Management Summary Report

Ankita Gangotra

Document Control

Version Number	Modified By	Date	Section(s) Modified	Comments
0.1	A.Gangotra	09.06.2014	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), the Deputy Project Manager (Max Holland) and Documentation Manager (James Oatey) 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.

The Documentation Manager is responsible for the editing, reviewing and handing in of documents alongside being responsible for taking minutes and writing specific documentation.

This report summarises the management activities of Spoon (Group 2) from **30th May, 2014 to 12th June, 2014 (end of project)**.

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 entire period of the project. Please refer to Agendas, Timesheets, Weekly Reports, other Management Reports, Project Plan, Risk Register and Project Communication Plan for them.

2.2 Problems/Issues

The only problem in the last 2 weeks of the project was that there wasn't enough testing for the different changes made to the product.

Also the XML playlists' content was not up to the mark.

2.3 Changes and solutions to problems/issues

A task team was setup to go through the code testing as many classes as possible. This seemed to work out well for the team.

As for the XML playlists, the Dep. Finance Manager was asked to step-up and enhance the content.

2.4 Project Meetings

The company has held a total 34 meetings, with the entire team present. The days for the meetings in the summer term have been fixed per week as-

- Tuesday: 13.00-14.00 hrs. [1 hour]

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. New additions to the plan have been discussed above.

Iteration 6 ended on 4th June, 2014 and development for the product was stopped on 7th June, 2014.

The sales presentation was delivered on 9th June, 2014 and currently the team is finishing refactoring of the code and documentation for the final hand-in on 12th June.

2.6 Impact of Possible Deviations

There were no major deviations in the last 2 weeks of the project.

2.7 Information on Co-ordination Activities during the Period

Another version of the PWS, v.10, was created.

2.8 Gantt Chart & PERT Chart

Please refer to the Project Plan for the GANTT & PERT Chart for the project.

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,	20-02-2014	Yes	Was successfully

		Finance Manager	[Thursday Wk-7 Spring Term]		delivered on time.
2.	Sales Presentation & Demo	Project Manager, Software Manager, Finance manager & Marketing Manager	09-06-2014 [Monday Wk-8 Summer Term]		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]	Yes
Final Test and Integration Plan	Software Team	Client (SJP)	14-03-2014 [Friday Wk-10]	Yes
Summer Term				
Financial Report 3	Finance Team	Financial Backer (AEW)	09-05-2014 [Friday Wk-3]	Yes
Financial Summary Report	Finance Team	Financial Backer (AEW)	30-05-2014 [Friday Wk-6]	Yes
Demonstrations and Sales Presentations	Sales & Marketing Manager, Project Team	Client (SJP)	09-06-2014 [Monday Wk-8]	Yes
Final hand-in of all deliverables	Project Team	Client (SJP), Financial Backer (AEW)	12-06-2014 [Thursday Wk-8]	Yes
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