

VIETNAM NATIONAL UNIVERSITY
HO CHI MINH CITY UNIVERSITY OF TECHNOLOGY
FACULTY OF COMPUTER SCIENCE AND ENGINEERING



Software Project Management (CO3012)

Lab 5

Instructor: Mai Duc Trung

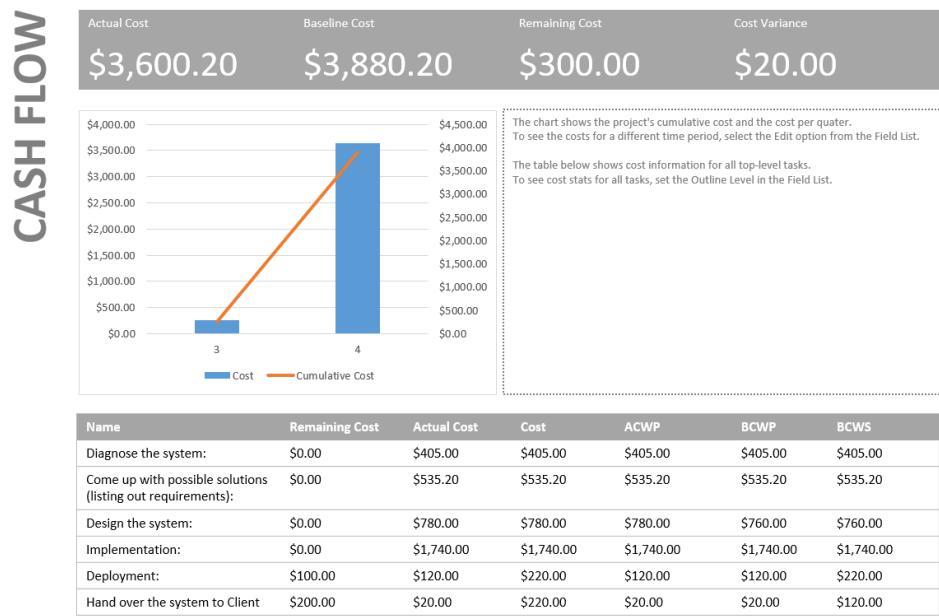
Student: Le Nguyen Anh Tu - 1751110

April 2023, Ho Chi Minh City

Question 1. Set up project-related report templates such as project costs, use use project resources, project work.

