

# Planning and Progress Report

Guillermo Rodríguez Narbona (Student #4)

Delivery 1



**Acme AirNav Solutions, Inc**

Group Number: C1.066

Repository: <https://github.com/mquirosq/DP2-C1.066>

Members:

María Quirós Quiroga, [marquiqui@alum.us.es](mailto:marquiqui@alum.us.es)  
Guillermo Rodríguez Narbona, [guirodnar@alum.us.es](mailto:guirodnar@alum.us.es)  
Ignacio Mora Pérez, [ignmorper1@alum.us.es](mailto:ignmorper1@alum.us.es)  
Daniel Herrera Urbano, [danherurb@alum.us.es](mailto:danherurb@alum.us.es)  
Alejandro Parody Quirós, [aleparqui@alum.us.es](mailto:aleparqui@alum.us.es)

February 20, 2025

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## Executive Summary

The aim of this report is to outline the planning process of the tasks assigned to student #4 in the first delivery of the Acme AirNav Solutions (or Acme ANS for short) project, as well as the progress made throughout said delivery.

Regarding the planning process, a task listing will be presented, containing all tasks pertaining to the first delivery that were accomplished by student #4, and detailing, for each task, its title, description, assignees, role, estimated and actual time. A set of screenshots of the planning dashboard used to manage the tasks (as well as the tasks themselves) will also be presented, and the estimated budget and time for the delivery will be calculated, including the amortization costs.

The discussion of the progress will begin by assessing the performance of the student in charge of the tasks according to the model proposed in the team's Chartering Report. Then, any conflicts found during the process of elaborating the delivery will be discussed, and finally, the actual costs incurred during the delivery and the actual time spent on it will be calculated and compared with the estimations, so as to determine whether the student stayed within the financial and time budgets estimated as part of the planning process.

## Revision History

| Revision | Date       | Description     |
|----------|------------|-----------------|
| 1.0      | 2025-02-20 | Initial version |

# 1. Introduction

The following report will discuss the planning process followed for the individual tasks of student #4 for the first delivery of the Acme AirNav Solutions project, as well as an analysis of the progress achieved during said delivery.

Therefore, the document will have two chapters, the first one being dedicated to the planning process and the second one being devoted to the progress made in the delivery.

The planning chapter will contain a section with a list of all the tasks performed for the delivery, one with some screenshots of the planning dashboard used to manage them and, finally, a section in which the estimated budget and time for the delivery will be calculated.

The progress chapter will contain a progress record for the student in charge of the tasks being discussed (Guillermo Rodríguez Narbona), detailing the performance achieved according to the performance indicators defined in the group Chartering Report, a section discussing all the conflicts identified during the delivery and a section in which the final cost and time spent for the delivery will be calculated and compared against the estimated one.

# 2. Planning

## 2.1. Task Listing

Below is a list of all the tasks performed as part of the first delivery. The estimated and actual durations of said tasks are all in the `hours:minutes:seconds` format.

Some tasks (such as the testing task for this very document, which cannot be accomplished until the document itself is finished) do not have an actual time accounted for in the document due to the impossibility of completing them before finishing this document:

- **Task 001:**

- Add option to anonymous menu

- \* Description: Modify the anonymous menu so that it shows an option that takes the browser to the home page of your favourite web site. The title must read as follows: “<id-number>: <surname>, <name>”, where “<id-number>” denotes your DNI, NIE, or passport number, “<surname>” denotes your surname/s, and “<name>” denotes your name/s.

- \* Assignees: Guillermo

- \* Role: Developer

- \* Planned time: 0:05:00

- \* Actual time: 0:16:17
- Add option to anonymous menu \T1
  - \* Description: Test the results of task 001 to assess conformity with the requirement.
  - \* Assignees: Guillermo
  - \* Role: Tester
  - \* Planned time: 0:02:00
  - \* Actual time: 0:02:42
- Add option to anonymous menu \R1
  - \* Description: Correct mistake in ID number (extra digit) in task 001.
  - \* Assignees: Guillermo
  - \* Role: Developer
  - \* Planned time: 0:02:00
  - \* Actual time: 0:05:33
- Add option to anonymous menu \T2
  - \* Description: Test the results of the reviewed task 001 to assess conformity with the requirement.
  - \* Assignees: Guillermo
  - \* Role: Tester
  - \* Planned time: 0:02:00
  - \* Actual time: 0:13:42
- **Task 002:**
  - Provide link to planning dashboard
    - \* Description: Provide a link to your planning dashboard in GitHub to review the tasks, their current status, and your schedule.
    - \* Assignees: Guillermo
    - \* Role: Developer
    - \* Planned time: 0:05:00
    - \* Actual time: 0:05:36
  - Provide link to planning dashboard \T1
    - \* Description: Test the result of task 002 to assess conformity with the requirement.
    - \* Assignees: Guillermo
    - \* Role: Tester
    - \* Planned time: 0:02:00
    - \* Actual time: 0:01:21
- **Task 003:**
  - Produce an analysis report

