VIETNAM NATIONAL UNIVERSITY, HO CHI MINH CITY
UNIVERSITY OF TECHNOLOGY
FACULTY OF COMPUTER SCIENCE AND ENGINEERING

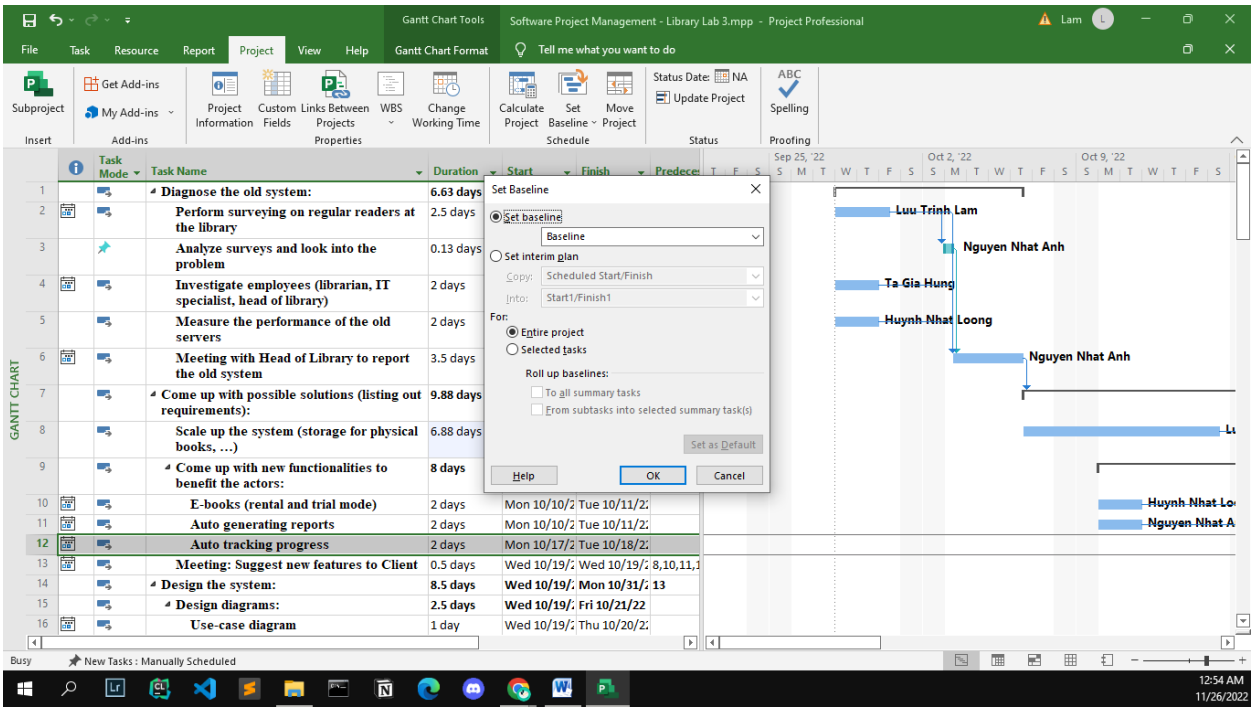
Software Project Management (CO3012)

LAB 4

Instructor: Mai Duc Trung
Students: Ta Gia Hung - 1852433
Nguyen Nhat Anh - 1852236
Huynh Nhat Long- 1852522
Luu Trinh Lam - 1952315