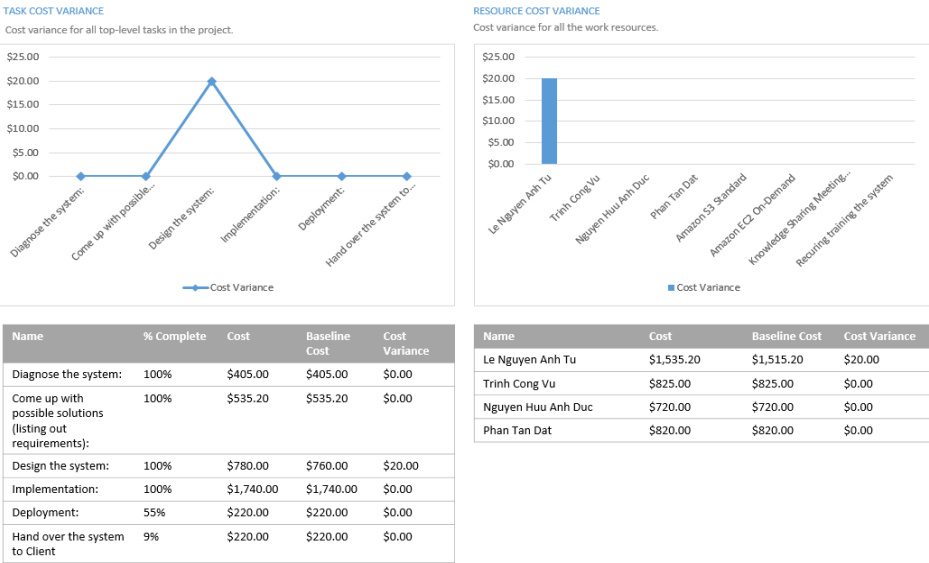
Project costs

▪ *Cash flow*



▪ *Cost overruns*

COST OVERRUNS

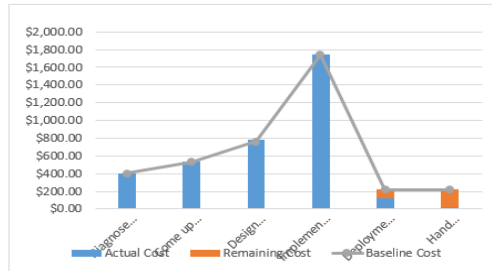


- Task cost overview

TASK COST OVERVIEW

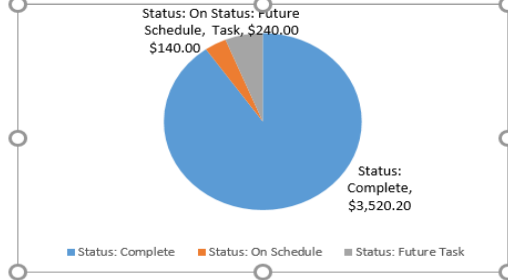
COST STATUS

Cost status for top-level tasks.



COST DISTRIBUTION

How costs are spread out amongst tasks based on their status.



COST DETAILS

Cost details for all top-level tasks.

Name	Fixed Cost	Actual Cost	Remaining Cost	Cost	Baseline Cost	Cost Variance
Diagnose the system:	\$0.00	\$405.00	\$0.00	\$405.00	\$405.00	\$0.00
Come up with possible solutions (listing out requirements):	\$0.00	\$535.20	\$0.00	\$535.20	\$535.20	\$0.00
Design the system:	\$0.00	\$780.00	\$0.00	\$780.00	\$760.00	\$20.00
Implementation:	\$0.00	\$1,740.00	\$0.00	\$1,740.00	\$1,740.00	\$0.00
Deployment:	\$0.00	\$120.00	\$100.00	\$220.00	\$220.00	\$0.00
Hand over the system to Client	\$0.00	\$20.00	\$200.00	\$220.00	\$220.00	\$0.00

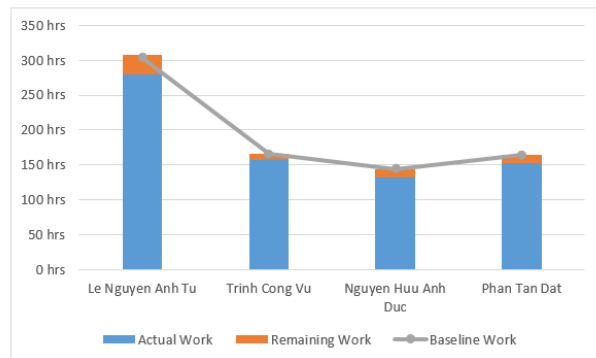
Resource usage

- Resource overview

RESOURCE OVERVIEW

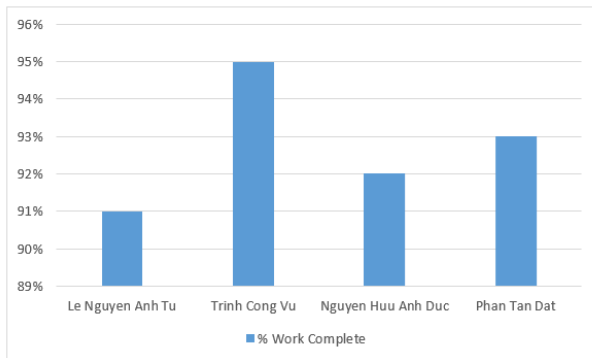
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



RESOURCE STATUS

Remaining work for all work resources.

