Management Report 4

Ankita Gangotra

Document Control

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0.1	A.Gangotra	30.05.2014	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 **9th May, 2014 to 30th 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/Issues

The only issue faced since the last report was that due to exams and other deadlines, a lot to members could not put in the prerequisite number of hours per week.

2.3 Changes and solutions to problems/issues

The issue mentioned above had been foreseen and contingency plans were in place to combat disruptions in iteration 6 progress.

2.4 Project Meetings

So far the company has held 29 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.

Since the last report, Iteration 5 was completed on 19th May, 2014 and the project is currently on Iteration 6, which mainly consists of the finishing touches and bug fixes for eCook, as part of the development process.

The team is also currently planning and making the HTML tour, sales presentation and making sure all the deliverables are in place for the final hand-in on 12th June, 2014.

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. The current iteration is running as per plan and on time.

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			

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]	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