Question 1: Create a baseline

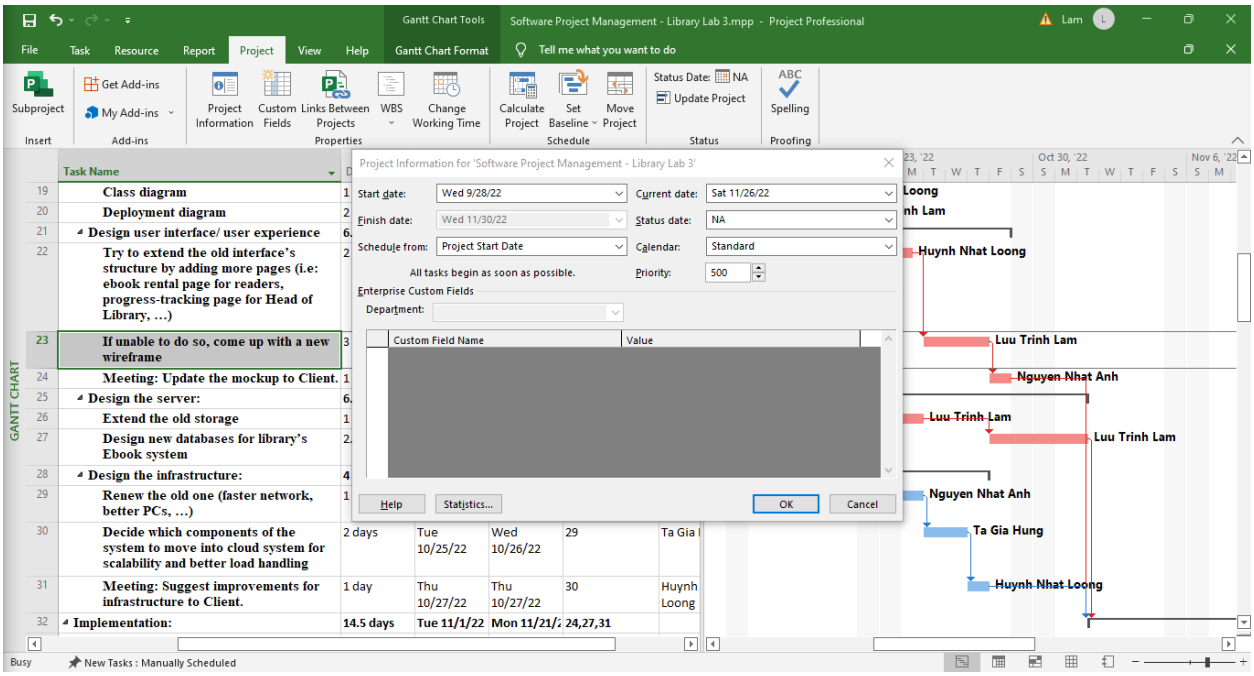
- Create a first new baseline for our plan:



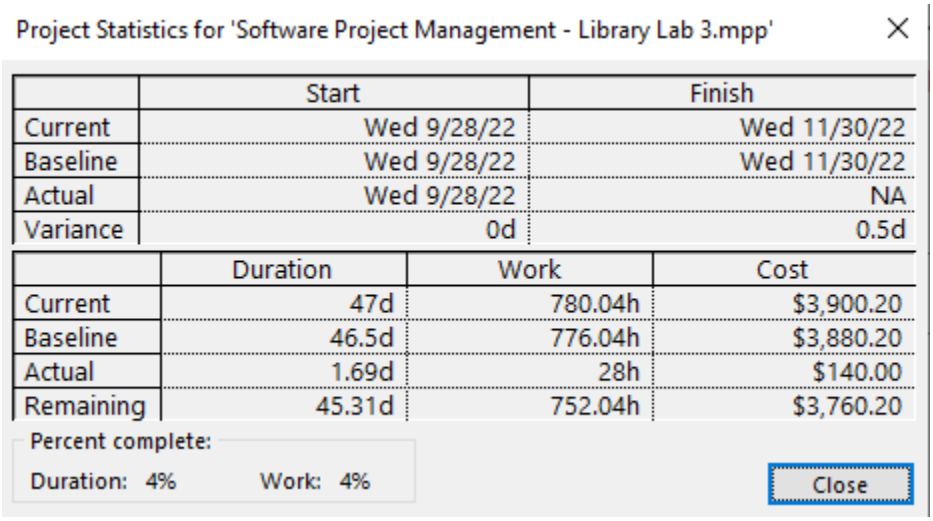
- Assume that we create this baseline at the start day of the plan.
- Later in practical, the plan has to be changed due to some reason.
- For example, task "**Extend old Storage**" (**26**) in reality consume longer than the previous planning. In order to solve the conflict, I have to move task "**If unable to do so, come up with a new wireframe**" (**23**) have to delay till the person is at rest. This may lead to other following task have to be re-schedule. Baseline is there to give us a hand to overcome this problem.