- \* Description: Write an analysis report conforming to the contents of the annexes.
- \* Assignees: Guillermo
- \* Role: Analyst
- \* Planned time: 2:00:00
- \* Actual time: 1:44:35
- Produce an analysis report \T1
  - \* Description: Test the result of task 003 to assess conformity with the requirement.
  - \* Assignees: Guillermo
  - \* Role: Tester
  - \* Planned time: 0:02:00
  - \* Actual time: 0:01:24
- **Task 004:**
  - Produce a planning and progress report
    - \* Description: Write a planning and progress report conforming to the contents of the annexes.
    - \* Assignees: Guillermo
    - \* Role: Manager
    - \* Planned time: 2:00:00
    - \* Actual time: 2:34:57
  - Produce a planning and progress report \T1
    - \* Description: Test the result of task 004 to assess conformity with the requirement.
    - \* Assignees: Guillermo
    - \* Role: Tester
    - \* Planned time: 0:05:00
    - \* Actual time: Not yet performed
- **Task 005:**
  - Plan delivery 1
    - \* Description: Configure planning dashboard including delivery 1 tasks.
    - \* Assignees: Guillermo
    - \* Role: Manager
    - \* Planned time: 0:15:00
    - \* Actual time: 0:13:00
- **Task 006:**
  - Add checked requirements document
    - \* Description: Add copy of requirements document with all completed requirements checked.

- \* Assignees: Guillermo
- \* Role: Developer
- \* Planned time: 0:05:00
- \* Actual time: Not yet performed

- **Task 007:**

- Configure development environment
  - \* Description: Set up the required tools and directories for the development process.
  - \* Assignees: Guillermo
  - \* Role: Developer
  - \* Planned time: 1:00:00
  - \* Actual time: 1:23:00

## 2.2. Planning Dashboard Screenshots

Below are some screenshots of the dashboard used to plan the required tasks, as well as some examples of the actual tasks as shown in the dashboard:

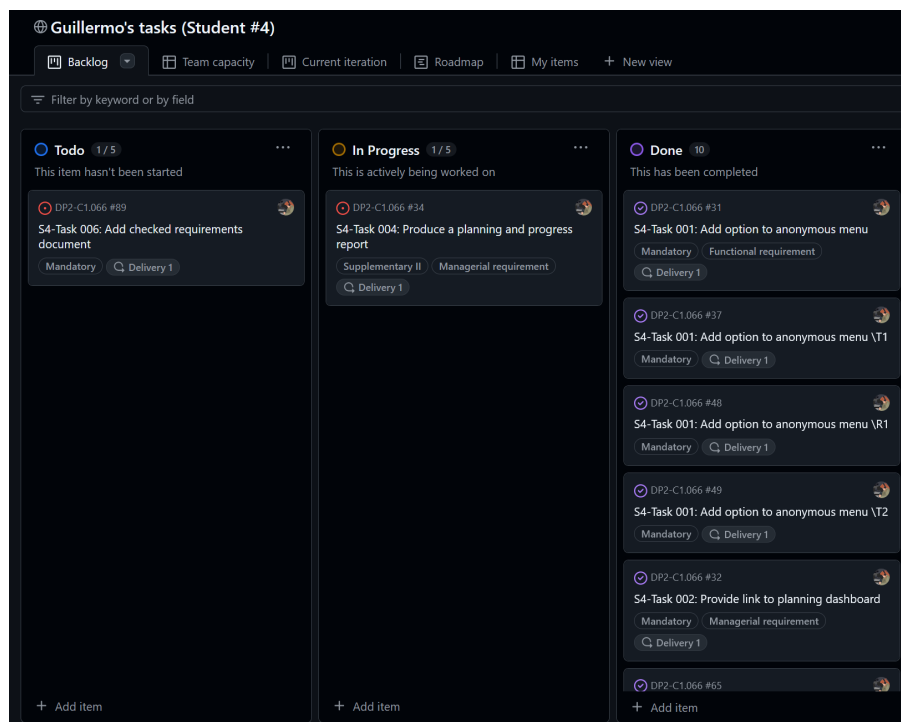


Figure 1: Screenshot of the planning dashboard in one of the middle stages of the delivery



