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| PS2Win |
| Weekly Report |
| Keep Your Time |

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| Carla Machado  16-03-2013 |

**Team Members:**

Carla Machado

David João

Filipe Brandão

João Girão

João Martins

Mário Oliveira

Rui Ganhoto

**Week 4**, 11th of March to 18th of March

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| **Authors and Contributors** | | | |
| **Date** | **Name** | **Contacts** | **Contribution** |
| 16-03-2013 | Carla Machado | a21170460@alunos.isec.pt | Author |
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Table 1: List of Contributors

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| --- | --- | --- | --- | --- | --- |
| **Revision History** | | | | | |
| **Date** | **Description** | **Author** | **Version** | **Approvers** | **State** |
| 16-03-2013 | Creation of first draft | Carla Machado | 0.1 |  | Draft |
| 17-03-2013 | Draft continuation | Filipe Brandão | 0.2 |  | Draft |
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Table 2: Version history

# Week Activities

# Work Executed

* Planning Project Process corrected
* Review Process started
* Continuation Requirements Analysis Process
* Vision and Scope finished
* Dashboard updated with project name, client and team name

# Work Analyses

# Achievements

* Vision & Scope document is baselined.
* Planning Project Process is ready for revision.
* Requirements Analysis Process is ready for approval.
* Review Process is ready for revision.

# Impediments

This week there were some difficulties and impediments such as

* Definition of measures in the Requirements Analysis Process
* Definitions of the various activities of the Project Assessment and Control Process
  + Research on the process wasn’t very helpful
* It’s hard to convert Earned Value worksheets to Google Docs and might take too much time

# Plans For Next Week

* Approve Planning Project Process
  + If approved start project planning and definition of Quality plan
* Approve Requirements Analysis Process
* Approve Review Process
* Ready the Project Assessment and Control Process for review
* Start Verification & Validation Process

# Progress

# Earned value and/or Gantt Image

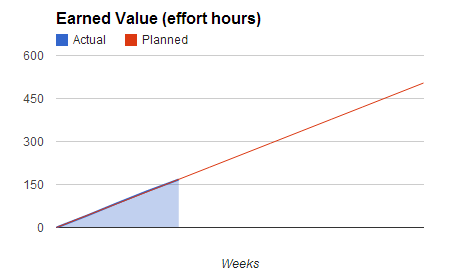


Figure - Earned Value

Actual = 167.5

Planned = 168

# Effort by task

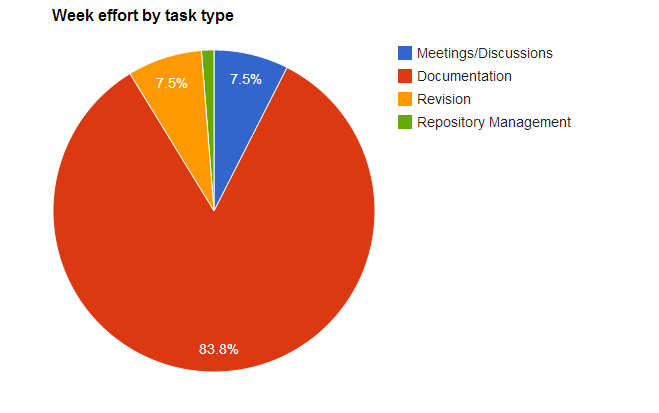


Figure - Effort by task type

# Individual effort

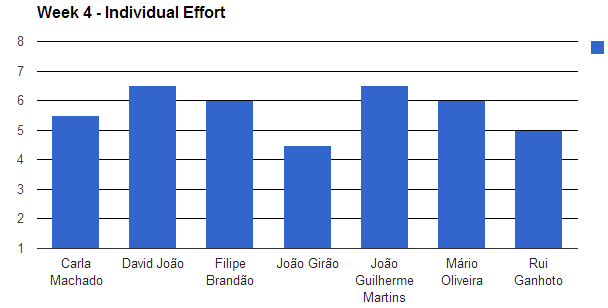


Figure - Individual Effort

|  |  |
| --- | --- |
| **Name** | **Effort(hours)** |
| Carla Machado | 5.5 |
| David João | 6.5 |
| Filipe Brandão | 6 |
| João Girão | 4.5 |
| João Martins | 6.5 |
| Mário Oliveira | 6 |
| Rui Ganhoto | 5 |

Table 3: Log of individual effort

# Individual log

**Carla Machado - Tasks done:**

* Requirements analysis process
* Reviews
* Discussions
* Weekly Report

**David João - Tasks done:**

* Writing Project Assessment and Control
* Discussions
* Approval of vision and scope

**Filipe Brandão - Tasks done:**

* Changes to Project Planning Process.
* Producing Review Process
* Discussions
* Weekly report.
* Template for Revision Report
* Approved Requirements Process

**João Girão - Tasks done:**

* Requirement Analysis Process
* Discutions
* Vision and Scope Baselined

**João Martins - Tasks done:**

* Studied examples of anothers Project Planning Processes
* Building 3º week Act
* Aproving Documents
* Changes in Project Planning Process
* Several discussions

**Mário Oliveira - Tasks done:**

* Creating draft document Review Process
* Next meeting agenda
* Upadate repository
* Revision Project Planning process

**Rui Ganhoto - Tasks done:**

* Review last meeting agenda
* Writing Project Assessment and Control
* Discussions
* Requirement Analyzis Process Review