



PROJECT STATUS REPORT

< SHARED PURCHASING SYSTEM (SPS)>

MONTH ENDING: < JUNE 28TH, 2024>

PROJECT STATUS SUMMARY

Percent Complete: 32%

Scope	Schedule	Cost	Risks	Quality
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The project's scope is depicted in green, signaling adherence to the planned scope with minor adjustments accommodated within the project plan. Schedule and cost are both highlighted in yellow, indicating caution due to slight deviations or uncertainties in meeting the planned timeline and budget. Risks are depicted in yellow, reflecting the variations in their likelihood and potential impacts. These adjustments are made to account for factors such as the identification of new requirements, and resource unavailability. Quality is reflecting a commitment to high standards and customer satisfaction.

INTRODUCTION

This report offers a comprehensive update on the Shared Purchasing System (SPS) project, highlighting the progress made as of June 28th. As we delve into the details, we'll explore key accomplishments, upcoming milestones, notable change requests, and the ongoing risk assessment to ensure a transparent overview of project status. This report serves as a vital tool for stakeholders to remain informed and engaged in the project's trajectory.

ACCOMPLISHMENTS SINCE THE PROJECT STARTED

ID	Name	Type	WP		Dates		Status
			WP ID	WP Name	Planned	Actual	
mi_1	Project Plan Approved	Main	wp_1_1_1	Project Management Plan	12/04/2024	03/05/2024	Reached
mi_2	Project Status Sent Accepted	Minor	wp_1_1_2	Project Management Control	02/09/2024	26/09/2024	Reached
mi_3	Project Final Report Approved	Main	wp_1_1_3	Project Management Closure	18/09/2024	06/11/2024	Reached
mi_4	Requirements Specification Report Approved	Main	wp_1_2_1	Requirements Specification	19/04/2024	15/05/2024	Reached
mi_5	As-Is Definition Report Accepted	Minor	wp_1_2_2	As-Is Situation	29/04/2024	22/05/2024	Reached
mi_6	System Design Report Accepted	Minor	wp_1_2_3	System Design	07/05/2024	29/05/2024	Reached
mi_7	Tests Specification Report Approved	Minor	wp_1_2_4	Tests Specification	14/05/2024	06/06/2024	Reached
mi_8	Core Features Development Completion	Minor	wp_1_3_1_4	Manage Orders Area Module	14/06/2024	22/07/2024	Not Reached
mi_9	Development Completion	Main	wp_1_3_3	Development Approval	17/06/2024	23/07/2024	Not Reached
mi_10	Integration Testing Approved	Minor	wp_1_3_4_2	Federated Authentication Integration	01/07/2024	19/08/2024	Not Reached
mi_11	System Deployment Completion (QualityEnv)	Minor	wp_1_4_1	SPS Deploy Quality Enviroment	15/07/2024	02/09/2024	Not Reached
mi_12	Acceptance Test Approved	Main	wp_1_4_2_1	Acceptance Tests	29/07/2024	16/09/2024	Not Reached
mi_13	User Manual Accepted	Minor	wp_1_4_3_1	Design Training	22/07/2024	09/09/2024	Not Reached
mi_14	Key-User Training Completion	Minor	wp_1_4_3_2	Key-User Training Sessions (Lisboa & Porto)	26/07/2024	13/09/2024	Not Reached
mi_15	System Deployment Completion (ProdEnv)	Main	wp_1_5_1	System Installation (ProdEnv)	07/08/2024	25/09/2024	Not Reached
mi_16	Availability and Reliability Check Completion	Minor	wp_1_6_1	Availability and Reliability Check	08/08/2024	26/09/2024	Not Reached
mi_17	Pilot Phase Completion	Main	wp_1_6_2	Pilot Planning & Execution	10/09/2024	28/10/2024	Not Reached
mi_18	Warranty Period Conclusion	Main	wp_1_6_3	Warranty	11/11/2024	30/12/2024	Not Reached

