

Management Report 1

Ankita Gangotra

Document Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version Number | Modified By | Date | Section(s) Modified | Comments |
| 0.1 | A.Gangotra | 20.02.2014 | Created | *-* |
| 0.2 | A.Gangotra | 09.06.2014 | All Sections | *Modified to remove grammatical mistakes and improved the structure* |

Contents

[1. Overview 3](#_Toc390157509)

[2. Summary of Group Activities during the Period 3](#_Toc390157510)

[2.1 Management Tasks 3](#_Toc390157511)

[2.2 Problems and Issues 3](#_Toc390157512)

[2.3 Changes in Group 3](#_Toc390157513)

[2.4 Project Meetings 3](#_Toc390157514)

[2.5 Project Planning & Status 4](#_Toc390157515)

[2.6 Impact of Possible Deviations 4](#_Toc390157516)

[2.7 Information on Co-ordination Activities during the Period 4](#_Toc390157517)

[3. Deliverables and Milestones Tables 4](#_Toc390157518)

[3.1 Deliverables 4](#_Toc390157519)

[3.2 Milestones 4](#_Toc390157520)

# 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 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.

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

# Summary of Group Activities during the Period

## 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.

# Deliverables and Milestones Tables

## 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** |
| ***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] | No |
| **Contracts Agreement** | Project Manager, Dep. Project Manager, Docs Manager | Supervisor, Client (SJP) | 25-02-2014  [Tuesday Wk-8] | No |
| **Financial Report 2** | Finance Team | Financial Backer (AEW) | 07-03-2014  [Friday Wk-9] | No |
| **First Iteration Complete** | Software Team, Project Team | Supervisor | 14-03-2014  [Friday Wk-10] | No |
| **Final Test and Integration Plan** | Software Team | Client (SJP) | 14-03-2014  [Friday Wk-10] | No |
| ***Summer Term*** | | | | |
| **Financial Report 3** | Finance Team | Financial Backer (AEW) | 09-05-2014  [Friday Wk-3] | No |
| **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 |

.