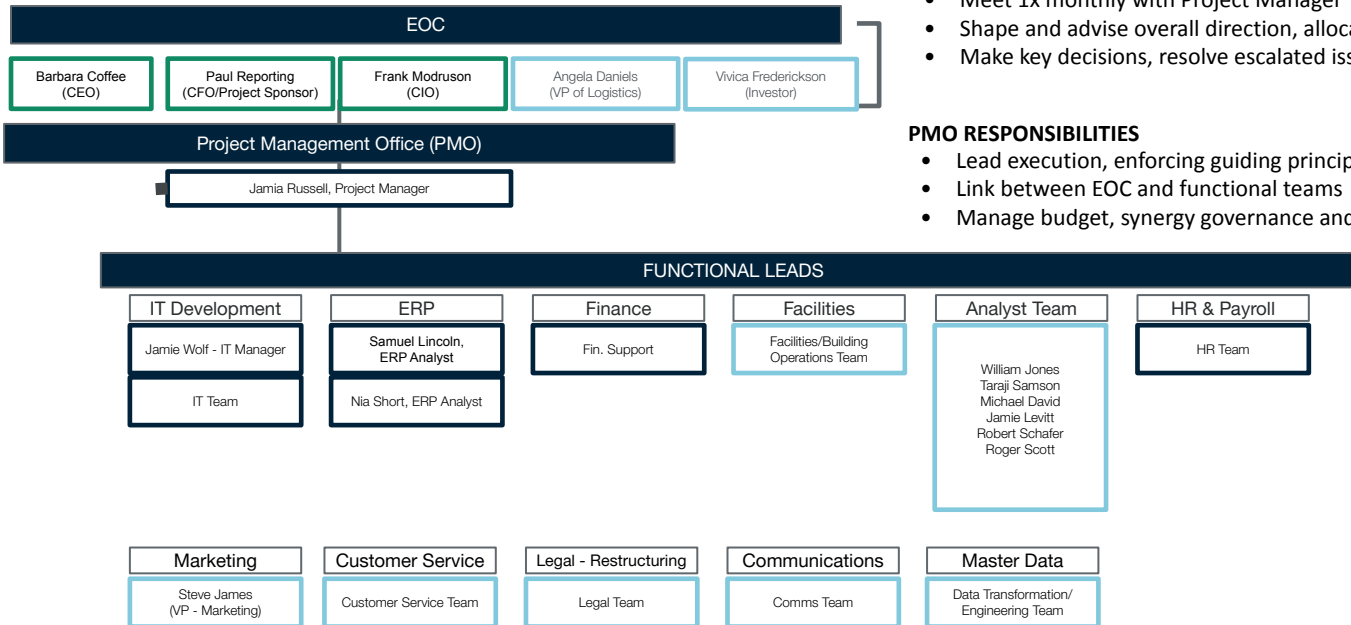
Project Communications Plan

What Information	*Target Audience*	*When?*	*Method of Communication*	*Provider*
Weekly Team Meeting	Project Team Members	Weekly	E-mail; In-Person Meetings	Project Manager
Team Status Reports	Project Manager	Weekly	E-mail	Project Team Members
Project Status Reports & Agendas	Executive Oversight Committee (EOC) Project Team Members	Weekly	E-mail (Hard Copy As Requested)	Project Manager
Monthly Review Meeting	Executive Oversight Committee (EOC) Project Team Members	Monthly	E-mail; In-Person Meetings	Project Manager
Milestones & Deliverables Reports	Executive Oversight Committee (EOC)	Monthly	E-mail (Hard Copy As Requested)	Project Manager
Emergency Escalations	Project Manager	As Needed	Meeting (Zoom); E-mail; Slack	Project Team Members
Change Requests	Executive Oversight Committee (EOC)	As Needed	E-mail (Hard Copy As Requested)	Project Manager

Summary Discussion

- **Change Request Implementation**
  - E. Additional Data per Change Request can be completed within the timeline.
  - Slack time available for adjustments during testing.
- **Compliance with Constraints**
  - Project aligns with software freeze, vacation policy, and plant closing.
- **Meeting WalMart's Schedule**
  - Project schedule fits within 800 hours (100 working days).
  - Critical path remains A. Define Requirements, B. Design Dashboard, D. Construct DB Software, F. Test Software, G. Train Users, H. Deploy DB
- **Summary of Schedule Condensation**
  - Added consultants to D. Construct DB Software and F. Test Software.
  - Increased budget by $39,100 to reduce durations.
  - Maintained critical path and accommodated change request.

Q&A