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

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| Rui Ganhoto  09-03-2013 |

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**Images**

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Table 1: List of Contribuitors

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| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 09-03-2013 | Creation of first draft | Rui Ganhoto | 0.1 |  | Draft |
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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. Ensuring that the projects goes according to schedules, budget and objectives.

This includes actions to correct and prevent variations to the project management and technical processes.

# 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, and a list of problems that their action are meant to resolve

Software development plan updates

Weekly Report

# Activities

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

# Project Assessment

On a weekly basis the Project Manager should be an evaluation of earned value and work done by team members comparing to project plan.

# Project Control

After project assessment, if there are any project deviations to the plan, PM should check what tasks are out of plan and define them as risk.

# Risk Management

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

**Identify the risks**

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

**Assess the risks**

* Impact measures the harm to the project of a missing asset.
* Probability measures the chance of the asset generate harm to the project.

Assess the risks

Risk Manager Should Analyze the Risk and Generate a Risk Plan

* Risk Manger should Analyze Risk Impact and Probability of occurrence.
* Team should discuss possible alternatives to mitigate the risk.
* Risk Manager and Project Manager should select the appropriate correction

The team should follow the selected mitigations during the next work cycle.

Possible mitigations:

* Ignore Risk
* Remove Feature
* Change Scope
* Change Plan

When do Risks are Identified

Calculate Probability of impact - Rik

The main activities associated with this process will be the project monitoring, project control, project assessment and project closure. It will be made by a person with manager role.

**Project Monitoring**

The manager will monitor the global execution of the project, providing a report for publish and presentation to the team and any external identity.

The Team Members must determine the schedule status.

* Determine if an activity should be completed but is not.
* If an activity is behind schedule, work with the individuals assigned to that activity to see what is happening.

The Project Manager should check if everyone will finish their tasks within expectations.

* Evaluate the remaining work to check if the project will be completed within the planned effort and duration.

Take corrective actions, if needed.

* If activities not meeting schedule then there should be a new planning according to Project Planning Process.

**Project Control**

The manager will analyze and resolve some problems that occurs during the execution of the project. That resolution involves changes to plans and their respective documentation.

It also includes the creation of a report with the progress of the project and solutions to the lack of progress.

**Project Assessment**

The manager will ensure that the software plans and products are evaluating according the required, to ensure that everything are going well.

**Project Closure**

The manager will determinate if the project are completed, according some defined criteria. This must be archived and recorded.

# 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