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

|  |
| --- |
| Rui Ganhoto  23-03-2013 |

Content

[1. Purpose 1](#_Toc354243502)

[2. Inputs and Outputs 1](#_Toc354243503)

[2.1. Inputs 1](#_Toc354243504)

[2.2. Outputs 1](#_Toc354243505)

[3. Activities 1](#_Toc354243506)

[3.1. Project assessment and control 1](#_Toc354243507)

[3.2. Risk Management 3](#_Toc354243508)

[3.3. Corrective Actions 4](#_Toc354243509)

[4. Tools 5](#_Toc354243513)

[5. Related Processes 5](#_Toc354243514)

[6. Measures 5](#_Toc354243515)

**Images**

**No table of figures entries found.**

**Tables**

[Table 1: List of Contribuitors ii](#_Toc354243516)

[Table 2: Version history ii](#_Toc354243517)

|  |  |  |  |
| --- | --- | --- | --- |
| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
| 23-03-2013 | Rui Ganhoto | a21170262@alunos.isec.pt | Author |
| 23-03-2013 | David Silva | a21170222@alunos.isec.pt | Author |
| 23-03-2013 | Mário Oliveira | a21170292@alunos.isec.pt | Contributor |
| 14-04-2013 | Carla Machado | a21170460@alunos.isec.pt | Contributor |
| 20-04-2013 | João Martins | a21170228@alunos.isec.pt | Contributor |

Table 1: List of Contribuitors

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |
| 23-03-2013 | Reorganization and adding features | David Silva & Mário Oliveira | 0.3 |  | Draft |
| 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 |
| 14-04-2013 | Minor Corrections | Rui Ganhoto | 0.6 |  | Ready for Revision |
| 14-04-2013 | Document review | Carla Machado | 0.6 |  | Ready for Revision |
| 20-04-2013 | Corrections | Rui Ganhoto | 0.7 |  | Ready for Revision |
| 20-04-2013 | Second review of document | Carla Machado | 0.7 |  | Ready for Revision |
| 20-04-2013 | Document Ready For Approval | Rui Ganhoto | 0.8 |  | Ready for approval |
| 20-04-2013 | Approval |  |  | João Martins | Approval |
|  |  |  |  |  |  |

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

Software development plan updates

Weekly Report

Earned Value

Lessons Learned Documented

Risks Document

# Activities

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

# Project assessment and control

The Project Manager ensures that the software plan is running according to the required and everything is going well.

Weekly, team members must update their individual 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 to 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 valued shows deviations that cross the threshold established in the project plan the recommendations in the “Project deviations” sub-topic should be followed.

Whenever a team member discovers anything credible to be a risk he must inform the Risk Manager who then adds it to the risk plan that should be analyzed as soon as possible.

**Project deviations:**

The Project Manager will identify deviations that exceed Project Plan parameters, treating them as a Problem, to be corrected using a Corrective Action [3.3].

**Project Closure**

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

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

# 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 must 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 exists
* 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, the Project Manager and the Quality Manager.
* The probability of impact for each risk must be determined:
  + A value of 1 to 3 (less probable – more probable) 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 greater than 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 an assessment must be made and a corrective action should be selected by the Project Manager, the Quality Manager, the Risk Manager and the Respective Team Member in a meeting held for that effect.

Some examples of actions that can be chosen are:

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

# 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

Project Planning Process.

Document Management Process.

# Measures

The measures to take into account are:

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