



# Financial Report 1

From: 13/01/2014 To: 14/02/2014

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## Contents

1.	Declaration .....	2
3.	Publishable Summary .....	3
4.	Project Management .....	3
4.1	Summary of Group Activities during the Period .....	4
4.2	Information on Co-ordination Activities during the Period .....	5
4.3	Work Breakdown Structure .....	5
4.4	Critical Path Analysis.....	5
5.	Deliverables and Milestones Tables .....	5
5.1	Deliverables .....	5
5.2	Milestones .....	5
6.	Explanation of the Use of Resources.....	6
6.1	Table of Resources.....	7
7.	Financial Statements – Summary of Financial Report .....	7
7.1	Profile .....	7
7.2	Project .....	7
7.3	Resources.....	7
7.4	Finance .....	7
7.5	Actual Vs. Planned Expenditure .....	9
8.	Appendix 1 .....	9

## 1. Declaration

I, as financial representative of the coordinator of this project and in line with the obligations as stated in the Business Plan declare that:

The attached periodic financial report represents an accurate description of the work carried out in this project for this reporting period;

The project:

- ☐ Has fully achieved its objectives and technical goals for the period;
- ☒ Has achieved most of its objectives and technical goals for the period with relatively minor deviations;
- ☐ Has failed to achieve critical objectives and/or is not at all on schedule.

The financial statements which are being submitted as part of this report are in line with the actual work carried out and are consistent with the report on the resources used for the project (section 8) and if applicable with the certificate on financial statement.

All Group members have declared to have verified their status through meeting and timesheets. Any changes have been reported under section 6 (Project Management) in accordance with the Business Plan.

Name of Financial representative: Prkruti Sinha

Date: 20 / 02 / 2014

Signature of Financial representative: P.S

Name of Financial representative: Sam Beedell

Date: 20 / 02 / 2014

Signature of Financial representative: S.B

### 3. Publishable Summary

Spoon is a custom software developer providing new, innovative and useful food-based software solutions. Our company will produce a product under the name of 'e-Cook' which is an interactive cookbook software for students that can display recipes with text, video and audio instructions. The processing power of modern consumer technology is able to compile all of this functionality into a single software product, the user interface will represent the simple and simplicity that cooking for yourself should represent.

By fully understanding the client and the market expectations, we aim to provide novel products with real consumer value.

Company Logo:



Company Product Logo:



### 4. Project Management

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 overseeing role in the company and the primary point of contact between the investors, other groups and the team members. She 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.

#### 4.1 Summary of Group Activities during the Period

##### 4.1.1 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.

##### 4.1.2 Problems/Issues

There have been no major issues that have had to be dealt with so far. There have been differences in opinions which have been resolved without much conflict. The Tender Presentation deadline was clashing with other prior engagements for a lot of team member. However, this issue has been resolved by postponing the deadline by 2 days.

##### 4.2.3 Changes in Group

The only change that has occurred in the group so far is that the role of Deputy Project Manager has been redefined to encompass of the roles and responsibilities of a Quality Assurance Manager. This change was brought in as the company did not have a QA Manager and there was a need for someone other than the Project Manager to overlook quality assurance. Nonetheless, the name of the position of the Deputy Project Manager remains unchanged.

##### 4.1.4 Project Meetings

So far the company has held 15 meetings, with the entire member 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.

##### 4.1.5 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.

#### 4.1.6 Impact of Possible Deviations

The change in the Tender Presentation has caused slight deviations in the software plan. However, the impact of this can be managed and not an issue of concern.

#### 4.2 Information on Co-ordination Activities during the Period

The client has been contacted from time to time to ensure product functional specifications meet the client's requirements and to clarify a few grey areas of the project.

The other group teams have been liaised with to produce the Project Wide Standards. Talks for contracting software modules are currently on-going.

#### 4.3 Work Breakdown Structure

Attached and can be seen in the email containing Microsoft project.

#### 4.4 Critical Path Analysis

Attached and can be seen in the email containing Microsoft project.

### 5. Deliverables and Milestones Tables

#### 5.1 Deliverables

No.	Name	Lead Member	Date	Delivered?	Comments
1.	Group Tender Presentation	Project Manager, Software Manager, Finance Manager	20-02-2014	Yes	-

#### 5.2 Milestones

Deliverable	Producer	Recipient	Due Date
<b>Spring Term</b>			
Functional Specification	Docs Manager, Project Team	Supervisor, Project Team Managers	28-01-2014 [Tuesday Wk-4]
QA Manual	Deputy Project Manager, Docs Manager, Project Team	All company personnel, Supervisor	03-02-2014 [Monday Wk-5]
Financial Business Plan	Finance Team, Sales and Marketing Manager	Financial Backer (AEW), Client (SJP), Project Manager	07-02-2014 [Friday Wk-5]
Project Wide Standards	Other Groups, Docs Manager	Project Team	13-02-2014 [Thursday Wk-6]
Group Tender Presentation	Docs Manager, Project Team	Financial Backer (AEW), Client (SJP), Supervisor	20-02-2014 [Thursday Wk-7]
Financial Report 1	Finance Team	Financial Backer (AEW)	21-02-2014 [Friday Wk-7]
Contracts Agreement	Project Manager, Dep. Project	Supervisor, Client (SJP)	25-02-2014 [Tuesday Wk-8]