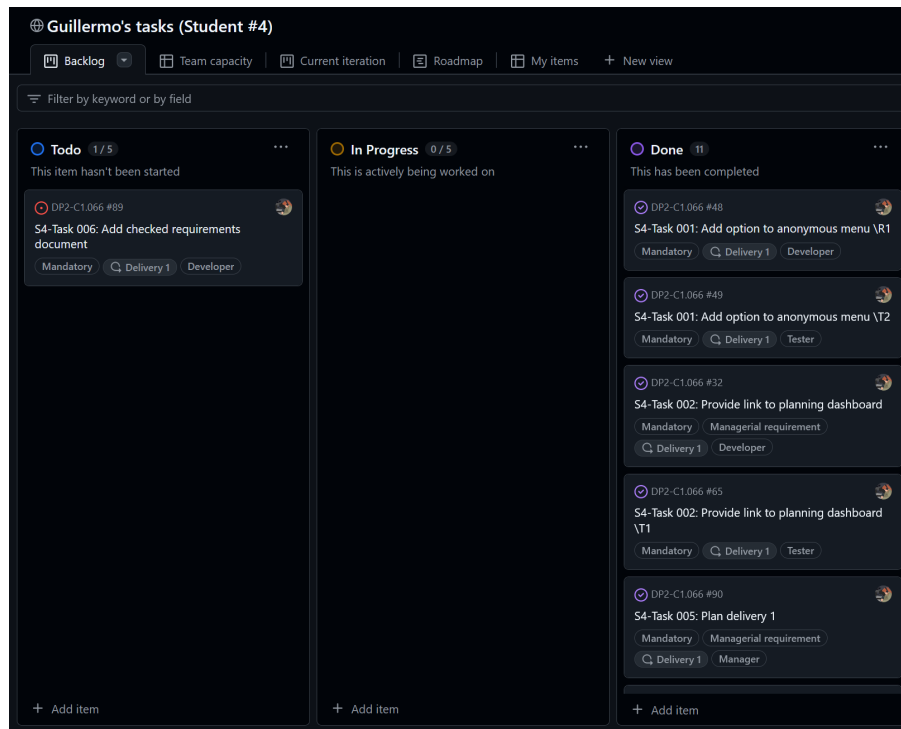


Figure 2: Screenshot of the planning dashboard at one of the final stages of the delivery

