# Project Progress Tracking Form

IS52018C Software Projects

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| **Project Name** | *Give your project a name* |
| **Concept** | *A brief statement of the concept that your team will be developing* |
| **Project Number** | *Sean3* |
| **Document Start Date** | *Week 1 of Term 1* |
| **Business Plan Objective** | *Every project in a company or enterprise meets a business plan objective … Which part of a “your business” will this support, which business function will it support? Internal finance or admin? Product or service provided to customers? Human Resources? This will become clearer when your concept is defined* |
| **Sponsor/Supervisor** | *Your supervisor* |
| **Project Manager** | *The member of your team nominated to manage your project* |

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| --- | --- | --- |
| **Budget/hrs** |  | |
| Resource Name (Student Name) | | Budget/hrs |
| *Djafar* | | *300 – 40 (lectures) – 18 (labs) – 10 (supervisions) = 232 hrs. 30 weeks (including Christmas & Easter Vacations) so 11.54 hrs per week of which 7.33 hrs per week “non staff contact”* |
| *Junayd* | | *232 hrs* |
| *Rhiannon* | | *232 hrs* |
| *Jumana* | | *232 hrs* |
| *Mohammed* | | *232 hrs* |
| *Umar* | | *232 hrs* |
| *Muhammad* | | *232 hrs* |

**Objective/Scope**

* *Phase 1 of the project will encompass the following scope of achievements and outcomes. These individual achievements and outcomes meet the specific objectives for that phase. List the objectives, and the milestones for achieving the objectives.*
* *Phase 1 of the project will encompass the following scope of achievements and outcomes. These individual achievements and outcomes meet the specific objectives for that phase. List the objectives, and the milestones for achieving the objectives.*
* *Phase n of the project will encompass the following scope of achievements and outcomes. These individual achievements and outcomes meet the specific objectives for that phase. List the objectives, and the milestones for achieving the objectives.*

**Milestone Plan and Revision Plan**

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| --- | --- | --- | --- |
| Milestone ID | Revision Plan, including budget revision | Milestone Date | Resources Required |
| *Each Milestone as an ID identity number.*  *Milestone 1* | *Record reasons for changes to the milestone plans* | *Date for the milestone to be delivered. Cross through and replace with new date if the plan changes.* | *Resources that you will need to commit to achieve this milestone.*  *Student 1: x hrs*  *:*  *Student n: y hrs*  *Cross through and enter new resource commitment details if the plan changes.* |
| : | : | : | : |
| : | : | : | : |
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| : | : | : | : |
| *Milestone n* | *Record reasons for changes to the milestone plans* | *Date for the milestone to be delivered. Cross through and replace with new date if the plan changes.* | *Resources that you will need to commit to achieve this milestone.*  *Student 1: x hrs*  *:*  *Student n: y hrs*  *Cross through and enter new resource commitment details if the plan changes.* |

**Status/Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | Task ID | Progress & Status | Resources Used: Name & hrs |
| *Date (perhaps once per week or other agreed reporting period, add a row for each example of what you have been busy with.* | *A specific task leading to an outcome/milestone The Task ID should point to the associated Milestone ID* | *What progress has been made on the task and therefore what is the status of that task and the associated outcome/milestone. This usually expressed as a percentage of completion. Does the Milestone plan need to change?* | *Student 1: x hrs*  *:*  *Student n: y hrs* |
| *Date (perhaps once per week or other agreed reporting period, add a row for each example of what you have been busy with.* | *Next specific task leading to an outcome/milestone* | *What progress has been made on the task and therefore what is the status of that task and the associated outcome/milestone. This usually expressed as a percentage of completion. Does the Milestone plan need to change?* | *Student 1: x hrs*  *:*  *Student n: y hrs* |
| : | : |  |  |
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| **Cumulative Resource Usage/hrs** | | | |
| Revision Date | Resource Name | hrs Used | hrs Remaining |
| *Start Date of Project* | *Student 1* |  | *232* |
| *Date (perhaps once per week or other agreed reporting period, add a row for each student and their total busyness.* | *Student 1* | *a1 hrs* | *232 - a1 =* |
| *Date (perhaps once per week or other agreed reporting period, add a row for each example of what you have been busy with.* | *Student 1* | *b1 hrs* | *232 - a1 - b1 =* |
| *:* | *:* | *:* | *:* |
| *:* | *:* | *:* | *:* |
| *End Date of Project* | *Student 1* | *z1 (26 weeks) hrs* | *232 - a1 - b1 … - z1 = 0 hrs* |
| *Start Date of Project* | *Student 2* |  | *232* |
| *Date (perhaps once per week or other agreed reporting period, add a row for each student and their total busyness.* | *Student 2* | *a2 hrs* | *232 – a2 =* |
| *Date (perhaps once per week or other agreed reporting period, add a row for each example of what you have been busy with.* | *Student 2* | *b2 hrs* | *232 – a2 – b2 =* |
| *:* | *:* | *:* | *:* |
| *:* | *:* | *:* | *:* |
| *End Date of Project* | *Student 2* | *z2 (26 weeks) hrs* | *232 – a2 – b2 … - z2 = 0 hrs* |
| *:* | *:* | *:* | *:* |
| *Start Date of Project* | *Student n* |  | *232* |
| *Date (perhaps once per week or other agreed reporting period, add a row for each student and their total busyness.* | *Student n* | *an hrs* | *232 – an =* |
| *Date (perhaps once per week or other agreed reporting period, add a row for each example of what you have been busy with.* | *Student n* | *bn hrs* | *232 – an – bn =* |
| *:* | *:* | *:* | *:* |
| *:* | *:* | *:* | *:* |
| *End Date of Project* | *Student n* | *zn (26 weeks) hrs* | *232 – an – bn … - zn = 0 hrs* |