



Group Number	Tuesday Tagus	Tuesday Alameda	Thursday Alameda	Friday Alameda
20		X		
Student Number	Student name			
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## Status Report

### Accomplishments since project start:

We completed the Project Initiation, Planning, Analysis and Design work packages, now we are in a Realization phase, in the process of building the Holidays and Absences Module and starting to execute the first sprint of the Corporate Information Module. In addition, we executed 5 Control activities.

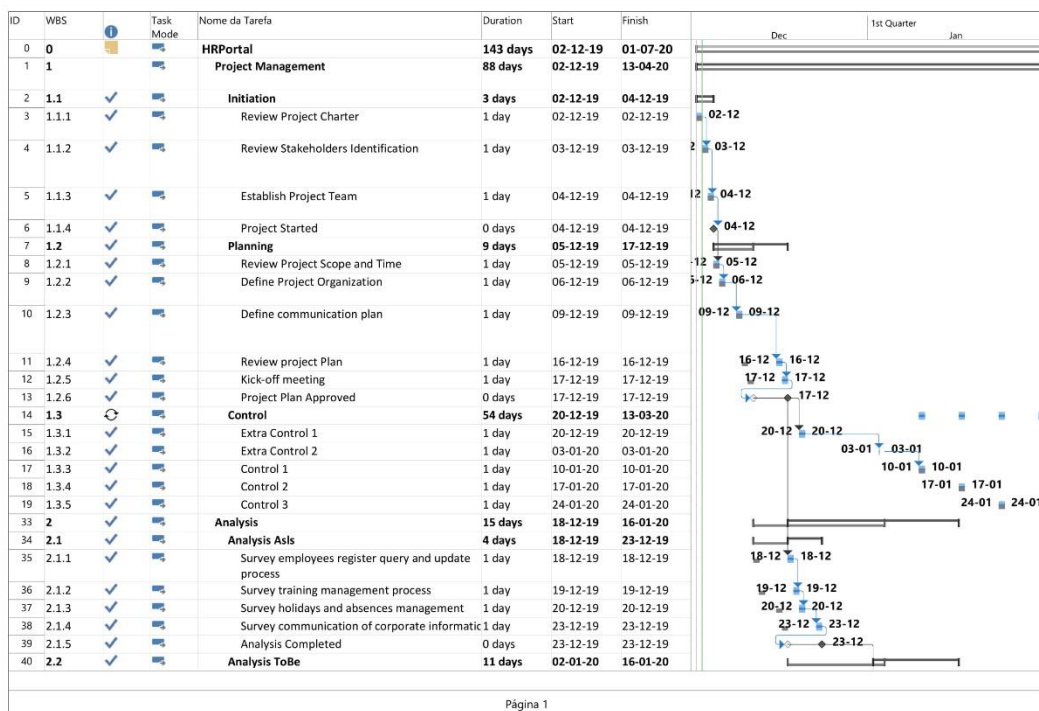
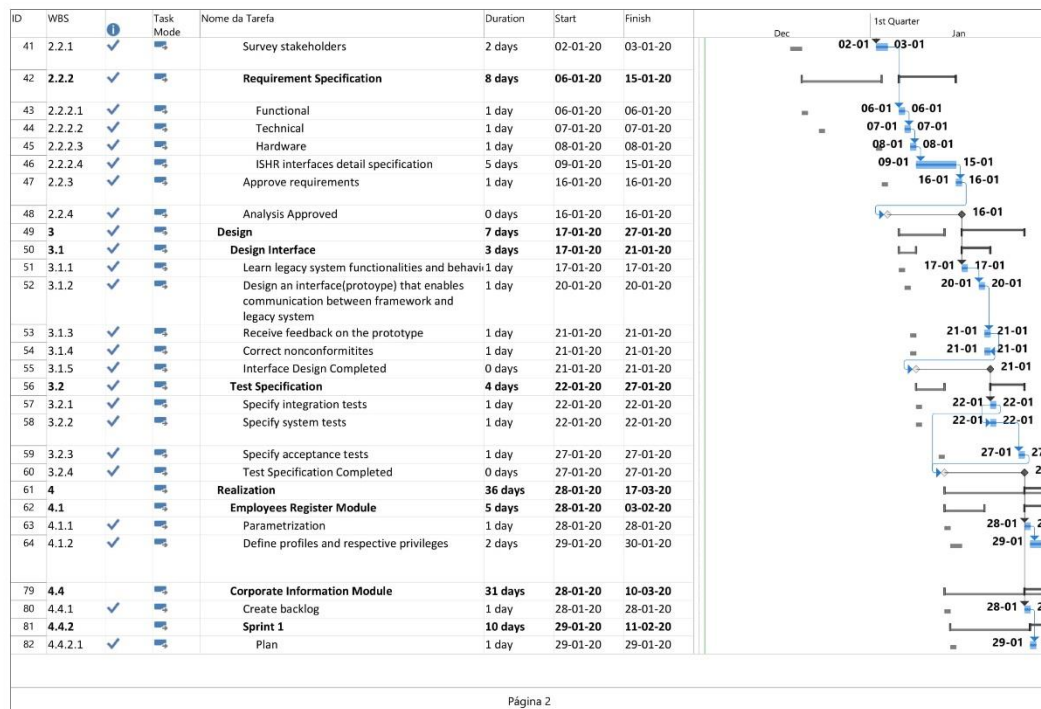
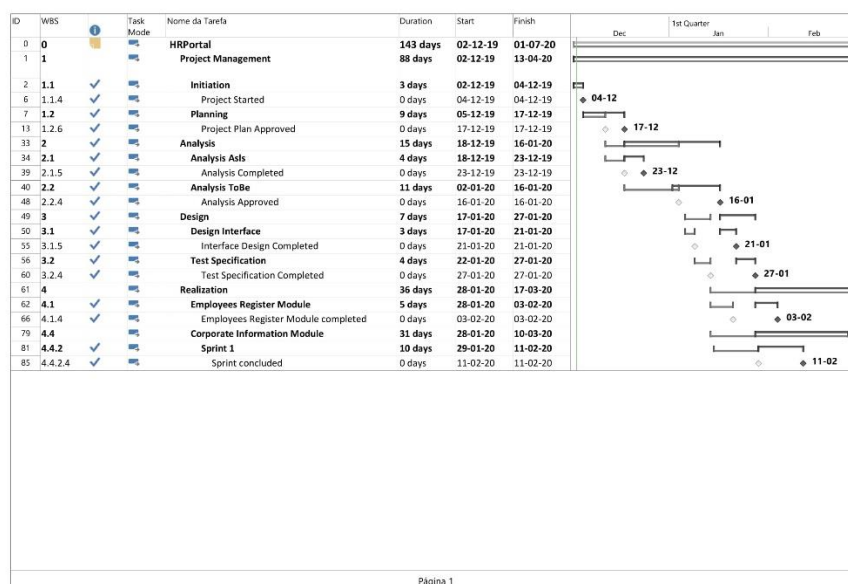