	Manager, Docs Manager		
Financial Report 2	Finance Team	Financial Backer (AEW)	07-03-2014 [Friday Wk-9]
First Iteration Complete	Software Team, Project Team	Supervisor	14-03-2014 [Friday Wk-10]
Final Test and Integration Plan	Software Team	Client (SJP)	14-03-2014 [Friday Wk-10]
<b>Summer Term</b>			
Financial Report 3	Finance Team	Financial Backer (AEW)	09-05-2014 [Friday Wk-3]
Financial Summary Report	Finance Team	Financial Backer (AEW)	30-05-2014 [Friday Wk-6]
Demonstrations and Sales Presentations	Sales & Marketing Manager, Project Team	Client (SJP)	09-06-2014 [Monday Wk-8]
Final hand-in of all deliverables	Project Team	Client (SJP), Financial Backer (AEW)	12-06-2014 [Thursday Wk-8]
Project Plan	Project Manager	Team Managers, Project Team	[Wk-5]
QA Auditing and Metrics	Dep. Project Manager	Project Manager	Audits throughout project, metrics at the end of project
Timesheets	Project Team	Finance Manager, Project Manager, Dep. Project Manager	Throughout project
Progress reports	Team Managers	Project Manager, Dep. Project Manager	Throughout project
Meeting agenda	Project Manager	Team Managers, Project Team	Prior to meeting
Meeting minutes	Docs Manager	Project Manager, Dep. Project Manager, Project Team	After meeting

## 6. Explanation of the Use of Resources

The Company rents space, IT infrastructure, and utilities under an arrangement with the University Of York covered under the Financial Rules section in the Finance Briefing Notes and will be honoured in accordance with the set terms and conditions .

This arrangement will be for the life time of the project to include the Easter vacation period. The payment arrangements are as follows:

### Space Rentals

Total rent to be paid for the allocated space of 1400sq ft. @£23.5 per sq. ft.

Periods of payment are weeks 4, 7 and 10 of each term including vacations in-between.

### Utilities

Spoon Ltd.

Utilities are charged at £50.00 per week and payments are to be made in weeks 6 and 10 for each term.

#### IT infrastructure

Use of these utilities has a charge of £100.00 per week and payments are to be made in weeks 6 and 10 for each term.

#### Security

The company enlisted third party service providers for the storage and backup of company documents, project source code. An initial setting up fee of £15.00 was paid to be followed by weekly subscriptions of £2.50.

### 6.1 Table of Resources

Table of Resources, subcontracting and other major direct cost items for the group members for the period			
Area of Usage	Item Description	Amount (£)	Explanation/ Comments
Storage for documents and code	Server	22.50	Initial £15.00 server setting up fee in week 3 plus £2.50 per week rental
1400sq. ft.	Space Rental	2530.77	week 4 payment
N/A	IT infrastructure	600.00	week 6 payment
N/A	Utilities	300.00	week 6 payment

## 7. Financial Statements – Summary of Financial Report

Financial statement of each group member on the business plan, any changes to the business plan documented here.

### 7.1 Profile

- Company Name: Spoon;
- Project: E-Cook, Interactive cookbook software;
- Primary market: University students.

### 7.2 Project

- Project duration: 25 weeks
- Program contains 5 modules (text, images, graphics, audio and video)
- 3 modules made by Spoon; 2 from an outside company.

### 7.3 Resources

- Resources: Staff (10), Office space, Photographer, Chef, Server.
- Overhead: Utilities (including server cost and insurance costs)

### 7.4 Finance

See attached for more detailed business plan.



Spoon Ltd.

- Total Overhead cost considering factors stated above comes to: £19417.50
- Labour costs were made considering the variable distribution of workload relative to the deliverables due. Projected labour cost comes to: £25,396.00
- Projected labour cost will be compared with actual labour cost as the project progresses
- A thorough breakdown is shown in the attached business plan
- Total start-up cost is the sum of the total overhead cost and labour cost; totalling to £44786.50
- Contracts to be drawn up in coming weeks.  
Contract details so far-

25% upon placement

50% on handover

25% on acceptance

The company plans on selling modules.

Module price considerations:

Overhead recovery rate: £9.56/hr.; using the equation:

$$\text{Overhead recovery rate, £/ hr} = \frac{\text{Total Overhead Cost}}{\text{Labour work hours}}$$

Labour rate: £12.50/hr.

Estimated 5 weeks of work per module.

The minimum amount of money we can make from sales of modules will be a sum of the overhead recovery rate over the time period for which the module is worked on and the labour cost over the same time period. At the price, no profit is made and will be used to determine the base amount for which we will sell our modules.

Module Price equation:

$$M_B = T_M * (OH + LR * NS)$$

$M_B$  = Module price for breakeven

OH = Overhead recovery rate

$T_M$  = Time spent working on one module

LR = Labour rate

NS = No. of staff

Amount of money made for breakeven: £10,092.00

### 7.5 Actual Vs. Planned Expenditure

A tabular overview of actual costs and planned costs of labour, the budgeted costs is taken from the business plan. This is shown in the business plan spreadsheet

## 8. Appendix 1

- GANTT Chart and PERT Chart attached in the email submission
- Business plan document attached in the email submission