



Project Monitoring Procedure

Version No: 1.0

Date: May 16, 2017

Revision History

Version	Date	Prepared by / Modified by	Change Summary	Approved By	Approved On
1.0	May 01, 2017	Sridhar	First Draft Made	Anitha T G	May 16, 2017

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1. Purpose

The purpose of this document is to define the procedure for activities related to project monitoring. Effective monitoring will ensure that the project completes the work on time and meets the objectives as defined by the project.

2. Scope

This process is applicable for the projects that are executed in ePathUSA.

3. Entry and Inputs

3.1. Entry Criteria

This process will start as soon as the project is identified and agreed with the client by the management.

3.2. Inputs

- Project Management Plan
- Metrics Report
- Project workbook
- Sprint Workbook

4. Activities

4.1. Monitoring the Progress

4.1.1. Monitor the Sprint

- Update the sprint tasks with respect to the status and effort burned
- Track the impediments identified during the daily standup meeting towards closure
- Review the burn down chart to understand the progress and any actions required.

4.1.2. Monitor the Project

- Monitor the status of the release schedules planned in the project workbook
- Monitor the resources, trainings to ensure the availability
- Monitor and track the risks to ensure the execution of appropriate mitigation strategy as planned in the risk log to minimize the impact on project objectives

- Review the status with the team members and update the status to senior management and customers as required.
- Escalate the high risks to senior management
- Collect the metrics data and analyze the metrics for the patterns and trend. Identify and take the appropriate actions to avoid any significant deviations from the goals.
- Track the issue and action items towards closure in the project workbook
- Circulate the minutes of meetings for all the important meetings.

4.1.3. Manage Corrective Actions

- Conduct Root Cause Analysis for the significant issues or deviations such as
 - Rejected deliveries from customer
 - Production defects
 - Customer gives feedback as not satisfied
 - Metrics deviations from the project norms
- Identify and track the appropriate actions in the project workbook
- Ensure that the actions are tracked for its effectiveness and impact on the issue.

5. Exit Criteria and Outputs

5.1. Exit Criteria

The project monitoring will be continued till the project closure.

5.2. Outputs

- Project workbook
- Task Status
- Risk Tracker
- Status Report
- Management Review Mom
- Metrics Report
- Burn Down charts
- Minutes of Meeting

6. References

- Templates
 - Minutes of Meeting

- Project Management Plan
 - Status Report
 - Metrics Analysis Report
 - Burn-down Charts (sprint backlog)
 - Project Workbook
 - Risk Tracker
- Guidelines
 - Metrics Analysis Guidelines
 - Project Monitoring Guidelines
 - Project Planning Guidelines
- Procedures
 - Metrics Analysis Procedure
 - Sprint Development Procedure
 - Sprint Management Procedure
 - ePathUSA_Policy