Question 2: Check the Information between baseline and the present plan of our project:

- *The general information of the project:*

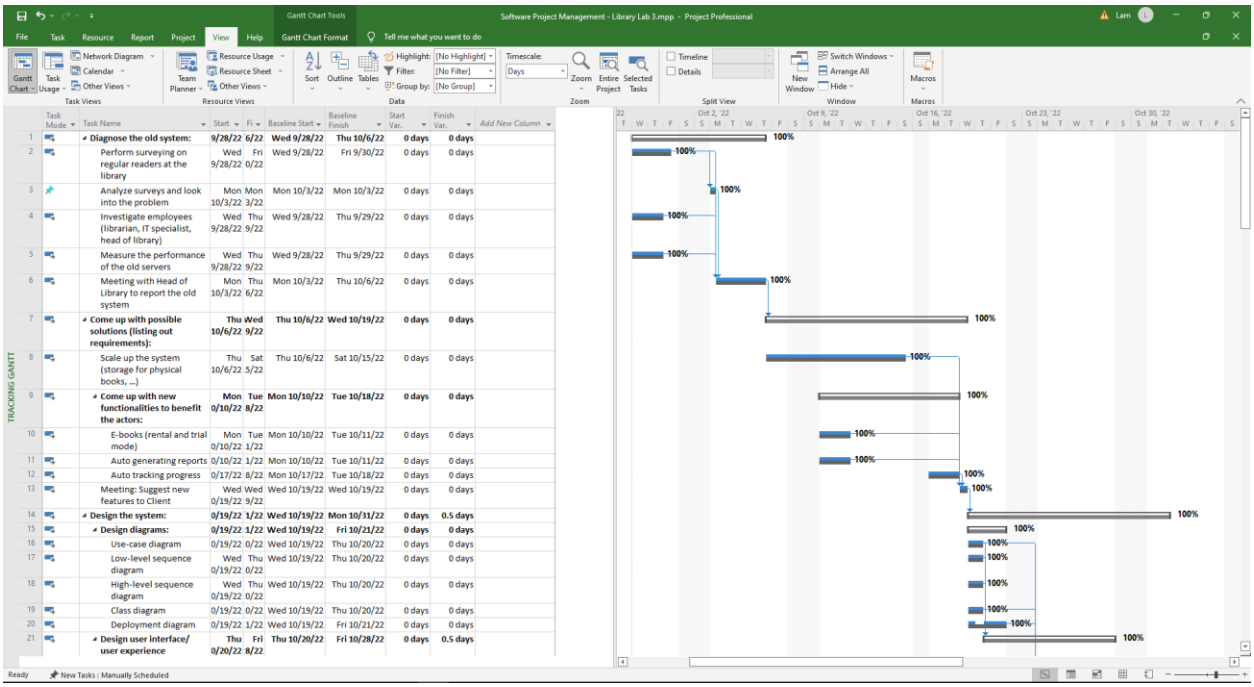


- In advanced, MS Project also provides the statistic – it compares some information that the baseline saved before with the current plan:

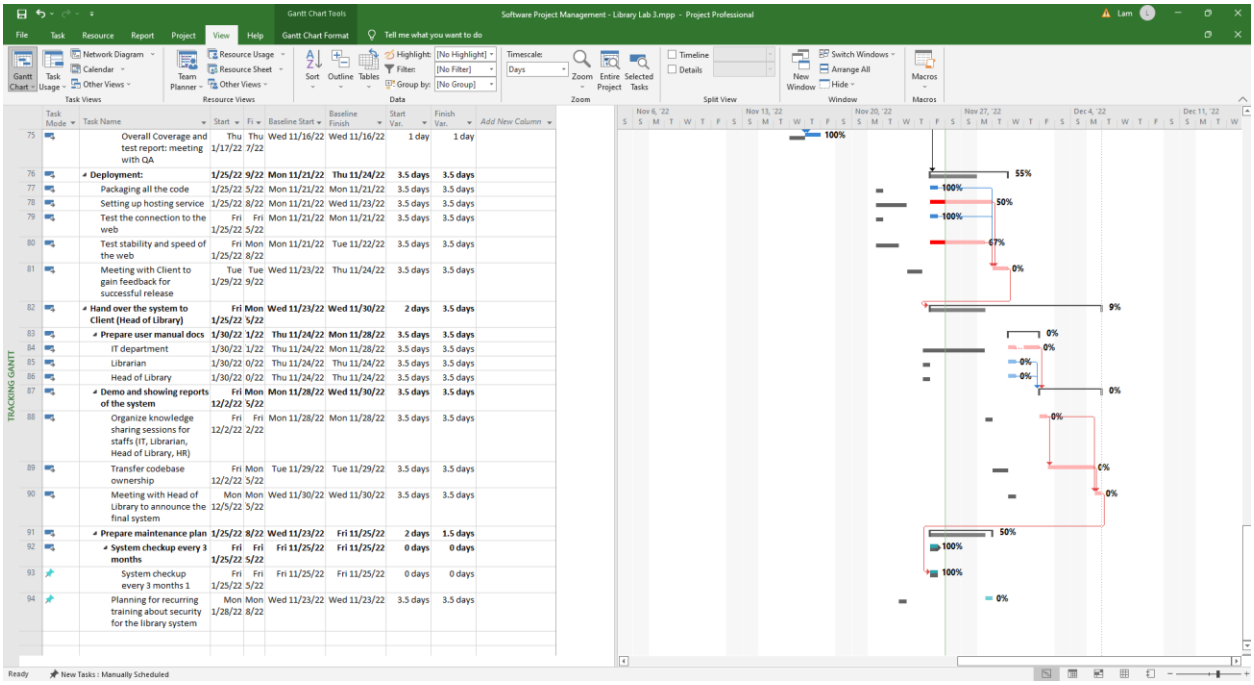


Question 3: Manage the project base on baseline information and realistic data about cost, schedule

- We can view the variance of the planning (including start date, finish date) between the baseline and the current status of the project.
- We can go **View – Table – Variance**:



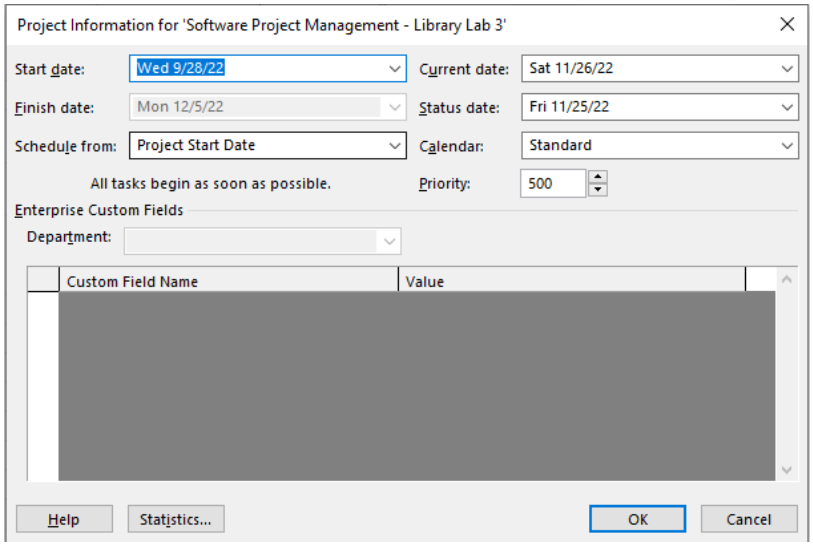
- As we can see, most of the task before the changed task perform on time so the variance/different seem to be all good for us. But for those that need the delayed task to be done to get started, there are significant variance that we may interested in:



Question 4: Weekly report – as following the instructor guide, we will do it at the next Lab, which mainly focus on report and document stuffs.

