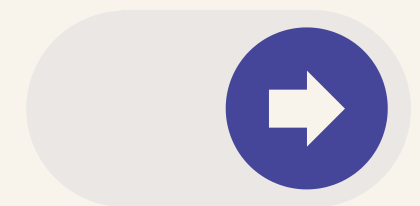


e-Commerce Website Buildout Progress Update

XYZ COMPANY

August 2020/Phase 1: Analysis



1

Current phase // Budget // Schedule
// Mitigation Plans // Q&A

2

We've just completed the analysis
phase!

3

At this point we are under budget and
a week ahead of schedule!

MEETING AGENDA & HIGHLIGHTS



BUDGET

I've included four key metrics to evaluate project progress. I've also sent out an e-mail explaining other KPIs and detailed analysis.

\$15,595

Planned Value for Analysis Phase

20% of total project

\$14,866

Actual Cost for Analysis Phase

4% under budget for this phase

\$26,669

Value Earned from Phase

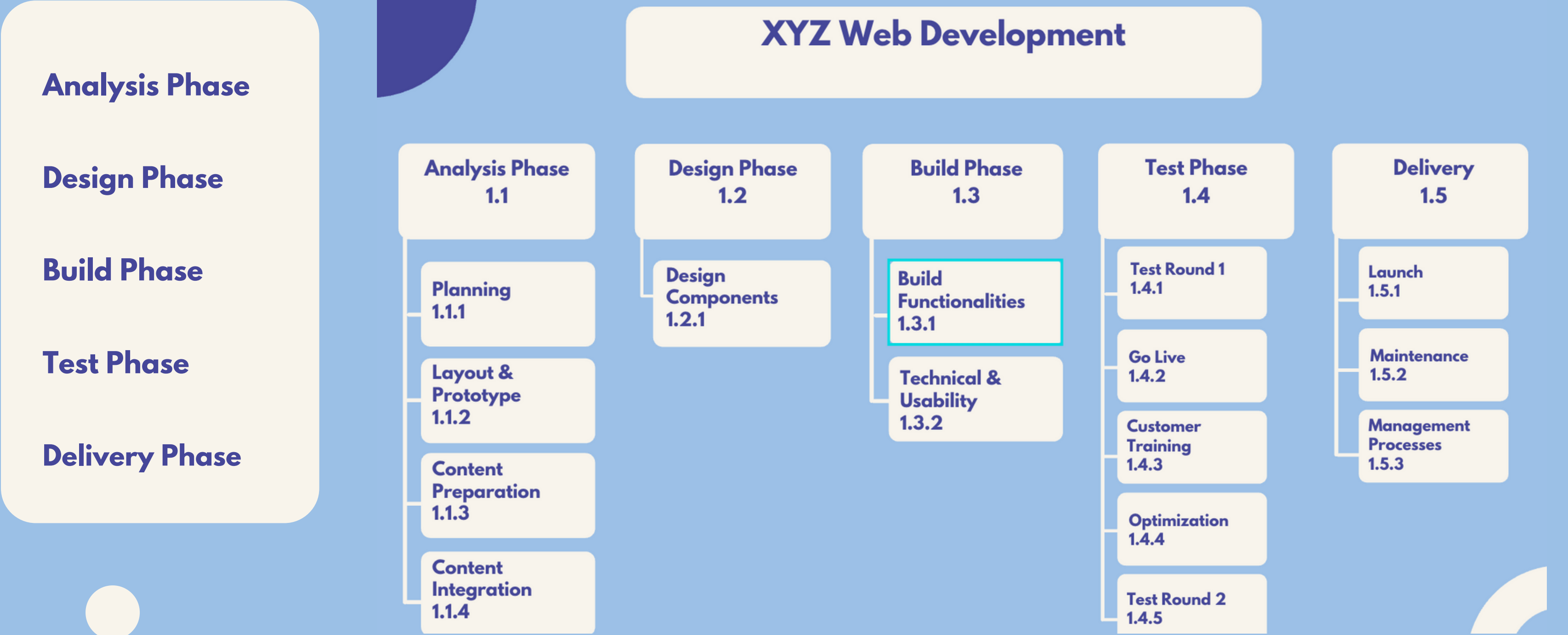
+41% over planned value

\$74,496

Estimated Cost at Completion

44% under budget

SCHEDULE



RISKS AND MITIGATION

No new risks since beginning of project.



Staff
changes//training time



WAN & LAN Unstable



Security breaches

SUMMARY

1

We're ahead of schedule and under budget by one week, and 4%

2

Next phase is design!

