The SPS Project – 3rd Delivery – GPI

Group: 6

Members: Diogo Pereira (110996), João Antunes (99257), João Santos (110947)

Shift: GPI3L04

Professor's Name: Alberto Rodrigues da Silva

SPS > Communication :: Flow of Deliverables

What			Type	Who		When		How		Description
	Deliverable									
ID	ID Dble	Name	Type	Owner (From)	Audience (To)	Frequency	When	Medium	Format	Description
fl_1	dble_1	Project Plan Report	Management	João Santos	PD Director	Once	Project Start	Email	PDF	
fl_2	dble_2	Project Status Report	Management	João Santos	PD Director	Monthly	At the end of each month	Email	PDF	
fl_3	dble_12	Project Progress Report	Management	Team Leader of A	João Santos	Weekly	Friday until 6 pm	Other	Collaborative tool	
fl_4	dble_3	Project Final Report	Steering	João Santos	João Antunes	Once	End of Project	Face-To-Face	PDF	
fl_5	dble_4	As-Is Definition Report	Technical	Team Leader of A	João Santos	Once	After Requirement Specification phase	Email	PDF	
fl_6	dble_5	Requirements Specification Report	Technical	João Santos	Mary Green	Once	At project initiation	Face-To-Face	PDF	
fl_7	dble_6	Tests Specification Report	Technical	Team Leader of A	John Brown	Once	Before Testing	Email	PDF	
fl_8	dble_7	System Design Report	Technical	Team Leader of A	John Brown	Once	Once at design phase, after Requirement Specification phase	Face-To-Face	PDF	
fl_9	dble_8	Technical Documentation	Technical	Team Leader of A	John Brown	Once	Ongoing	Email	PDF	
fl_10	dble_9	Manuals and Training Materials	Technical	Team Leader B	Rose Yellow	Once	After System Tests Approval	Email	PDF	
fl_11	dble_10	SPS in QualityEnv	Technical	Team Leader of A	John Brown	Once	QA phase, after Integration	Face-To-Face	Software Application	
fl_12	dble_11	SPS in ProdEnv	Technical	Team Leader of A	PD Director	Once	At Deployment Phase	Face-To-Face	Software Application	

SPS > Communication :: Meetings

ID	Name	Type	Medium	Frequency	Owner	Audience
m1	Kick-off meeting	Steering	In-person/Online	Once at project start	PD Director	João Antunes
m2	Projet Progress Review meeting	Management	In-person/Online	Weekly	Team Leader of A	João Santos
m3	Requirements Gathering meeting	Technical	In-person/Online	Once	João Santos	Mary Green
m4	Proposed Plan review meeting	Steering	In-person/Online	Once	João Santos	PD Director
m5	Present As-Is situation findings meeting	Technical	In-person/Online	Once	Team Leader of A	João Santos
m6	System Design Validation meeting	Technical	In-person/Online	Once	Team Leader of A	John Brown
m7	System Development Completion Review meeting	Technical	In-person/Online	Once	Team Leader of A	John Brown
m8	Integration Testing Review meeting	Technical	In-person/Online	Once	Team Leader of A	John Brown
m9	Sprint Planning meeting	Management	In-person/Online	Once at the start of each Sprint	Scrum Master	Consultants
m10	Daily Stand-up meeting	Management	In-person/Online	Daily while Sprint occurs	Scrum Master	Consultants
m11	Sprint Review meeting	Management	In-person/Online	Once at the end of each Sprint	Scrum Master	Consultants
m12	Sprint Retrospective meeting	Management	In-person/Online	Once at the end of each Sprint	Scrum Master	Consultants
m13	Acceptance Testing Review meeting	Technical	In-person/Online	Once	Team Leader of B	John Brown
m14	Documentation for Training Review meeting	Technical	In-person/Online	Once	Team Leader of B	Rose Yellow
m15	Deployment Planning Review meeting	Technical	In-person/Online	Once	Team Leader of A	John Brown
m16	Post-mortem meeting	Other	In-person/Online	Once	João Santos	All Team Members
m17	Formal Project Closure and Documentation Approval meeting	Steering	In-person/Online	Once	PD Director	João Antunes