Fig 1 – Completed tasks until January 30<sup>th</sup>


Fig 2 – Completed tasks until January 30<sup>th</sup> (continuation)

## Milestones expected to be reached during the next reporting period (until February 14<sup>th</sup>):

Until February 14<sup>th</sup> we expect to complete the Employees Register Module and finish the first sprint of the Corporate Information Module.


Fig 3 - Completed Milestones until February 14<sup>th</sup>

## Current status of project performance:

Overall the project is performing as planned but there are 2 situations to report that influenced the project performance.

As a result of postponing the project plan approval, the project was delayed by 4 working days. In addition, the execution of a new activity (ISHR interfaces detail specification) as part of the requirements specification work package, required additional effort from the Technical Coordinator and delayed the project by 5 working days. Because of this we now have a new closure date for the project (13/04/20) and had to spend an additional 1250€ to support the additional effort of the Technical Coordinator.

We also detected, that by our mistake the Control Activities were only scheduled to start in January instead of the December, so in order to fix this problem we executed 2 extra Control Activities to manage the project during December. Because of that we had to spend an extra 700€ to support the additional work of our Project Manager.

## Change Requests:

During January 24<sup>th</sup> progress meeting, there were made some change requests:

- CR1 – New requirements were identified and considered out of the scope of the project, requiring additional work for the Holidays and Absences Module
- CR2 – There should be some unavailability of his project teams during the period from 24 to 28 of February due to planned vacations
- CR3 - Required hardware and infrastructures will be available only by the 28th February

If we decide to perform the additional work because of the change request CR1 the system won't be finished on time and finishing it on time is one of the success criteria: "The system should be operational four months after the project plan approval". By performing the additional work, the project close is finished at 4/5/20 which is even more than the two-week tolerance that we have to finish the project. On the other hand, if we don't do it, we finish the project at 20/4/20, still having some days to fix problems that might emerge inside the time scope we have. In terms of costs, this additional work has the price of 10.000€. In terms of risks, by not performing the work, the risk of our system not meeting the expectations of the end user is greater.

The change request CR2 only affects our project in terms of time, by the lack of team members from the client, the project activities (Data Migration and execution of Sprint 2) must be delayed. In addition, if the CR1 is approved, the period from 24 to 28 of February is when the review of Sprint 2 is done, so it will affect our project in either way.

Regarding the change request CR3 it doesn't impact the project in any way because the hardware and infrastructures will only be necessary during the Software Installation which is only scheduled for April.



## Risk assessment update:

The change requests don't have impact on none of our risks in the risk register delivered at the start of the project. Although, we can infer a risk that might appear if we don't apply the changes request CR1 described earlier.

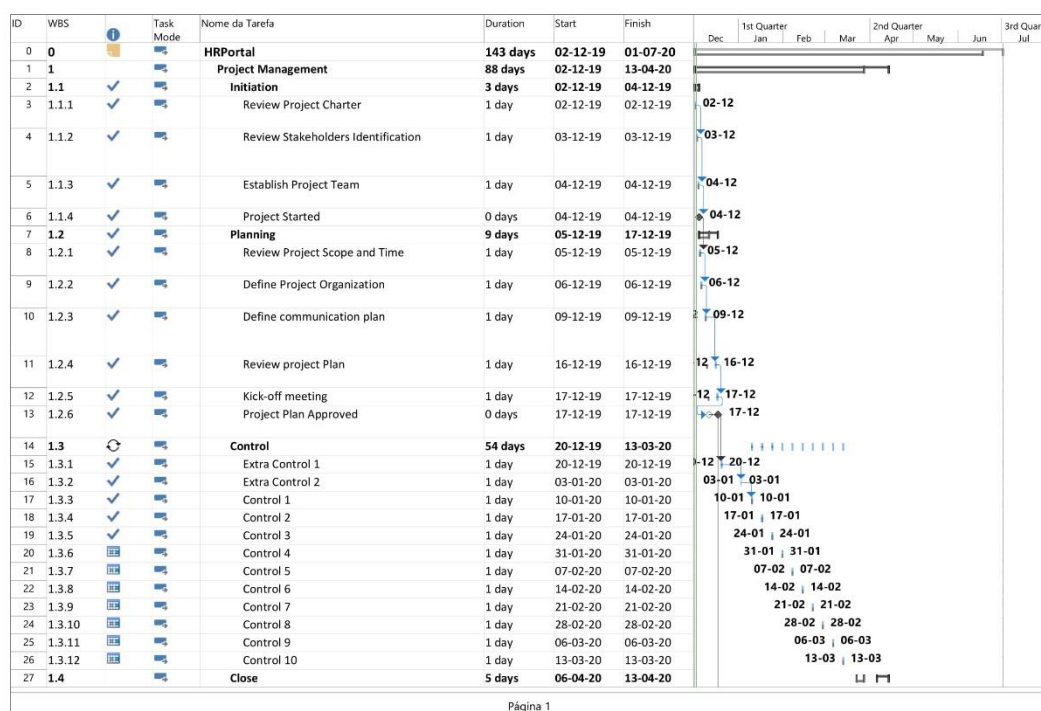
The risk is that there is a greater risk of the end user not being satisfied with the system.