Figure 1 - Milestones Overview



- **Project Initiation Completed:** The project initiation phase, including the approval of the project plan, was successfully completed on May 3rd.
- **Requirement Specification Work Package Initiated and Progressed:** Following project initiation, the requirement specification work package was initiated, and significant progress has been made, culminating in the approval of the Requirements Specification Report on May 15th.
- **Additional Activity Executed within the Requirement Specification Work Package:** In response to new requirements, an additional activity was executed within the requirement specification work package.
- **Progress Meetings Held to Monitor Project Status and Identify Changes:** Regular progress meetings have been conducted to monitor the status of the project and identify any necessary changes or adjustments. These meetings have facilitated effective communication and collaboration among project stakeholders, ensuring alignment with project objectives and requirements.
- **As-Is Definition Report Accepted:** On May 22nd, the As-Is Definition Report was accepted, marking the completion of the analysis phase and validation of the current state of the system.
- **System Design Report Accepted:** May 29th saw the acceptance of the System Design Report, signifying the successful completion of the system design phase and validation of the proposed system architecture.
- **Tests Specification Report Approved:** A significant milestone was achieved on June 6th with the approval of the Tests Specification Report, indicating the completion of the test specification phase and validation of the testing approach.



- **Core Functionality Development Progressed:** Some tasks were successfully completed as part of the core functionality development phase:
 - **Organizations and Users Area Module:** Fully Completed – Developed and tested features for managing organizations and end-users.
 - **Suppliers Area Module:** In Progress (40% Complete) – Development and testing ongoing for features enabling suppliers to manage product catalogs and accept purchase orders.
 - **Request Orders Area Module:** In Progress (70% Complete) – Features allowing customers' users to select products nearing completion.
- **BI Features:**
 - Sprint 1 Completed (June 24th): Completed planning, initial implementation, bug fixes, and refactoring.
 - Sprint 2 (Started June 25th): Currently at 40% completion, focusing on refinement, testing, and bug fixes.

UPCOMING MILESTONES: (I.E., UNTIL 31ST OF JULY)

- **Core Features Development Completion:** Progressing towards the culmination of development tasks associated with core project features.
- **Development Completion (Sprint included)**
 - Approaching the conclusion of development tasks encompassing Core Functionality Development and BI Features.



CHANGE REQUEST IMPACT

- **Scope and Requirements Changes:**

- During the requirement specification work package, a new activity was executed, lasting three days. This activity, performed by the team leader responsible for *OrgsUsersArea*, *SuppliersArea*, and *Systems integration*, introduced a variation from the baseline schedule. Status: Approved and completed.
- New requirements concerning the Order management process were identified during the progress meeting on June 21st. While considered out of the project's initial scope, the estimated effort to design and implement this activity's work is two weeks, impacting both project timeline and cost. Status: Open, pending execution (from YITC).

- **Rescheduled Meeting for Integration Testing Approval:**

- The meeting, originally planned during the SSC project team's vacation period from August 5th to 18th, has been postponed to August 19th to accommodate the team's unavailability.

Overall Impact:

- **Schedule Variance:**

- Start Variance: **10 days** (Project started on 15/04/24 instead of the baseline start date of 01/04/24)
- Finish Variance: **33 days** (Project finished on 27/12/24 instead of the baseline finish date of 11/11/24)

- **Cost Variance Analysis:**

- Baseline Cost (Expected): **€ 128 787,50**
- Actual Total Cost (Expected): **€ 141 787,50**
- Variance: **€ 13 000,00**

Approval from the Steering Committee is necessary to review and assess the impact of these changes on project objectives, timeline, and budget, and to authorize any necessary adjustments to the project.



RISK ANALYSIS AND RE-ASSESSMENT

By revisiting previously identified risks and considering the changes, we aim to ensure that our risk management strategies remain aligned with project objectives.