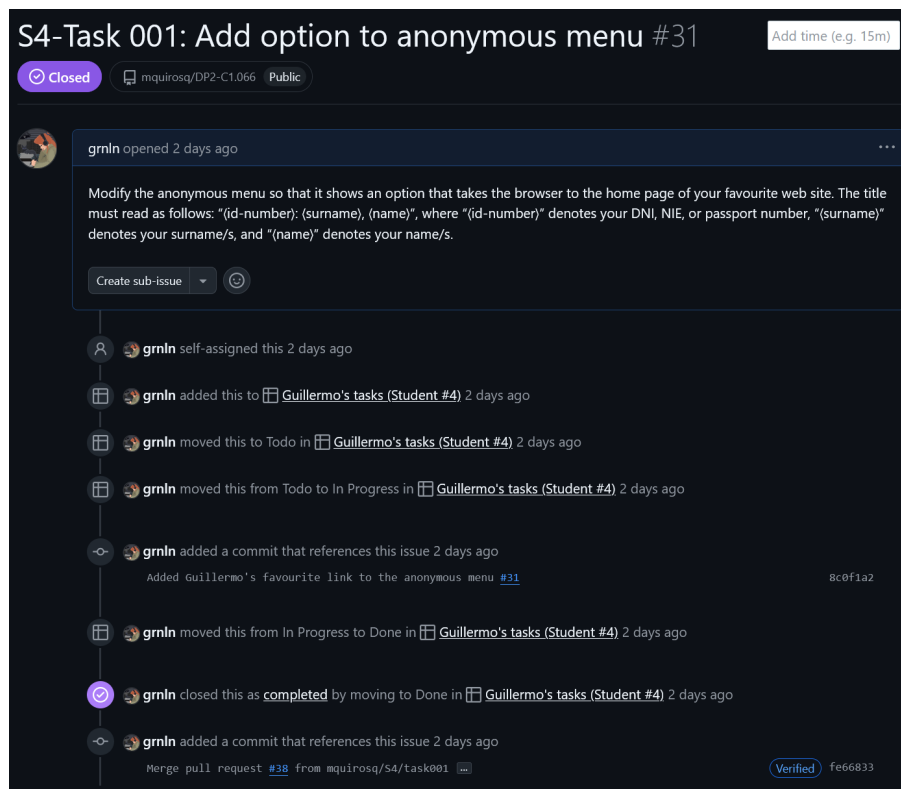


Figure 3: Example screenshot of a regular task

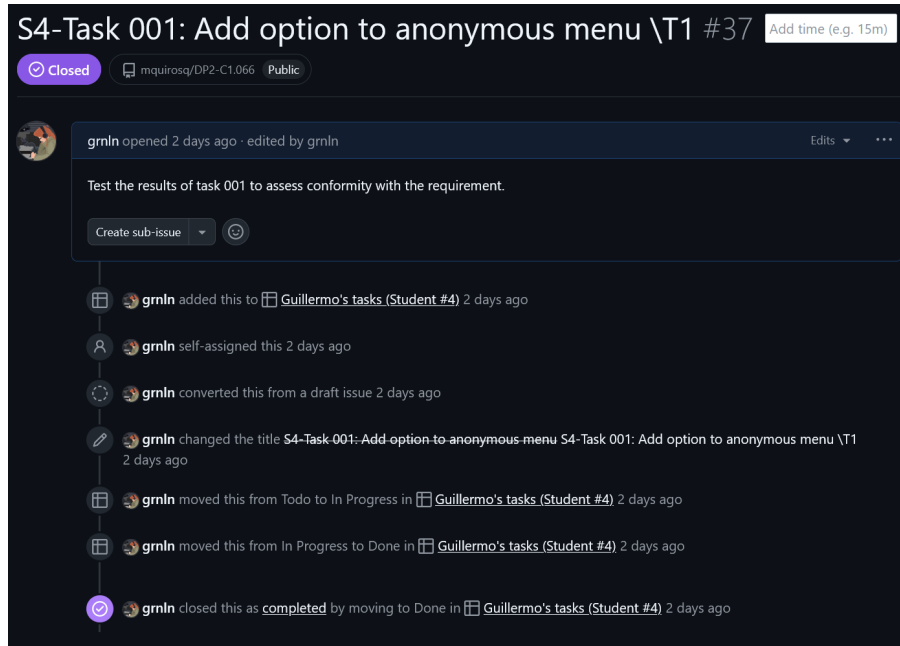


Figure 4: Example screenshot of a quality assurance (testing) task

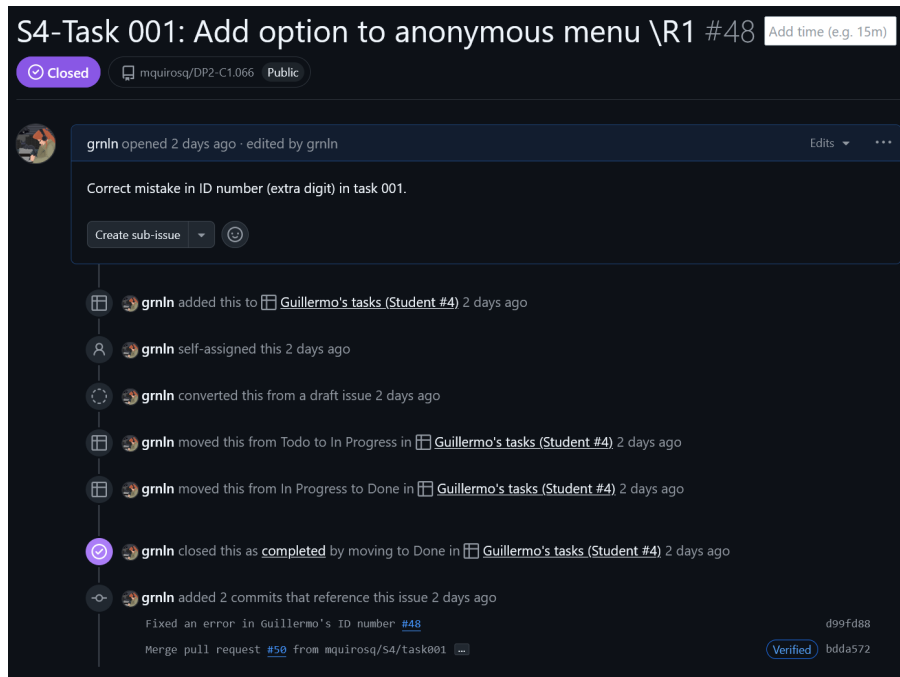


Figure 5: Example screenshot of a review task

### 2.3. Budget

Taking into consideration the estimated cost per hour of each role's labor (30€/hour for the manager and analyst and 20€/hour for the rest of the roles), the estimated costs and hours were computed with the following table:

| Role      | Salary (€/hour) | Estimated Time (hours) | Cost   |
|-----------|-----------------|------------------------|--------|
| Manager   | 30              | 2,25                   | 67,5   |
| Operator  | 20              | 0                      | 0      |
| Tester    | 20              | 0,216                  | 4,32   |
| Developer | 20              | 1,283                  | 25,66  |
| Analyst   | 30              | 2                      | 60     |
| Total     | 120             | 5,749                  | 157,48 |

Figure 6: Table used to compute the expected costs

As we can see, the estimated cost for all the roles is approximately 160€ and the estimated time is roughly 5 hours, 45 minutes.

The only expense incurred was the purchase of a laptop, used to perform the work required by the delivery. The cost of said laptop was of 1229€. Therefore, we can compute the amortization costs (over three years) as:

$$\frac{1229}{36} = 34,14\text{€/month}$$

Which, taking into account the first delivery was worked on for three weeks, would make the amortization cost for this delivery approximately the following:

$$\frac{34,14}{4} * 3 = 25,61\text{€}$$

Therefore, the total cost of performing the student #4 individual tasks for this delivery will be calculated as:

$$157,48 + 25,61 = 183,09\text{€}$$

### 3. Progress

#### 3.1. Progress Record: Guillermo Rodríguez Narbona

In the group Chartering Report, there was only one performance indicator defined, the Grade[1]: the difference between the number of tasks marked as accomplished and the expected number of them.

In the case of the individual tasks for student #4, I expected to have one task marked as accomplished (task 001: add a link to the anonymous menu) when heading into the first feedback session, as it was the only individual requirement I had worked on up to that point. The professor marked it as accomplished, therefore making the result of the performance indicator in my case:

