



# Management Report 1

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## Document Control

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0.1	A.Gangotra	20.02.2014	Created	-
0.2	A.Gangotra	09.06.2014	All Sections	<i>Modified to remove grammatical mistakes and improved the structure</i>

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# 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 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.

This report summarises the management activities of Spoon (Group 2) from **14<sup>th</sup> January to 20<sup>th</sup> February**.

## 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.

### 2.2 Problems and Issues

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

### 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.

### 2.4 Project Meetings

So far the company had has 15 meetings, 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 not an issue of concern.

## 2.7 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 is currently on-going.

# 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
<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]	No
<b>Contracts Agreement</b>	Project Manager, Dep. Project Manager, Docs Manager	Supervisor, Client (SJP)	25-02-2014 [Tuesday Wk-8]	No
<b>Financial Report 2</b>	Finance Team	Financial Backer (AEW)	07-03-2014 [Friday Wk-9]	No
<b>First Iteration Complete</b>	Software Team, Project Team	Supervisor	14-03-2014 [Friday Wk-10]	No
<b>Final Test and Integration Plan</b>	Software Team	Client (SJP)	14-03-2014 [Friday Wk-10]	No
<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 Mangers, 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