



Purpose:

In this delivery it is expected that students develop some project control and close activities. For this purpose, we simulate that the project already started as expected in the beginning of December 2019 and you are the Contractor Project Manager.

Based on the progress information, you should prepare a **Status Report** for the Steering Committee meeting of January 31st and perform all the activities related with the project Close, including the preparation of the **Closure Report** for your sponsor.

Layout of the documents:

- Cover with the identification table

Group Number		Tuesday Tagus	Tuesday Alameda	Thursday Alameda	Friday Alameda
Student Number	Student name				

Status Report:

- Accomplishment since project start
- Milestones expected to be reached during the next reporting period (until 14 February)
- Current status of project performance
- Change requests
- Risk assessment update
- Corrective actions plan
- Appendix A - updated Gantt-chart
- Appendix B – Earned value analysis (internal to your organization)

Closure Report:

- Project objectives and success criteria revision
- Risk plan vs issues occurred
- Risks treatment result
- Lessons learned (including recommendations for improvement of the selected project management tool)



Progress Information:

- The project plan approval by the IST Retail Project Owner was postponed 4 working days.
- In order to develop the technical specification a new activity was executed as part of the requirements specification work package: ISHR interfaces detail specification. The extra duration for this specification activity was 5 days and was performed by the technical coordinator.
- During the 24th January progress meeting, new requirements regarding the holidays and absences module, were identified and considered out of the scope of the project. The estimated effort for the design and implementation of this work is 2 weeks, with a full allocation of the technical coordinator team. Because the customer project manager doesn't have the authority to approve this change request, the project owner must agree on the relevance of this change and on the consequent impact on the project deadline and cost.
- During the 24th January progress meeting the customer project manager reported that there should be some unavailability of his project teams during the period from 24 to 28 February due to planned vacations.
- During the 24th January progress meeting the customer project manager reported that the required hardware and infrastructures will be available only by the 28th February.
- The Integration with ISRH module realization was performed in 10 days.
- The Corporate Information module was performed in 4 sprints. The customer accepted to cover the additional effort with an additional price of 10.000€

Delivery instructions:

All groups must deliver a ZIP file in Fenix, until **12:30 7th December** of 2019, including both reports.

The file name shall be:

- **GPI19-XX-EX4.pdf** (where XX is your group number)

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