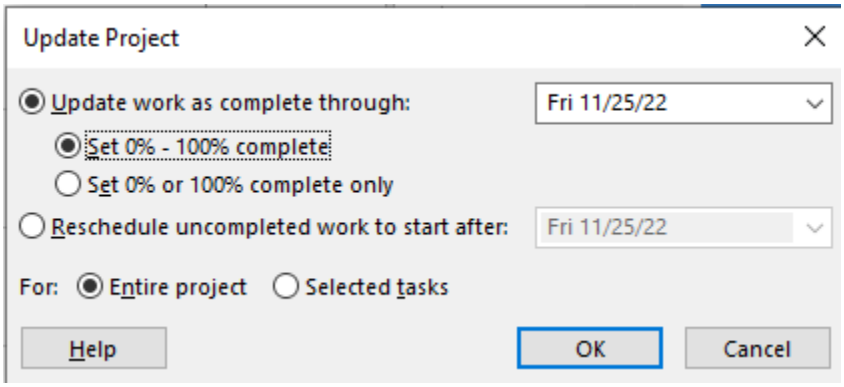
Question 5: Update the information and progress of the project, make some note/comparison.

- We can update the project information easily by go to **Project – Project Information:**

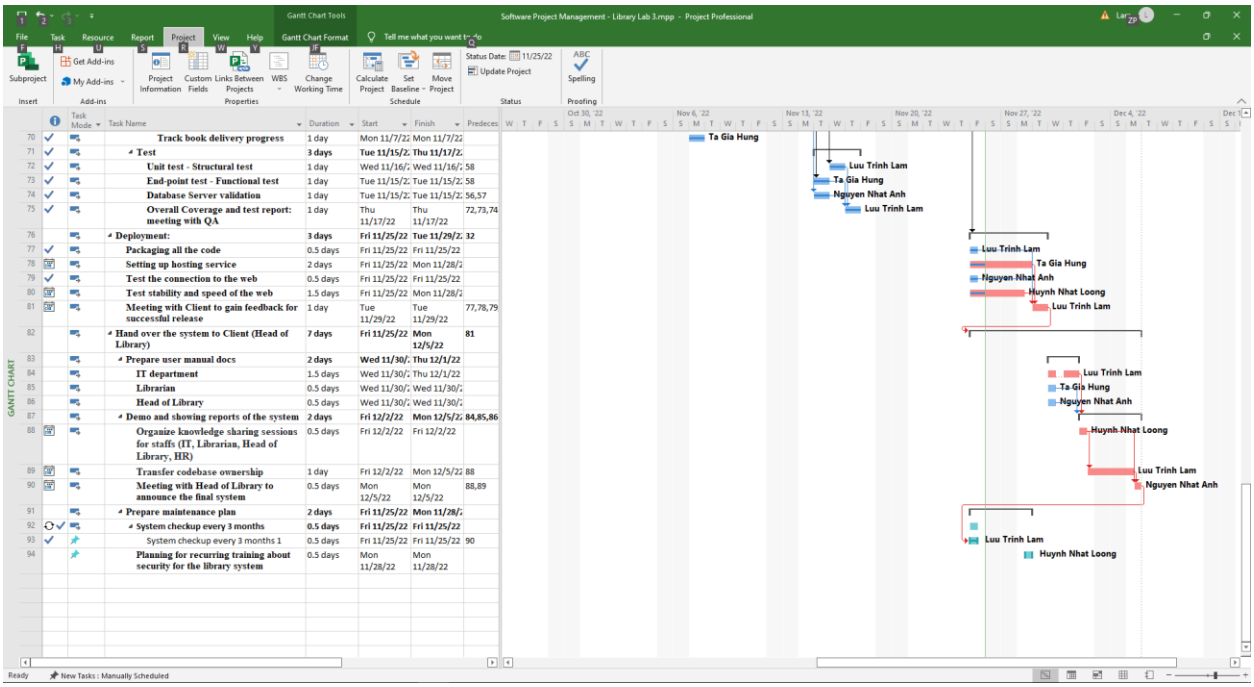


- Start date: the starting point of the project
- Current date: this enable us to examine the status of all task that already done up to this date.
- Status date: Enable us to track the status of the project at some certain point of the period.
-

