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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** |
| 23-03-2013 | Creation of first draft | Rui Ganhoto | 0.1 |  | Draft |
| 23-03-2013 | Creation of first draft | David Silva | 0.1 |  | Draft |
| 16-03-2013 | Adding Features | David Silva & Rui Ganhoto | 0.2 |  | Draft |
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| 27-03-2013 | Reorganization and some corrections | Rui Ganhoto | 0.4 |  | Draft |
| 06-04-2013 | Several changes | David Silva & Rui Ganhoto & Mário Oliveira | 0.5 |  | Ready for Revision |
|  |  |  |  |  |  |

Table 2: Version history

# Purpose

The objective of the Project Assessment and Control Process is to measure the project progress and status, ensuring that the projects goes according to schedules, budget and objectives. This includes deciding actions to correct and prevent variations to the project.

# Inputs and Outputs

In this chapter the inputs and the outputs of the document management 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 ensure that the software plans and products are evaluating according the required and everything are going well.

All team members must update their logs.

In a weekly basis, the Project Manager must:

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

Every weeks, the project manager and quality manager must:

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

Every weeks, the Risk Manager must:

* Identify some team risks, according “Identify the team risks”, defined in Risk Management

If the earned value have 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 fast 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 determinate if the project is finished, according 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 they are required.

In second week after kickoff meeting, Risk Manager invokes a meeting with all team members to find any risks that must be recorded in the risk plan document. The meeting duration is 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 changing
* Probability change
* Corrective actions
* Risk details changing

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

* Status changing
* Corrective actions
* Risk details changing

**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 lost sense
* 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.

**Assess the risks**

* Risks must be assessed by Risk Manager, 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) are attributed by each member.
* The severity of that impact must also be determined.
  + A value of 1 to 3 (less impact – more impact) are attributed by each member.
* If the value of probability x severity are 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, this must be assessed and a corrective action should be selected by the Project Manager, Quality Manager, Risk Manager and the Respective Team Member by having a meeting for that.

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:

* Earn Value
* Lessons Learned Documented
* Project objectives achieved