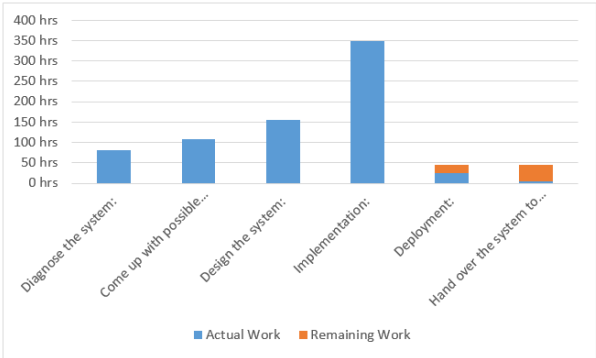
Name	Start	Finish	Remaining Work
Le Nguyen Anh Tu	Wed 9/28/22	Mon 12/5/22	28 hrs
Trinh Cong Vu	Mon 10/3/22	Mon 12/5/22	8 hrs
Nguyen Huu Anh Duc	Wed 9/28/22	Wed 11/30/22	12 hrs
Phan Tan Dat	Wed 9/28/22	Fri 12/2/22	12 hrs

▪ *Overallocated resources*

OVERALLOCATED RESOURCES

WORK STATUS

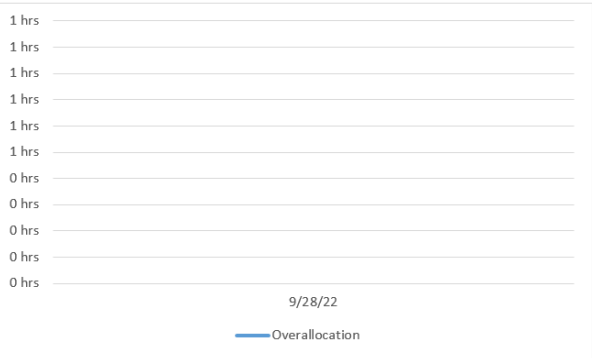
Work status for overallocated resources.



OVERALLOCATION

Surplus work assigned to overallocated resources. To resolve overallocations use

[Team Planner View](#)



Project work

▪ *Critical tasks*

CRITICAL TASKS



■ Status: Complete
■ Status: On Schedule
■ Status: Future Task

A task is critical if there is no room in the schedule for it to slip.

[Learn more about managing your project's critical path.](#)

Name	Start	Finish	% Complete	Remaining Work	Resource Names
Setting up hosting service	Fri 11/25/22	Mon 11/28/22	50%	8 hrs	Nguyen Huu Anh Duc
Test stability and speed of the web	Fri 11/25/22	Mon 11/28/22	67%	4 hrs	Phan Tan Dat
Meeting with Client to gain feedback for successful release	Tue 11/29/22	Tue 11/29/22	0%	8 hrs	Le Nguyen Anh Tu
IT department	Wed 11/30/22	Thu 12/1/22	0%	12 hrs	Le Nguyen Anh Tu
Organize knowledge sharing sessions for staffs	Fri 12/2/22	Fri 12/2/22	0%	4 hrs	Phan Tan Dat
Transfer codebase ownership	Fri 12/2/22	Mon 12/5/22	0%	8 hrs	Le Nguyen Anh Tu
Meeting with customer to announce the final system	Mon 12/5/22	Mon 12/5/22	0%	4 hrs	Trinh Cong Vu