$$\text{Grade} = 1 - 1 = 0$$

Which, as per the Chartering Report, denotes a good performance.

#### 3.2. Conflicts

There were no conflicts involved in the process of completing the individual tasks for student #4 in the first delivery of the project.

#### 3.3. Cost Comparison

Taking into account all the data presented, the actual costs for this delivery would be calculated as follows (tasks that were still not completed at the time of producing this report are left at their estimated times):

| Role      | Salary (€/hour) | Time Spent (hours) | Cost   |
|-----------|-----------------|--------------------|--------|
| Manager   | 30              | 2,799              | 83,97  |
| Operator  | 20              | 0                  | 0      |
| Tester    | 20              | 0,4025             | 8,05   |
| Developer | 20              | 1,924              | 38,48  |
| Analyst   | 30              | 1,743              | 52,29  |
| Total     | 120             | 6,8685             | 182,79 |

Figure 7: Table used to compute the actual costs

The total time spent is approximately 6 hours and 50 minutes and the total costs incurred are of 182,79€(208,40€if adding the amortization costs). Therefore, the delivery was

completed about 1 hour and 5 minutes over time and approximately 25,31€ over budget (that is, about 16% over budget).

## **4. Conclusions**

The main conclusion to draw from this report is the importance of the planning stages for any project. Proper organization of the work to be performed is instrumental for its successful completion, and the correct estimation of times and costs bears a significant importance, as it allows to properly allocate the available resources.

In the case of the tasks analyzed in this report, the estimations were too optimistic. As I did not take into account the many potential problems which might complicate the process of accomplishing certain tasks (which are even more likely to appear in the early stages of a project, such as this case), the delivery ended up being over budget and over time.

## References

- [1] Team C1.066, *Chartering Report*, 2025. Included in project delivery.