Database EvaluatOr

pre-project phase

Close out report

Document history

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| --- | --- | --- | --- | --- |
| Version | Date | Author | Changes | Valid from |
| 1.0 | 15-Sep-2016 | Changming Wu | Draft |  |

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# General Information of phase

The project team used the DSDM Atern methodology in this project. This process has five phases: Pre-Project, Feasibility and Foundations, Exploration, Engineering and finally Deployment. This is the first phase of project lifecycle of DSDM. In the Pre-Project phase, project team ensured that only the right project were started and that tasks were set up correctly.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Baseline** | **Actual** | **Variance** |
| **Start Date** | 11/07/16 | 11/07/16 | 0 days |
| **Finish Date** | 05/08/16 | 10/08/16 | 5 days |
| **Duration** | 20 days | 25 days | 5 days |

# 

# TAsks and deliverables

In the Pre-Project phase, project team has already created the main documents of this phase:

* Project Proposal
* Gantt Chart
* Scope of project

Other supportive documents as per DSDM methodology for this phase.

* Client Briefing
* Team contract
* Delivery Approach Definition
* Management Foundations
* TermsOfReference
* Project Roles Summary

# Management Effectiveness

* The progress of schedule has already behind the planned schedule one week.
* Reason:

A lot of changed of the documents have been occurred including project proposal, gannt chart, client brief document and methodology. Project team had to do the search of new methodology, make and plan the tasks to flow the methodology and goals.

* Project team made an estimation of the behind schedule, it will cost their 3 weeks to catch up the scheduled.
* Suggestions:
* Set more detailing goals for each task every day.
* Fast tracking. Project team will do the some tasks as same time. (But it involves risk that could lead to increased cost and some rework later)

# Lessons Learned

* This project has changed the methodology from Spiral to DSDM Atern based on the comment for the project.
* Project team did a lot of research and study on DSDM. We clearly understood the tasks for each phase and created the grantt chart to meet DSDM.
* Project team had created the planned documents of this phase as well as created the supportive documents are recommended of Project in the box.

# Check list

|  |  |
| --- | --- |
| **Document** | **Status** |
| Project Proposal | Complete |
| Gantt Chart | Complete |
| Scope of project | Complete |
| Client Briefing | Complete |
| Team contract | Complete |
| Delivery Approach Definition | Complete |
| Management Foundations | Complete |
| TermsOfReference | Complete |

# approval

By signing this document, all parties are understood and acknowledge the changes.

|  |  |
| --- | --- |
| Project Advisor  Dr. Steve McKinlay | Signed:  Date: |
| Project Manager  Changming Wu | Signed:  Date: |
| Database Specialist  Hardik Kansara | Signed:  Date: |
| Web Developer  Kwinno Pineda | Signed:  Date: |
| C# Developer  Patrick Cura | Signed:  Date: |