Identification				Assessment				Treatment		
ID	Name	Type	Description	Probability	Consequence	Impact Value	Impact Level	Treatment Type	Treatment	Owner
ri_1	Scope Creep	Scope	Risk of the project scope expanding beyond the initial requirements, potentially leading to resource strain and timeline extension.	High	High	56,25%	High	Accept	Clear documentation of project scope, strict change control process, regular stakeholder communication, prioritization of essential features.	João Santos
ri_2	Schedule Slippage	Scheduling	Meeting the aggressive timeline of having the system operational within five months with a two-week tolerance.	High	Medium	37,50%	Medium	Mitigate	Detailed project planning, resource allocation, frequent progress tracking, contingency planning for potential delays, prioritization of critical tasks.	João Santos
ri_3	Budget Overrun	Resource	Risk of exceeding the approved budget of €150,000 due to unforeseen expenses or scope creep.	High	High	56,25%	High	Mitigate	Regular monitoring of expenses, strict change control process, proactive identification of cost-saving opportunities, renegotiation of contracts if necessary.	João Santos
ri_4	Quality Assurance	Technology	Ensuring the system meets the quality requirements, such as a low number of non-conformities during acceptance tests.	Low	High	18,75%	Low	Avoid	Thorough testing at each development stage, implementation of quality assurance processes, regular reviews and inspections, prioritization of quality over speed.	Team Leader A
ri_5	Resource Unavailability	Resource	Dependence on SSC for providing a committed team and IT infrastructure, which may lead to delays if resources are not readily available.	Very High	High	75,00%	High	Avoid	Regular communication with SSC, resource planning and allocation, identification of backup resources, clear escalation procedures for resource constraints.	João Santos
ri_6	Integration Challenges	Technology	Challenges in integrating the SPS with external systems, such as suppliers' systems and federated authentication.	Low	Very High	25,00%	Medium	Avoid	Thorough analysis of integration requirements, early identification of potential issues, collaboration with stakeholders and vendors, use of standardized integration protocols and APIs.	Team Leader A
ri_7	User Adoption and Training	Other	Ensuring effective user adoption and training for end-users from PD and associate companies.	Low	High	18,75%	Low	Mitigate	Comprehensive training programs, involvement of key stakeholders in training design, user-friendly interface design.	Team Leader B
ri_8	Technical Complexity	Technology	Unforeseen technical challenges during the development and deployment of the SPS, such as scalability issues or security vulnerabilities.	High	High	56,25%	High	Avoid	Thorough technical analysis and planning, use of experienced development team, adherence to best practices and industry standards, regular security audits and testing.	Team Leader A
ri_9	Regulatory Compliance	Scope	Ensuring compliance with ISO standards and regulations for procurement activities.	Low	Very High	25,00%	Medium	Avoid	Thorough understanding of regulatory requirements, implementation of appropriate policies and procedures, regular audits and reviews, involvement of legal experts for compliance assessment.	João Santos

Consequence	VHI		ri_6; ri_9			
	HI		ri_4; ri_7		ri_1; ri_3; ri_8	ri_5
	MED				ri_2	
	LO					
	VLO					
		VLO	LO	MED	HI	VHI
Probability						

Figure 2 - Risks (re-assessment)

- **Scope Creep:** Increased probability due to the identification of new requirements, potentially expanding the project scope.
- **Schedule Slippage:** Probability adjusted to reflect the delayed project start and the identification of new requirements.



- **Budget Overrun:** Increased probability and impact due to the scope expansion, leading to potential cost overruns.
- **Resource Unavailability:** Probability increased to Very High due to the SSC project manager's report of planned vacations for project teams from August 5th to 18th, highlighting the risk of resource unavailability.

All other identified risks have been assessed and maintain consistency with the initial risk assessment, indicating no significant deviations in their probability or impact.



