

Status/Progress Report WEEK 1

Project Name: Revamping of University of Wollongong room booking system

Team Member Name: Theophilus, Bin Hui, Tsun Hong, Dominic, Debra, Jasmine

Date: 16/10/22

Reporting Period: 10/10/22 - 16/10/22

Work completed this reporting period:

- Paid office rental
- Had our first meeting (Meeting 1)
- Filled up the Kick Off Meeting Agenda after the meeting.
- Prepared Project Charter with agreements from all stakeholders.
- Prepared the Cost Estimate.
- Prepared Scope Statement, clearly defining the scope of the project.
- Prepared a HR plan, establishing the roles of every member in the project.
- Prepared an organisational chart.
- Completed the Team Charter, got approval from the Chief Information Officer.
- Approached and interviewed CIO, clarifying any residual doubts.
- Had our second meeting (Meeting 2), filled up the Meeting Agenda afterwards.

Work to complete next reporting period:

- Fill up project milestone report
- Continue with requirement gathering
- Prepare MS projects timeline
- Prepare cost management plan
- Prepare risk management plan
- Prepare Scope Statement
- Create a design for the frontend in the form of wireframing
- Create a design for the backend in the form of pseudocode and flowchart
- Fill up project milestone report

What's going well and why:

All deadlines were met, thus encouraging a smooth flow of work and setting expectations.

What's not going well and why:

The team could be more bonded so as to allow better communications amongst each other and for cohesiveness. This will ensure that the project runs smoothly with few to no hiccups as there are no politics amongst team members.

Suggestions/Issues:

Come up with more bonding sessions such as having lunch together or going out to have activities with one another.

Project changes

NIL

Status/Progress Report WEEK 2

Project Name: Revamping of University of Wollongong room booking system

Team Member Name: Theophilus, Bin Hui, Tsun Hong, Dominic, Debra, Jasmine

Date: 23/10/22

Reporting Period: 17/10/22 - 23/10/22

Work completed this reporting period:

- Filled up project milestone report
- Completed requirement gathering
- Prepared MS projects timeline
- Prepared cost management plan
- Prepared risk management plan
- Prepared Scope Statement
- Completed the design document for backend and frontend.
- Filled up project milestone report for the week

Work to complete next reporting period:

- Start the process of programming frontend
- Start the process of programming backend
- Prepare requirements traceability matrix
- Prepare cost baseline and cost estimation
- Prepare risk register

What's going well and why:

Expectations are set in stone due to the team's strong commitment and discipline shown since the first week of the project. Deadlines are met once again and team cohesiveness has improved tremendously with planned lunch gatherings.

What's not going well and why:

Team's skill set is sometimes undervalued. We realise that some of us are more capable in other areas of the project, an example is when some of us perform better when given different roles by our project manager. This provides fresh perspectives on existing roles and strengthens succession planning.

Suggestions/Issues:

Now that the barrier amongst team members has been broken, we understand each other's strengths and weaknesses better. This allowed us to exercise job rotation to expose oneself to other areas of the project which he or she has never been tasked to do, thus accelerating professional development.

Project changes

NIL

Status/Progress Report WEEK 3

Project Name: Revamping of University of Wollongong room booking system

Team Member Name: Theophilus, Bin Hui, Tsun Hong, Dominic, Debra, Jasmine

Date: 30/10/22

Reporting Period: 24/10/22 - 30/10/22

Work completed this reporting period:

- Had our third meeting (Meeting 3)
- Filled up Meeting Agenda for Meeting 3
- Completed and submitted Change Request Form
- Received approval from the Chief Information Officer regarding the Change Request Form
- Updated Requirements Traceability Matrix
- Updated HR Plan
- Updated Project Scope Statement
- Updated Cost Estimation
- Updated Project Schedule
- Filled up and updated Project Milestone Report
- Updated Risk Register
- Completed all the necessary changes arising from the change request

Work to complete next reporting period:

- Fill up Project Milestone Report
- Continue programming Backend
- Continue programming Frontend

What's going well and why:

Job rotation broadened the skills of members with the exposure to different functional areas. Team had good time management with the deadlines being met

and good communication with frequent updates of the changes or amendments to the project.

