PROJECT DOCUMENTATION

**HIGHLIGHT REPORT**

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| **Project:** | **CAC Management System** |
| Release: | May 2019 |
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|  |  |
| **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** |
| 23.03.2019 | - | 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 | 23.03.2019 | 1.0 |
| W. J Shalinda |  | Client | 25.03.2019 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Yasas Jayaweera | Project Executive | 23.03.2019 | 1.0 |
| W. J Shalinda | Client | 25.03.2019 | 1.0 |

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# Highlight Report

## 3 Purpose

Chandrika Agri Center is currently an 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, the project has been almost fully completed. With only minor adjustments to be made, the software solution, “CAC Management System” is fully functional and is being continuously tested for quality control purposes and final finishing touches. Documentation is at the expected level with the SRS being completed along with budget documents and log entries since producing the highlight report #1. This highlight report will serve as a guideline from there onwards regarding the project progress and future.

## 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. The cost model reports have been presented to the project board for analysis as well.

For further reference, the uploaded cost model document will have to be appended, along with the final budget documents that are to be completed at the submission of this highlight report.

## 5 Schedule Status

Up to the current stage, the development team and the project team entirely have performed required tasks within expected schedules.

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. Meanwhile the continuous logs required, are being maintained regularly as well.

Currently the final system design and functionality has been discussed and thought out in terms of changes that were discussed during prototype demonstration with the project board. Changes requested and suggested, have been made in terms of functionality and design. The development is progressing towards final stages while documentation is maintaining persistent progress as well.

So far the team is well within the initial Gantt chart work breakdown and no issues have impacted the time plan for the project.

## 6 Products Completed

Documents (Primary)

Project Brief, Project Mandate, Project Initiation Document, Business Case, Communication Plan, Highlight Report #1, System Requirement Specification, Budget Model, Logs, Highlight Report #2

Documents (Secondary)

Meeting Minutes with Project Executive & Client of the project (up to 23.03), Gantt Chart, Work Breakdown Structure, Product Breakdown Structure, AOA, PDM, Product Descriptions, UML diagrams

Software Artefact

Fully functional Final System (with only minor adjustments remaining)

In summary, the project prototyping stage is over and the team is currently dealing on project closure and quality control.

## 7 Problems and Risk Update

Apart from the risks mentioned in Highlight Report #1, there has been no new risks which were identified as major contributors to the project flow. Any minor updates would be mentioned within the risk logs which are continuously updated.

While no new risks were identified as imminent, during the project prototype demonstration with the insight of the project board, a decision was taken to separate a section of the current system and establish it as a parallel running sub-system. The point was to eliminate the single thread hindrance inflicted on a section of the system which controlled attendance management. The required changes have been made and currently are being analysed for further final improvements before project closure.

Along with the wide range of use cases possible, the system has also established user level specifications to control accessibility in allowing more personnel to be able in utilizing the capabilities of the CAC Management System.

So far owing to continuous communication no problems have posed a risk enough for it to become a major issue and all concerns have been dealt with by the project team.

## 8 Products to be Completed

Documentation

Acceptance Reports, and other concerned major documentation material which has not yet been discussed that includes documents relevant to final product review.

Software Artefact

Only final adjustments of the CAC Management System software remain.

## 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 have overridden previous project course plans, and thus currently no impacts have been made on the budget allocations or time schedules in existence.