PROJECT DOCUMENTATION

**HIGHLIGHT REPORT**

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| **Project:** | **CAC Management System** |
| Release: | May 2019 |
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| Period Covered: | 09 Feb 2019 – 09 Mar 2019 |
|  |  |
| **PRINCE2** |  |
|  |  |
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| Client: | Chandrika Agri Center |
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# 1 Highlight Report History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location

## 1.2 Revision History

**Date of this revision:**

**Date of Next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 09.03.2019 | - | First issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Yasas Jayaweera |  | Project Executive | 09.03.2019 | 1.0 |
| W. J Shalinda |  | Client | 12.03.2019 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Yasas Jayaweera | Project Executive | 09.03.2019 | 1.0 |
| W. J Shalinda | Client | 12.03.2019 | 1.0 |

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# Highlight Report

## 3 Purpose

Chandrika Agri Center is currently a emerging manufacturer & provider of fertilizer in Sri Lanka, which is a stern pillar in building the economic infrastructure of any country. Currently as it stands, in 2019, the company consists of several segmented processes handled by about 25 employees and a corporate team for the administrative task performances.

With the budding of the company and upscaling being prominent at the time of concern, the management sector pertinent to performing administrative functions is in need of a control system in place to avoid complications and efficiency compromises that are potentially viable for any emerging company.

This is where the project team led by the project manager has step in, by offering to implement a software solution to monitor the systematic flow of work within the company relevant to the process of manufacturing as well as employee evaluation. This will include relevant components for these management purposes and will enable Chandrika Agri Centre to move forward in the business world with one foot firmly planted on a profitable business.

Currently at the stage of producing this document, project progress can be evaluated in two sections as documentation and artefact realization. With documentation progressing smoothly as expected by the project board, the project executive, client and the project team led by the project manager are communicating clearly and consistently. With all major documentation requirements covered (including Project Brief, Mandate, Business Case, Communication Plan, meeting minutes etc.), focus has shifted towards finalizing the artefact.

At the time of concern (09.03.2019), the interface design has been clearly laid out; ready for inspection by the client to make sure that the development team has reached their expectations. This eliminates developing further on an unsatisfactory foundation.

As of present, the team is progressing towards finishing up the prototype #1 by 16.03.2019 in order to produce an 80% complete artefact as required by the project board. Time management has been and is still under the shadow of initial Gantt chart produced, which eliminates concerns of delay; moving forward.

## 4 Budget Status

Expected costs have been calculated according to COCOMO; the constructive cost model, as required by the project board while the project team’s performance seems to wager well within the budget limits.

For further reference, the uploaded cost model document will have to be appended.

## 5 Schedule Status

The development team and the project team entirely have performed required, planned tasks within expected schedules. This consists of the artefact realization and documenting categories as previously mentioned in section 1 (purpose).

In terms of documentation, all deliverables required by the project board have been delivered and verified. The documents have been inspected both by the Project Executive as well as the Senior User/ Client. Delivered content will be discussed in section 6 (Products Completed) while evidence suggests smooth consistent delivery progressing towards the future as well.

Currently the software has finalized the system interface designs and are waiting for client confirmation of satisfaction to move forward and append the system with functional component code in enabling actual data processing.

Database finalizations are being carried out, with relevance to constant information updates received from the client end and thus the project is to yield the major deliverable of prototype #1 by the next meeting with the Project Executive.

## 6 Products Completed

Documents (Primary)

Project Brief, Project Mandate, Project Initiation Document, Business Case, Communication Plan, Highlight Report #1

Documents (Secondary)

Meeting Minutes with Project Executive & Client of the project (up to 09.03), Gantt Chart, Work Breakdown Structure, Product Breakdown Structure, AOA, PDM, Product Descriptions.

Software Artefact

Interface Designs

In summary, the project planning stage has been covered and the progress has moved to the development/ execution stage

## 7 Problems and Risk Update

Initially identified potential risks have remained dormant and have not caused to change the project flow, which is evident when referring to the project’s Gantt chart. As of present, no new risks and problems have been identified over the previously identified issues.

In terms of discussing about the identified major issues in the planning stage, the team identified the unfamiliarity of the employees in the agricultural field with software and technological implementations in general. In working around the matter, constant communication is maintained weekly while the time spent on meetings are utilised to verify design choices and to establish client confirmation and greenlight.

Another risk identified was the project team member availability. The team consists of five members of which three are employed and it was identified as an issue that could cause delays in product delivery whether it was documentation or software solution development that was in concern. To mitigate the risk, personal time schedules are being followed to balance project work with career targets, while unemployed team members stay vigilant for any emergency updates or tasks necessary to be performed.

## 8 Products to be Completed

Documentation (Primary)

Quality Plan, Acceptance Report, Highlight Report #2 and other concerned major documentation material which have not yet been discussed which includes documents relevant to final product review.

Documentation (Secondary)

Quality Assurance Reports, Test Cases, Logs

Software Artefact

Prototype Design (with 80% functionality of final deliverable), Final System for CAC Management

## 9 Project Issue Status

**N/A**  
Currently owing to the consistent communication between the interested parties of the project, existence of issues concerning the retardation of product progress or the degradation of product quality remains void.

## 10 Budget/Schedule Impact

**N/A**

The project implementation phase has not yet inflicted any changes that has overridden previous project course plans, and thus currently no impacts have been made on the budget allocations or time schedules in existence.