Management Report 2

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Document Control

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0.1	A.Gangotra	07.03.2014	Created	-
0.2	A.Gangotra	09.06.2014	All Sections	*Modified to remove grammatical mistakes and improved the structure*

Contents

1. Overview

The Project Manager (Ankita Gangotra) and the Deputy Project Manager (Max Holland) are in-charge of the entire management of the project. The Project Manager is responsible for taking an overviewing role in the company and the primary point of contact between the investors, other groups and the team members. She is ensures the smooth running of the project so that deliverables are delivered on time. The Deputy Project Manager is responsible for the Quality Assurance in the company so that the deliverables meet a certain standard.

This report summarises the management activities of Spoon (Group 2) from **20th February to 7th March**.

2. Summary of Group Activities during the Period

2.1 Management Tasks

The primary management task is to ensure that the deliverables are quality assured and on time. The management team sets internal deadlines and makes sure every team member follows a project plan to guarantee this. Amongst other tasks of the management team are organising meetings, writing agendas, signing timesheets and ensuring optimal use of the employees' qualifications.

All of these have been fulfilled during the period.

2.2 Problems and Issues

There have been some problems with contract agreements. The company has had to change its software strategy to fulfil the requirements of the product specifications along with the contracts. The transition has been made and the contracts have been signed to buy two modules (audio and graphics) and sell two modules (image and video).

2.3 Changes in Group

The Management Team has been redefined to include the Documentation Manager. This means that the Management Team now consists of 3 employees requiring at least 2 employees' to agree for a management change to come into effect.

 A weekly review system has been introduced for every employee to review the previous week's work and outline the tasks to be achieved in the next week. As a result of this, the Utilities Manager will submit his report to the Software Manager, the Marketing Manager will submit his report to the Finance Manager.

2.4 Project Meetings

So far the company had has 19 meetings in total, with all the members present, in the last 5 weeks. The days for these meetings have been fixed per week as-

- Monday: 13.00-14.00 hrs. [1 hour]
- Tuesday: 12.00-13.00 hrs. [1 hour]
- Thursday: 15.00-17.00 hrs. [2 hours]

The sub-teams also have weekly meetings, the frequency of which can vary from one to three times a week.

2.5 Project Planning & Status

The project plan is primarily based on deliverable deadlines. To that some of the internal deadlines have been added along with weakly tasks every team member should aim to finish. So far the company is adhering to the project plan and all the deliverables have been delivered before/on time.

2.6 Impact of Possible Deviations

The change in the Tender Presentation have caused slight deviations in the software plan. However, the impact of this can be managed and is not a matter of concern.

Due to contract agreements with other companies, the software for the product now uses a different library to the one intended for the GUI. This caused some disruptions which have now been smoothed out.

2.7 Information on Co-ordination Activities during the Period

All groups were contacted for contract agreements. The talks for this fell through with the two groups that the company was hoping to agree with. Spoon finally signed contracts with the other two groups. The deadline for the receiving the Audio Module and providing the Image Module to Group 4 is 7th March, 2014. The deadline for the receiving the Graphics Module and providing the Video Module to Group 4 is 9th May, 2014

3. Deliverables and Milestones Tables

3.1   Deliverables

Deliverable no.	Deliverable Name	Lead Group Member	Delivery Date	Delivered Yes/No	Comments
1.	Group Tender Presentation	Project Manager, Software Manager, Finance Manager	20-02-2014 [Thursday Wk-7]	Yes	Was successfully delivered on time.

3.2 Milestones

Deliverable	Producer	Recipient	Due Date	Delivered Yes/No
		Spring Term		
Functional Specification	Docs Manager, Project Team	Supervisor, Project Team Managers	28-01-2014 [Tuesday Wk-4]	Yes
QA Manual	Deputy Project Manager, Docs Manager, Project Team	All company personnel, Supervisor	03-02-2014 [Monday Wk-5]	Yes
Financial Business Plan	Finance Team, Sales and Marketing Manager	Financial Backer (AEW), Client (SJP), Project Manager	07-02-2014 [Friday Wk-5]	Yes
Project Wide Standards	Other Groups, Docs Manager	Project Team	13-02-2014 [Thursday Wk-6]	Yes
Group Tender Presentation	Docs Manager, Project Team	Financial Backer (AEW), Client (SJP), Supervisor	20-02-2014 [Thursday Wk-7]	Yes
Financial Report 1	Finance Team	Financial Backer (AEW)	21-02-2014 [Friday Wk-7]	Yes
Contracts Agreement	Project Manager, Dep. Project Manager, Docs Manager	Supervisor, Client (SJP)	25-02-2014 [Tuesday Wk-8]	Yes
Financial Report 2	Finance Team	Financial Backer (AEW)	07-03-2014 [Friday Wk-9]	Yes
First Iteration Complete	Software Team, Project Team	Supervisor	14-03-2014 [Friday Wk-10]	No
Final Test and Integration Plan	Software Team	Client (SJP)	14-03-2014 [Friday Wk-10]	No
		Summer Term		
Financial Report 3	Finance Team	Financial Backer (AEW)	09-05-2014 [Friday Wk-3]	No
Financial Summary Report	Finance Team	Financial Backer (AEW)	30-05-2014 [Friday Wk-6]	No

Demonstrations and Sales Presentations	Sales & Marketing Manager, Project Team	Client (SJP)	09-06-2014 [Monday Wk-8]	No
Final hand-in of all deliverables	Project Team	Client (SJP), Financial Backer (AEW)	12-06-2014 [Thursday Wk-8]	No
Internal Deliverables				
Project Plan	Project Manager	Team Mangers, Project Team	[Wk-5]	Yes
QA Auditing and Metrics	Dep. Project Manager	Project Manager	Audits throughout project, metrics at the end of project	Yes
Timesheets	Project Team	Finance Manager, Project Manager, Dep. Project Manager	Throughout project	Yes
Progress reports	Team Managers	Project Manager, Dep. Project Manager	Throughout project	Yes
Meeting agenda	Project Manager	Team Managers, Project Team	Prior to meeting	Yes
Meeting minutes	Docs Manager	Project Manager, Dep. Project Manager, Project Team	After meeting	Yes