What's not going well and why:

The job rotation brought about some difficulties to some of the members. Although the job rotation has brought benefits to both the members and the project, most of the members have only little background in programming. This resulted in some struggles faced by the team member who took over the job related to programming.

Programming progress has been hampered by the lack of an established version control system, causing additional work as the code needed to be merged together and refactored.

Suggestions/Issues:

Members may try to follow tutorials which are available online to learn the codes and functions to be able to cope better with their role.

Project changes

- Change request raised on 25/10
- Requirements Traceability Matrix
- HR Plan
- Project Scope Statement
- Cost Estimation
- Project Schedule
- Project Milestone Report
- Risk Register

Status/Progress Report WEEK 4

Project Name: Revamping of University of Wollongong room booking system

Team Member Name: Theophilus, Bin Hui, Tsun Hong, Dominic, Debra, Jasmine

Date: 06/11/2022

Reporting Period: 31/10/2022 - 06/11/2022

Work completed this reporting period:

- Filled up Project Milestone Report
- Continue programming Backend
- Continue programming Frontend

Work to complete next reporting period:

- Complete Program Frontend
- Complete Program Backend
- Create Testing plans
- Create Test cases
- Run Test cases and fill in the Test Report with the results

What's going well and why:

The program is on track to be completed within schedule, initial issues with version controlling solved with utilising Github.

What's not going well and why:

We faced difficulties with Flask as we did not have any prior experience working with the framework.

Suggestions/Issues:

Tackle any challenges faced by referring to the documentation and other online resources available.

Project changes:

NIL

Status/Progress Report WEEK 5

Project Name: Revamping of University of Wollongong room booking system

Team Member Name: Theophilus, Bin Hui, Tsun Hong, Dominic, Debra, Jasmine

Date: 13/11/2022

Reporting Period: 07/11/2022 - 13/11/2022

Work completed this reporting period:

- Completed Program Front End
- Completed Program Back End
- Completed Test Cases Run
- Completed Testing

Work to complete next reporting period:

- Prepare Video
- Final look-through
- Lesson learnt report

What's going well and why:

Program was finished on schedule, leaving the group with adequate time to produce and refine the video.

What's not going well and why:

We are taking more time than estimated deciding on how the video will be executed.

Suggestions/Issues

Start planning ahead of time for us to gather the key points on what to be included in the video.

Project change:

NIL

Status/Progress Report WEEK 6

Project Name: Revamping of University of Wollongong room booking system

Team Member Name: Theophilus, Bin Hui, Tsun Hong, Dominic, Debra, Jasmine

Date: 16/11/2022

Reporting Period: 14/11/2022 - 16/11/2022

Work completed this reporting period:

- Video completed and reviewed by the team.
- Completed a final look-through of the project, finalising all the deliverables.
- Personal and team Lesson Learnt Report completed,

Work to complete next reporting period:

- QnA with Chief Information Officer.

What's going well and why:

Project is set to complete on schedule. The final look-through has given the team the opportunity to solve any discrepancies, clarify any remaining doubts and also reflect on the work that they have done together.

What's not going well and why:

Had a little trouble with the video as our group had no experience in video making and we were not familiar with making an explainer video for the room booking system, so we had to watch some explainer videos on YouTube to learn and get some inspiration on how it should be done. Also, we faced a minor problem where we found it difficult to include the audio after editing the video as we

recorded the audio before editing the video and we had to trim certain parts of the video resulting in the video and audio not being sync, and we had to spend some time editing the audio making sure it fits the video.

Suggestions/Issues:

We should have edited the video first before recording the audio.

Project changes

NIL