## Corrective actions plan:

If we decide to apply the CR1, the delivery date of the system has to be postponed.

To cope with CR2 we decided to stop the project during the period of 24-28 February.

## Appendix A - updated Gantt-chart





ID	WBS	Task Mode	Nome da Tarefa	Duration	Start	Finish	Dec	1st Quarter	2nd Quarter	3rd Quarter
28	1.4.1		Review project objectives	2 days	06-04-20	07-04-20				
29	1.4.2		Collect Lessons Learned	1 day	08-04-20	08-04-20				
30	1.4.3		Provide Feedback	1 day	09-04-20	09-04-20				
31	1.4.4		Close contracts	1 day	13-04-20	13-04-20				
32	1.4.5		Project Closed	0 days	13-04-20	13-04-20				
33	2	✓	Analysis	15 days	18-12-19	16-01-20				
34	2.1	✓	Analysis AsIs	4 days	18-12-19	23-12-19				
35	2.1.1	✓	Survey employees register query and update process	1 day	18-12-19	18-12-19				
36	2.1.2	✓	Survey training management process	1 day	19-12-19	19-12-19				
37	2.1.3	✓	Survey holidays and absences management	1 day	20-12-19	20-12-19				
38	2.1.4	✓	Survey communication of corporate information	1 day	23-12-19	23-12-19				
39	2.1.5	✓	Analysis Completed	0 days	23-12-19	23-12-19				
40	2.2	✓	Analysis ToBe	11 days	02-01-20	16-01-20				
41	2.2.1	✓	Survey stakeholders	2 days	02-01-20	03-01-20				
42	2.2.2	✓	Requirement Specification	8 days	06-01-20	15-01-20				
43	2.2.2.1	✓	Functional	1 day	06-01-20	06-01-20				
44	2.2.2.2	✓	Technical	1 day	07-01-20	07-01-20				
45	2.2.2.3	✓	Hardware	1 day	08-01-20	08-01-20				
46	2.2.2.4	✓	ISHR interfaces detail specification	5 days	09-01-20	15-01-20				
47	2.2.3	✓	Approve requirements	1 day	16-01-20	16-01-20				

Página 2

ID	WBS	Task Mode	Nome da Tarefa	Duration	Start	Finish	Dec	1st Quarter	2nd Quarter	3rd Quarter
48	2.2.4	✓	Analysis Approved	0 days	16-01-20	16-01-20				
49	3	✓	Design	7 days	17-01-20	27-01-20				
50	3.1	✓	Design Interface	3 days	17-01-20	21-01-20				
51	3.1.1	✓	Learn legacy system functionalities and behaviour	1 day	17-01-20	17-01-20				
52	3.1.2	✓	Design an interface(prototype) that enables communication between framework and legacy system	1 day	20-01-20	20-01-20				
53	3.1.3	✓	Receive feedback on the prototype	1 day	21-01-20	21-01-20				
54	3.1.4	✓	Correct nonconformities	1 day	21-01-20	21-01-20				
55	3.1.5	✓	Interface Design Completed	0 days	21-01-20	21-01-20				
56	3.2	✓	Test Specification	4 days	22-01-20	27-01-20				
57	3.2.1	✓	Specify integration tests	1 day	22-01-20	22-01-20				
58	3.2.2	✓	Specify system tests	1 day	22-01-20	22-01-20				
59	3.2.3	✓	Specify acceptance tests	1 day	27-01-20	27-01-20				
60	3.2.4	✓	Test Specification Completed	0 days	27-01-20	27-01-20				
61	4		Realization	36 days	28-01-20	17-03-20				
62	4.1		Employees Register Module	5 days	28-01-20	03-02-20				
63	4.1.1	✓	Parametrization	1 day	28-01-20	28-01-20				
64	4.1.2	✓	Define profiles and respective privileges	2 days	29-01-20	30-01-20				
65	4.1.3		Fulfill requirements	2 days	31-01-20	03-02-20				