3

Need assistance moving forward with evaluating design.

Budget

Any questions or concerns on

Schedule

Any questions or concerns on

Risks

Any questions or concerns on

Feedback

Any questions or concerns on

QUESTIONS?

Five minutes for follow up questions and concerns

Link to download and relevant artifacts



Updated: Dec 19 2020

XYZ co. E-commerce Site
Buildout Project

Prepared by:
Joanna James-Parks

ABC DESIGNS

XYZ CO. E-COMMERCE SITE BUILDOUT PROJECT

PROJECT PROGRESS MEETING AGENDA: ANALYSIS PHASE

The agenda for the project progress meeting for analysis phase.

CURRENT PHASE

What have we accomplished?

BUDGET

Are we over or under budget, and by how much?

SCHEDULE

What's the project timeline looking like, and what is the next phase looking like?

MITIGATION PLANS

Potential risks and plans for mitigation

QUESTIONS

Questions and answers

XYZ CO. E-COMMERCE SITE BUILDOUT PROJECT

PROJECT PROGRESS AND PERFORMANCE

We utilized Earned Value Management (EVM) to assess project progress and performance by using project actual costs and schedule against planned cost and schedule. We've provided a key for the formulas below for reference.

PROJECT PROGRESS AND PERFORMANCE

- Is your project on schedule, behind schedule, or ahead of schedule? (SPI) 1.71
- Is your project on budget, over budget, or under budget? (CPI) 1.79
- What will this project end up costing by the time it's completed? (EAC) \$74,495.50
- How much budget will it take to complete the project from where we are now in the schedule? (ETC) \$59,629.50
- From the budget we originally planned, will there be a variance at the end of the project? If so, what will it be?
- Will it be positive or negative? (VAC) -\$58,851.45

EVM COMPONENTS

- What is current budget at completion (BAC): \$133,346.95
- Determine your current project earned value (EV): \$26,669.39
- Determine analysis phase actual cost (AC): \$14,866.00
- Determine analysis phase planned value (PV): \$15,595.00
- Determine estimate to complete (ETC): \$59,629.50
- Determine estimate at complete (EAC): \$74,495.50
- Determine variance at complete (VAC): \$58,851.45
- Determine the current cost variance (CV): \$11,803.39
- Determine cost performance index (CPI): 1.79
- Determine schedule performance index (SPI): 1.71
- What is your current schedule variance (SV): \$11,074.39

BUDGET & SCHEDULE STATUS

- Is the project over budget or under budget? Under budget.
- Is the project on schedule or behind schedule? Ahead of schedule.

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PROJECT PROGRESS AND PERFORMANCE CONT'D

EVM COMPONENT FORMULAS AND CALCULATIONS

- Actual Cost (AC): Total actual cost incurred for the current phase **\$14,866.00**
- Budget at Completion (BAC): Total project budget **\$133,346.95**
- Cost Performance Index (CPI): EV / AC **$\$26,669.39 / \$14,866.00 = 1.79$**
- Cost Variance (CV): $EV - AC$ **$\$26,669.39 - \$14,866.00 = \$11,803.39$**
- Estimate at Completion (EAC): BAC / CPI **$\$133,346.95 / 1.79 = \$74,495.50$**
- Estimate to Complete (ETC): $EAC - AC$ **$\$74,495.50 - \$14,866.00 = \$59,629.50$**
- Earned Value (EV): % work completed x BAC **$20\% \times \$133,346.95 = \$26,669.39$**
- Planned Value (PV): Budget for phase **\$15,595.00**
- Schedule Performance Index (SPI): EV / PV **$\$26,669.39 / \$15,595.00 = 1.71$**
- Schedule Variance (SV): $EV - PV$ **$\$26,669.39 - \$15,595.00 = \$11,074.39$**
- Variance at Completion (VAC): $BAC - EAC$ **$\$133,346.95 - \$74,495.50$**

XYZ CO. E-COMMERCE SITE BUILDOUT PROJECT

KEY PERFORMANCE INDICATORS

Key performance indicators are measurable indicators that help to track a project's performance.

