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| PS2Win |
| Project Assessment and Control Process |
| Keep Your Time |

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| Rui Ganhoto  23-03-2013 |

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Table 1: List of Contribuitors

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| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
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Table 2: Version history

# Purpose

The objective of the Project Assessment and Control Process is to measure the project progress and status thus ensuring that the projects go according to schedules, budgets and objectives. Ensure the compliance of the project can include deciding actions to correct and prevent variations to the plan. .

# Inputs and Outputs

In this chapter the inputs and the outputs of the process will be described.

# Inputs

Software development plan

Earn Value

# Outputs

Progress of the project

List of actions to correct variations to the plan with a list of problems that their action are meant to resolve and/or cause

Software development plan updates

Weekly Report

# Activities

In this chapter the activities associated with this process will be described.

# Project assessment and control

The Project Manager ensures that the software plans and products are evaluated according to the required and that everything is going well.

All team members must update their logs.

In a weekly basis, the Project Manager must:

* Evaluate the earned value and work done by team members, comparing with the project plan
  + Analyze delays that occur during the execution of the project
* Verify the project closure status
* Create the weekly report according the template “Template Weekly Report.docx”

Every week the project manager and quality manager must:

* Update dashboard with:
  + Individual tasks done in accordance with the logs
  + Team tasks completed
  + Earned value and respective statistics

If the earned value has deviations that can pass the threshold value defined in the project plan, it must be used the recommendations defined in the “Project deviations” sub-topic.

At any point of the project, if any team member discover anything credible to be a risk, he must inform the Risk manager, to ensure that it will be registered in a risk list to be analyzed as soon as possible.

**Project deviations:**

The Project Manager will identify deviations to the Project Plan, treating them as a Problem, to be correcting using a Corrective Action [3.3].

**Project Closure**

The Project Manager must determine if the project is finished according to some defined criteria:

* Implemented requirements
* Verifications and validations done.
* Documentation completed

This must be archived and recorded.

# Risk Management

The Risk Manager is responsible for undertaking risk assessment wherever it is required.

In the second week after kickoff meeting the Risk Manager invokes a meeting with all team members to find any risks that must be recorded in the risk plan document. The meeting should last around 45 minutes.

In a biweekly basis, the risk manager should update the risk document by talking with each team member about his risks:

* New risks found
* Status change
* Probability change
* Corrective actions
* Risk details change

In a weekly basis, the team should arrange a meeting to check the high level risks in the risk plan document:

* Status change
* Corrective actions
* Risk details change

**Risk plan document**

This document should use default document template, “Template.docx”.

Each risk must have:

* ID
* Name
* Small description
* Probability
* Impact
* Initial date
* Status table
* Team member
* Requirements (if exist)
* Business rule (if exist)

The risk status table have the following fields:

* Status
  + Active – when the risk is found
  + Under observation – when is an high level risk
  + Resolved – when a risk is defeated by corrective actions
  + Obsolete – when a risk no longer existis
* Date
* Optional description

**Identify the project risks**

* The risks within the scope should be identified and listed in line with business rules.
* Any other risks should also be identified and listed.

**Identify the team risks**

* Each team member should be questioned about problems or difficulties they have.
* If a team member identifies any risk, it should be reported to the Risk Manager.

**Assess the risks**

* Risks must be assessed by Risk Manager, the Team Member who has the task, Project Manager and Quality Manager.
* The probability of impact for each risk must be determined:
  + A value of 1 to 3 (less probably – more probably) is attributed by each member.
* The severity of the impact must also be determined.
  + A value of 1 to 3 (less impact – more impact) is attributed by each member.
* If the value of probability x severity is great or equal to 4:
  + Team should propose and discuss possible solutions to mitigate or minimize the risk impact.
  + Risk Manager and Project Manager should select the most appropriated corrective action from the corrective actions list.

# Corrective Actions

After finding a risk or a problem it must be assessed and a corrective action should be selected by the Project Manager, Quality Manager, Risk Manager and the Respective Team Member in a meeting held for that effect.

One of this action should be selected

* Ignore
* Monitor Risk more closely
* Remove Features
* Change Scope
* Change Project Plan
* Overwork
* Lower quality

The team should follow the selected mitigations of the Risk Plan during the next working cycle.

# Tools

The documents will be created using Microsoft Office and saved in the Docs file in the team SVN repository.

Facebook will also be used for logging comments.

# Related Processes

Review Process.

Project Planning Process.

# Measures

The measures to take into account as far as documents are:

* Number of Project objectives achieved
* Number of Active Risks
* Number of High Level Active Risks
* Performance Index from Earned Value

# Outputs

* Earned Value
* Lessons Learned Documented