Página 3



ID	WBS	Task Mode	Nome da Tarefa	Duration	Start	Finish	Dec	1st Quarter	2nd Quarter	3rd Quarter
66	4.1.4		Employees Register Module completed	0 days	03-02-20	03-02-20		03-02		
67	4.2		Holidays and Absences Module	10 days	04-02-20	17-02-20				
68	4.2.1		Parametrization	2 days	04-02-20	05-02-20		04-02	05-02	
69	4.2.2		Define profiles and respective privileges	4 days	06-02-20	11-02-20		06-02	11-02	
70	4.2.3		Fulfill requirements	4 days	12-02-20	17-02-20		12-02	17-02	
71	4.2.4		Holidays and absences Module completed	0 days	17-02-20	17-02-20			17-02	
72	4.3		Training Management Module	10 days	18-02-20	02-03-20				
73	4.3.1		Parametrization	1 day	18-02-20	18-02-20		18-02	18-02	
74	4.3.2		Create scripts for data migration	1 day	19-02-20	19-02-20		19-02	19-02	
75	4.3.3		Data Migration	3 days	20-02-20	24-02-20		20-02	24-02	
76	4.3.4		Define profiles and respective privileges	2 days	25-02-20	26-02-20		25-02	26-02	
77	4.3.5		Fulfill requirements	3 days	27-02-20	02-03-20		27-02	02-03	
78	4.3.6		Training Management Module completed	0 days	02-03-20	02-03-20			02-03	
79	4.4		Corporate Information Module	31 days	28-01-20	10-03-20				
80	4.4.1		Create backlog	1 day	28-01-20	28-01-20		28-01	28-01	
81	4.4.2		Sprint 1	10 days	29-01-20	11-02-20				
82	4.4.2.1		Plan	1 day	29-01-20	29-01-20		29-01	29-01	
83	4.4.2.2		Execute work	8 days	30-01-20	10-02-20		30-01	10-02	
84	4.4.2.3		Review	1 day	11-02-20	11-02-20		11-02	11-02	

Página 4

ID	WBS	Task Mode	Nome da Tarefa	Duration	Start	Finish	Dec	1st Quarter	2nd Quarter	3rd Quarter
85	4.4.2.4		Sprint concluded	0 days	11-02-20	11-02-20		11-02		
86	4.4.3		Sprint 2	10 days	12-02-20	25-02-20				
87	4.4.3.1		Plan	1 day	12-02-20	12-02-20		12-02	12-02	
88	4.4.3.2		Execute work	8 days	13-02-20	24-02-20		13-02	24-02	
89	4.4.3.3		Review	1 day	25-02-20	25-02-20		25-02	25-02	
90	4.4.3.4		Sprint concluded	0 days	25-02-20	25-02-20			25-02	
91	4.4.4		Sprint 3	10 days	26-02-20	10-03-20				
92	4.4.4.1		Plan	1 day	26-02-20	26-02-20		26-02	26-02	
93	4.4.4.2		Execute work	8 days	27-02-20	09-03-20		27-02	09-03	
94	4.4.4.3		Review	1 day	10-03-20	10-03-20		10-03	10-03	
95	4.4.4.4		Sprint concluded	0 days	10-03-20	10-03-20			10-03	
96	4.4.5		Corporate Information Module completed	0 days	10-03-20	10-03-20			10-03	
97	4.5		Interface Implementation	5 days	03-03-20	09-03-20				
98	4.5.1		Implement the interface according to the requirements	4 days	03-03-20	06-03-20		03-03	06-03	
99	4.5.2		Review interface	1 day	09-03-20	09-03-20		09-03	09-03	
100	4.5.3		Interface implemented	0 days	09-03-20	09-03-20			09-03	
101	4.6		Integration Tests	5 days	11-03-20	17-03-20				
102	4.6.1		Execute Tests	5 days	11-03-20	17-03-20		11-03	17-03	
103	4.6.2		Correct nonconformities	5 days	11-03-20	17-03-20		11-03	17-03	
104	4.6.3		Integration Tests Completed	0 days	17-03-20	17-03-20			17-03	
105	5		Transition	13 days	18-03-20	03-04-20				
106	5.1		Training	1 day	27-03-20	27-03-20				
107	5.1.1		Train SID employees	1 day	27-03-20	27-03-20		27-03	27-03	
108	5.1.2		Train HRD employees	1 day	27-03-20	27-03-20		27-03	27-03	