PROJECT KPI

- Number of risks identified: The number of new risks that were not previously documented in the project risk register
- Estimated at completion: A forecast of how much the total project will cost
- Cost performance index: Index that compares the budgeted cost of the work you've accomplished so far to the actual amount spent; this is a ratio to measure the expense efficiency of a project—earned value divided by actual costs
- Cost variance: The completed work cost when compared to the planned cost
- Schedule variance: The completed work when compared to the planned schedule
- Number of adjustments to the schedule: How many times your team has made adjustments to the completion date of the project as a whole
- Schedule performance index (SPI): The project management KPI that will tell you whether you're ahead of or behind the planned project schedule

CAUSE VARIATIONS

- Common cause variation refers to events that fall inside the upper and lower thresholds of the monitoring parameters you have established.
- Special cause variations are variations outside the upper and lower threshold parameters set by the project.

CAUSE ANALYSIS


- Value-added features: During project execution, if the project team discovers new value-added features, they need to be added to the project management plan.
- External events: These are all environment-related reasons that are outside control of the project team. They can include such things as industry competition events and government regulatory changes.
- Errors or omissions: These are occasional changes associated with errors and omissions in the project management plan. As the project team continues to discover and learn new things about project scope, changes may result.

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BUILDOUT PROJECT

RISK REGISTER

RISK REGISTER CHART

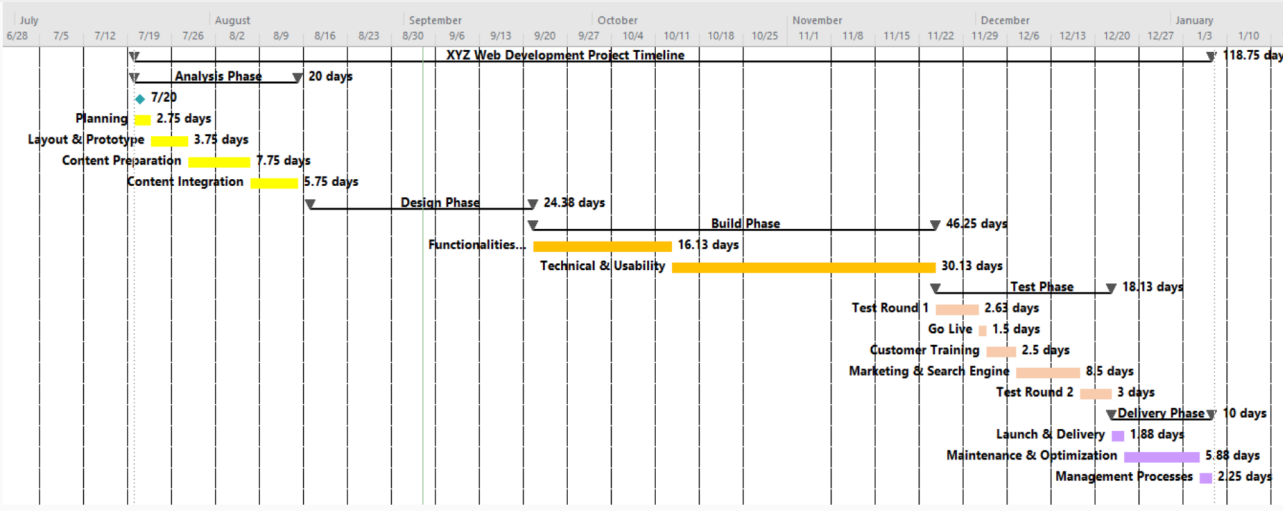
Last updated: December 24th, 2020

Category	Name	RBS ID	Probability	Impact	Mitigation	Contingency	Risk Score after Mitigation	Action By	Action When
Server(a)	Server unstable	1.1.	low	medium	Manage daily	Engage backup server	2	Ted.W	within 2hrs
Module 23	Periodic abnormality	1.2.	medium	low	Track issues weekly	Assign owner	3		Immediately 
Night Ops	Availability	2.1.	low	high	Assign owner	Weekly status reporting	3		10mins
Nature	Fire	2.2.	low	highest	911	Implement the appropriate response plan	1	Everyone	As per plan
Technical Support	Availability	3.1.	medium	high	Ensure adequate assignment	Hire externally	1		30mins
Functional Failure	Invalid response	3.2.	low	highest	Record and restart	Investigate further	1		30mins

XYZ CO. E-COMMERCE SITE
BUILDOUT PROJECT

SCHEDULE & COST BASELINE

SCHEDULE BASELINE



COST BASELINE

Total project cost : \$105,430.00
Project risk contingency reserve (15%) of project cost: \$15,814.50
Total Project cost baseline: \$121,224.50
Management reserve (10%) of project cost baseline: \$12,122.45
Total cost budget: \$133,346.95