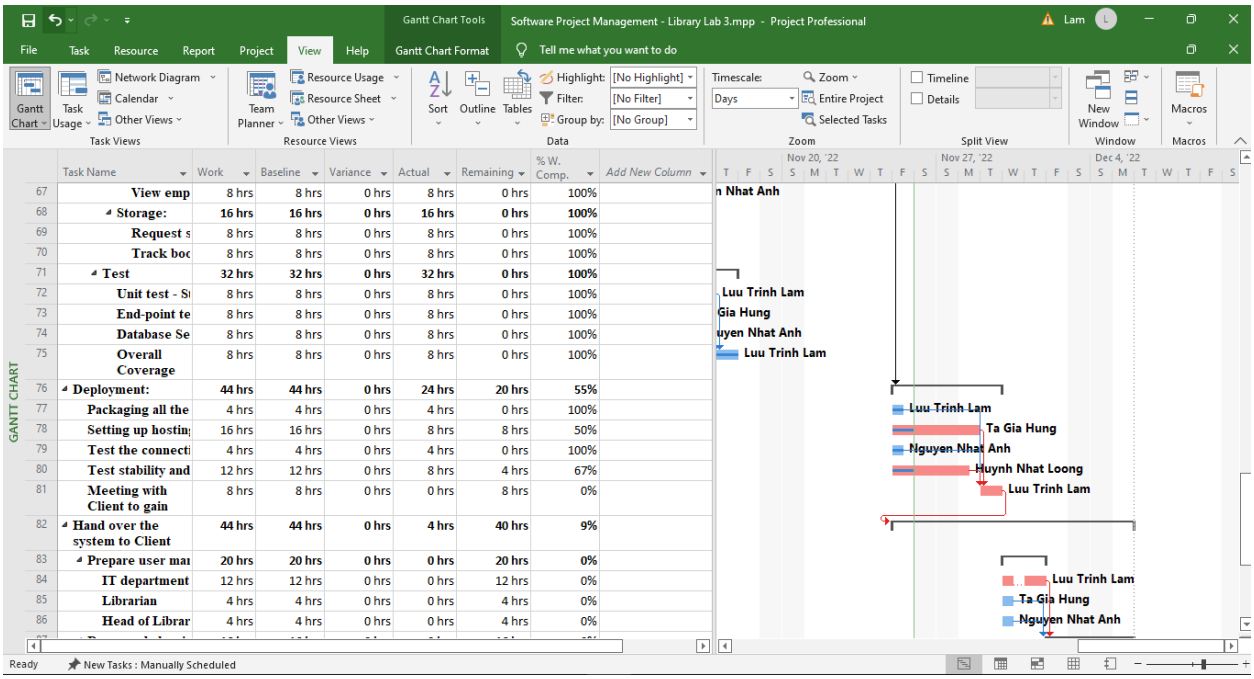
- Update the progress of the project by go to **Project – Status**, we can choose the specific status day to check. We go for seeing the specific percentage done of each task:



- As I choose 25/11/2022 for the date of checking, almost jobs are finished. But there are still some tasks that currently in progress and some haven't been started yet:



- We can also monitor even the amount of time that has been used for each work, not just simply the percentage. Go for **View – Data – Table - Work**



Baseline statistics:

- *Duration*: there is a little amount of task that have actual duration is longer than baseline duration

- *Cost*: actual cost is higher than baseline cost
- *Work hour*: actual work hours is higher
- *Finish day*: same as baseline
  - ⇨ *Control*: can allocate more hours for some tight schedule tasks

Question 6:

We will define and categorize some risks that may happen during the in progressing project and we have to make some changes to our plan:

Strategy :

- The project is out of budget
- Lack of clear management support for the project
- Communication in the project is not effective
- Project management process not following standards

Define :

- Wrong project goal
- Project scope is not defined correctly
- Project requirements are not clear

Power :

- The project team lacks the skills to complete the project
- The project team is too large or too small and therefore difficult to manage
- The project team is poorly organized. They don't want to work as a team
- Lack of members with good professional experience

Plan :

- The project schedule is too tight. You don't have enough manpower to meet the deadline.
- The project needs some inputs like test equipment, software tools, etc., but there is a delay in delivery.

How we plan to solve them:

At the planning state, we should try to list out all of those risks and define some conditions for them to happen. At some checkpoint of the project, mostly some milestones done, we have to check and monitor the project data, compare them to the previous baseline, and check the condition to happen the risk. We may take advantage of the condition and planning to solve the risk and make appropriated changes to our plan.