



# Management Report 3

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## Document Control

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0.1	A.Gangotra	09.05.2014	Created	-
0.2	A.Gangotra	09.06.2014	All Sections	<i>Modified to remove grammatical mistakes and improved the structure</i>

## Contents

1. Overview .....	3
2. Summary of Group Activities during the Period.....	3
2.1 Management Tasks.....	3
2.2 Problems and Issues.....	3
2.3 Changes in Group .....	3
2.4 Project Meetings .....	4
2.5 Project Planning & Status .....	4
2.6 Impact of Possible Deviations .....	4
2.7 Information on Co-ordination Activities during the Period.....	4
3. Deliverables and Milestones Tables.....	4
3.1 Deliverables .....	4
3.2 Milestones.....	5

## 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 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.

This report summarises the management activities of Spoon (Group 2) from **7<sup>th</sup> March to 9<sup>th</sup> May, 2014**.

## 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 issues with the amount of work expected v/s the amount of work done by people per week. This caused some software iteration related problems.

### 2.3 Changes & Solutions to Problems/Issues

As a solution to this problem, system of daily 'lab sessions' have been put in place to get the team working and problem solving together. This also ensure that everyone is doing a fixed number of hours per week. This system is working well so far.

Also, a system of a 3-day internal deadline has been introduced for software iterations meaning that the entire team needs to submit their code to the software team for bug fixes 3 days before an iteration is due to end.

## 2.4 Project Meetings

So far the company has held 26 meetings, with the entire team present. The entire team also had virtual meeting online over Easter every week. 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 weekly 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.

## 2.6 Impact of Possible Deviations

It is extremely important for the team to finish software iterations on time. If the software iterations are not met on time, this could result in running over budget or missing deliverable deadlines.

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

The audio module was received and the Image Module was delivered on time to Group 4. The payment for the Audio Module was made as per contract once it was accepted by the Software Manager (Steve Thorpe). Payment for the Image Module was received on time.

The Graphics Module was received and the Video Module was delivered on time to Group 1. Talks are ongoing with Group 1 regarding bugs in the Graphics Module they delivered. Still awaiting confirmation of acceptance of Video Module from them.

# 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 [Thursday Wk-7]	Yes	Was successfully delivered on time.

		Finance Manager			
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### 3.2 Milestones

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

<b>Financial Summary Report</b>	Finance Team	Financial Backer (AEW)	30-05-2014 [Friday Wk-6]	No
<b>Demonstrations and Sales Presentations</b>	Sales & Marketing Manager, Project Team	Client (SJP)	09-06-2014 [Monday Wk-8]	No
<b>Final hand-in of all deliverables</b>	Project Team	Client (SJP), Financial Backer (AEW)	12-06-2014 [Thursday Wk-8]	No
<b>Internal Deliverables</b>				
<b>Project Plan</b>	Project Manager	Team Managers, Project Team	[Wk-5]	Yes
<b>QA Auditing and Metrics</b>	Dep. Project Manager	Project Manager	Audits throughout project, metrics at the end of project	Yes
<b>Timesheets</b>	Project Team	Finance Manager, Project Manager, Dep. Project Manager	Throughout project	Yes
<b>Progress reports</b>	Team Managers	Project Manager, Dep. Project Manager	Throughout project	Yes
<b>Meeting agenda</b>	Project Manager	Team Managers, Project Team	Prior to meeting	Yes
<b>Meeting minutes</b>	Docs Manager	Project Manager, Dep. Project Manager, Project Team	After meeting	Yes