Appendix A - Updated Gantt-Chart (with baseline and variances)

GPI2024-06-D5																										
ID	ID		Task Mode	Task Name	Duration	Start	Finish			Mar	Qtr 2, 2024	Apr	May	Jun	Qtr 3, 2024	Jul	Aug	Sep	Qtr 4, 2024	Oct	Nov	Dec	Qtr 1, 2025	Jan	Feb	Mar
1	1			SPS	177 days	15/04/24	27/12/24																			
2	2			Project Management	139,5 days	15/04/24	05/11/24																			
3	3			Plan	13 days	15/04/24	03/05/24																			
4	4			Define Project Scope and Objectives	4 days	15/04/24	18/04/24																			
5	5			Establish Key Deliverables and Milestones	4 days	19/04/24	25/04/24																			
6	6			Review and Finalize Plan with Customer Project Manager	0,5 days	26/04/24	26/04/24																			
7	7			Conduct Project Kick-off Meeting	0,5 days	26/04/24	26/04/24																			
8	8			Project Plan Approved	0 days	03/05/24	03/05/24																			
9	9			Control	81,5 days	06/05/24	02/09/24																			
38	38			Closure	6 days	25/10/24	05/11/24																			
42	42			Analysis & Design	23 days	06/05/24	06/06/24																			
43	43			Requirements Specification	8 days	06/05/24	15/05/24																			
44	44			Document all requirements	3 days	06/05/24	08/05/24																			
45	45			Organize a review and validation meeting	1 day	09/05/24	09/05/24																			
46	46			<New Task>	3 days	10/05/24	14/05/24																			
47	47			Requirements Specification Report Approved	0 days	15/05/24	15/05/24																			
48	48			As-Is Situation	5 days	16/05/24	22/05/24																			
49	49			Present the As-Is Situation findings to stakeholders	2 days	16/05/24	17/05/24																			
50	50			Conduct a workshop to identify improvement opportunities	1 day	20/05/24	20/05/24																			
51	51			Review and finalize the As-Is Situation report	1 day	21/05/24	21/05/24																			
52	52			As-Is Definition Report Accepted	0 days	22/05/24	22/05/24																			
53	53			System Design	5 days	23/05/24	29/05/24																			
54	54			Design System Architecture	1 day	23/05/24	23/05/24																			
55	55			Design System Database	1 day	23/05/24	23/05/24																			
56	56			Design System Interface	1 day	24/05/24	24/05/24																			
57	57			Validate the system design (meeting)	0,5 days	27/05/24	27/05/24																			
58	58			(If necessary) Correct and Improve system design	1 day	27/05/24	28/05/24																			
59	59			(Final validation) Validate that system design meets requirements specification	1 day	27/05/24	28/05/24																			
60	60			Prepare comprehensive documentation detailing the system design	0,5 days	28/05/24	28/05/24																			
61	61			System Design Report Accepted	0 days	29/05/24	29/05/24																			
62	62			Tests Specification	5 days	31/05/24	06/06/24																			
63	63			Collaborate with testing teams to finalize test cases	1 day	31/05/24	31/05/24																			
64	64			Review and update the tests specification	1 day	03/06/24	03/06/24																			
65	65			Confirm that all requirements are tested	1 day	04/06/24	04/06/24																			
66	66			Prepare the Tests Specification Report	1 day	05/06/24	05/06/24																			
67	67			Tests Specification Report Approved	0 days	06/06/24	06/06/24																			
68	68			Development	52 days	07/06/24	22/08/24																			
69	69			Core Functionality Development	30 days	07/06/24	22/07/24																			
70	70			Organizations and Users Area Module	10 days	07/06/24	24/06/24																			
75	75			Suppliers Area Module	10 days	25/06/24	08/07/24																			
78	78			Request Orders Area Module	20 days	07/06/24	08/07/24																			
82	82			Manage Orders Area Module	10 days	09/07/24	22/07/24																			
85	85			Core Features Development Completion	0 days	22/07/24	22/07/24																			
86	86			BI Features	30 days	07/06/24	22/07/24																			
87	87			Sprint1: Planning and Initial Implementation	10 days	07/06/24	24/06/24																			
88	88			Feature Development	5 days	07/06/24	17/06/24																			
89	89			Bug Fixes and Refactoring	3 days	18/06/24	20/06/24																			
90	90			Sprint Review and Retrospective	2 days	21/06/24	24/06/24																			
91	91			Sprint 2: Refinement and Testing	10 days	25/06/24	08/07/24																			
92	92			Feature Development	5 days	25/06/24	01/07/24																			
93	93			Bug Fixes and Refactoring	3 days	02/07/24	04/07/24																			
94	94			Sprint Review and Retrospective	2 days	05/07/24	08/07/24																			
95	95			Sprint 3: Finalization and Optimization	10 days	09/07/24	22/07/24																			
96	96			Feature Development	5 days	09/07/24	15/07/24																			
97	97			Bug Fixes and Refactoring	3 days	16/07/24	18/07/24																			
98	98			Sprint Review and Retrospective	2 days	19/07/24	22/07/24																			
99	99			Development Approval	1 day	23/07/24	23/07/24																			
100	100			Conduct a meeting to present the developed features	1 day	23/07/24	23/07/24																			
101	101			Development Completion	0 days	23/07/24	23/07/24																			
102	102			Integration	21 days	24/07/24	22/08/24																			
103	103			Supplier Systems Integration	5 days	24/07/24	30/07/24																			
104	104			Configure the integration with the suppliers' systems to update the purchase orders and associated status	3 days	24/07/24	26/07/24																			
105	105			Conduct initial testing to ensure data synchronization between the systems	1 day	29/07/24	29/07/24																			
106	106			Document the integration process and provide guidelines for ongoing maintenance	1 day	30/07/24	30/07/24																			
107	107			Federated Authentication Integration	5 days	31/07/24	06/08/24																			
108	108			Integrate the system with a federated authentication system for user access	3 days	31/07/24	02/08/24																			
109	109			Test the federated authentication setup to ensure seamless user authentication	1 day	05/08/24	05/08/24																			
110	110			Document the federated authentication integration process for future reference	1 day	06/08/24	06/08/24																			
111	111			Integration Testing Approved	0 days	19/08/24	19/08/24																			
112	112			Setup Quality Enviroment	4 days	19/08/24	22/08/24																			
116	116			Transition	19,5 days	23/08/24	19/09/24																			
151	151			Deployment	3 days	19/09/24	24/09/24																			
152	152			System Installation (ProdEnv)	3 days	19/09/24	24/09/24																			
153	153			Develop a comprehensive deployment plan	1 day	19/09/24	20/09/24																			
154	154			Execute the installation process for the production environment	1 day	20/09/24	23/09/24																			
155	155			Monitor the deployment process in real-time to address immediate issues	1 day	20/09/24	23/09/24																			
156	156			Document the installation process, configurations, and any deviations for future reference	1 day	23/09/24	24/09/24																			
157	157			System Deployment Completion (ProdEnv)	0 days	24/09/24	24/09/24																			
158	158			Operation and Maintenance	66,5 days	24/09																				



