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

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| Rui Ganhoto  09-03-2013 |

Content

[1. Purpose 1](#_Toc349381687)

[2. Inputs and Outputs 1](#_Toc349381688)

[3. Activities 1](#_Toc349381689)

[4. Tools 1](#_Toc349381690)

[5. Related Processes 1](#_Toc349381691)

[6. Measures 1](#_Toc349381692)

**Images**

**Não foi encontrada nenhuma entrada do índice de ilustrações.**

**Tables**

[Table 1: List of Contribuitors ii](#_Toc349382241)

[Table 2: Version history ii](#_Toc349382242)

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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. 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

# Activities

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

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

Risk Management Process.

Review Process.

Project Planning Process.

# Measures

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

* Earn Value