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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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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 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

On a weekly basis the Project Manager should evaluate the earned value and work done by team members, comparing with the project plan.

# Project Control

The Project Manager will identify and analyze problems that occurs during the execution of the project.

It also includes the creation of a report with the progress of the project.

**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 Monitoring**

The Project Manager must provide a reportpublish and presentation to the team and any external identity, based in the earn value and development plan.

**Project deviations**

The Project Manager will identify deviations to the Project Plan, marking them as a risk.

**Project Closure**

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

# Risk Management

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

**Identify the project risks**

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

* The probability of impact for each risk must be determined
* The severity of that impact must also be determined

**Discuss and drafting a Risk Plan**

* Team should propose and discuss possible solutions to mitigate or minimize the risk impact.
* Risk Manager and Project Manager should select the most appropriated correction.

**Possible mitigations:**

* Ignore Risk
* Remove Features
* Change Scope
* Change Project Plan

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