APPENDIX B – EARNED VALUE ANALYSIS

The project's current performance indicators reveal significant challenges in both schedule adherence and cost management.

Schedule Variance (SV) indicates a deviation of €31,980 from the planned schedule, signaling that the project is behind schedule. This delay must be attributed to factors such as delays in project initiation and scope changes.

The Schedule Performance Index (SPI) of 0.6 further underscores the project's schedule-related challenges, indicating that project progress is only 60% of what was originally planned. This suggests a notable lag in project timeline execution compared to the planned schedule.

On the cost front, the Cost Variance (CV) reflects a deviation of €7,000 from the budget, indicating that the project is over budget. Possible reasons for this are the additional expenses incurred due to scope changes.

The Cost Performance Index (CPI) of 0.87 indicates a moderate shortfall in cost efficiency, suggesting that the project's cost management is slightly below target. This means that for every euro spent, the project is delivering 87 cents' worth of value.

In summary, the project faces challenges in both schedule adherence and cost control. The negative SV and CV values signify deviations from the planned schedule and budget, respectively.

KEY PERFORMANCE INDICATORS (KPI's):

Overall:

Schedule - Project is **Ahead of/Behind** Schedule
Schedule Variance (SV): - € 31 980,00
Schedule Performance Index (SPI): 0,6

Cost - Project is **Over/Under** Budget
Cost Variance (CV): - € 7 000,00
Cost Performance Index (CPI): 0,87