Página 5

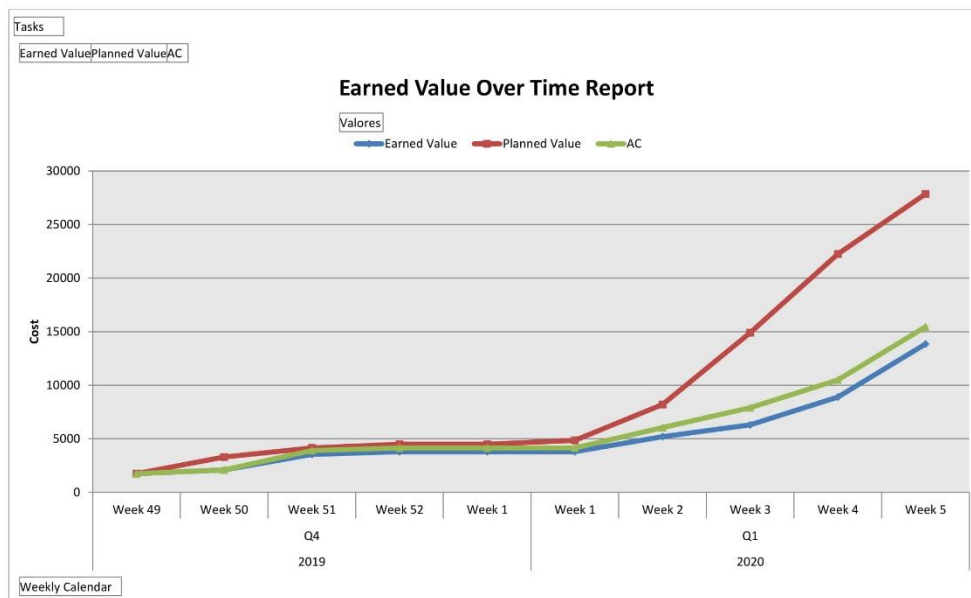




ID	WBS	Task Mode	Nome da Tarefa	Duration	Start	Finish	Dec	1st Quarter	2nd Quarter	3rd Quarter
109	5.1.3		Provide technical documentation	1 day	27-03-20	27-03-20			27-03	
110	5.1.4		Training completed	0 days	27-03-20	27-03-20			27-03	
111	5.2		Acceptance Tests	5 days	30-03-20	03-04-20			30-03	03-04
112	5.2.1		Realize tests	5 days	30-03-20	03-04-20			30-03	03-04
113	5.2.2		Correct nonconformities	5 days	30-03-20	03-04-20			30-03	03-04
114	5.2.3		System accepted	0 days	03-04-20	03-04-20			03-04	
115	5.3		System Tests	5 days	20-03-20	26-03-20			20-03	26-03
116	5.3.1		Execute tests	5 days	20-03-20	26-03-20			20-03	26-03
117	5.3.2		Correct nonconformities	5 days	20-03-20	26-03-20			20-03	26-03
118	5.3.3		System tests completed	0 days	26-03-20	26-03-20			26-03	
119	5.4		Software Installation	2 days	18-03-20	19-03-20			18-03	19-03
120	5.4.1		Prepare all the necessary hardware	1 day	18-03-20	18-03-20			18-03	
121	5.4.2		Install all the required software for the information system to work properly	1 day	19-03-20	19-03-20			19-03	
122	5.4.3		Software installed	0 days	19-03-20	19-03-20			19-03	
123	6		Operation	60 days	06-04-20	01-07-20				
124	6.1		Warranty	60 days	06-04-20	01-07-20				
125	6.1.1		Correct problems or nonconformities that might appear	60 days	06-04-20	01-07-20			06-04	01-07

Página 6

## Appendix B – Earned value analysis



By analyzing the graph, we conclude that our project is behind schedule and over budget