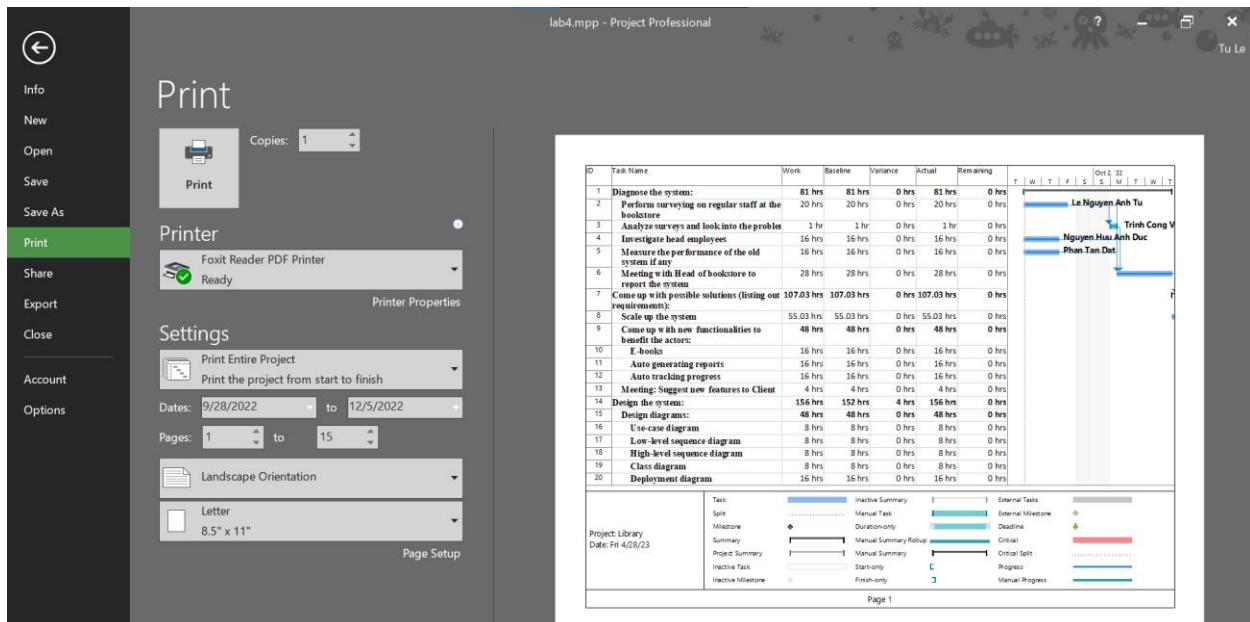
- ## LATE TASKS



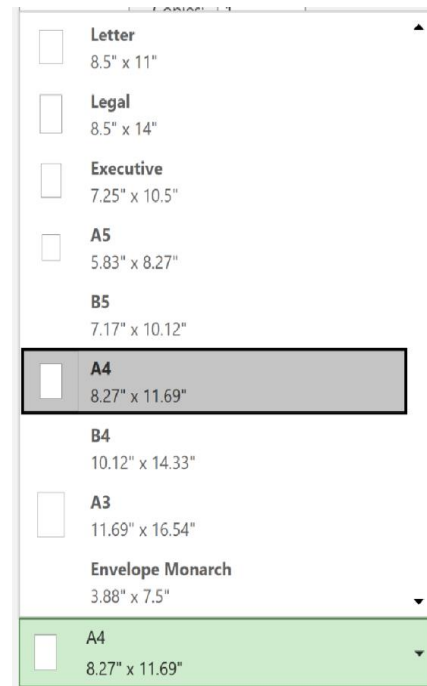
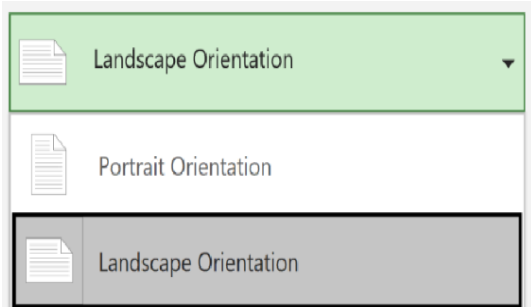
Name	Start	Finish	% Complete	Remaining Work	Resource Names
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Name	Start	Finish	% Complete	Remaining Work	Resource Names
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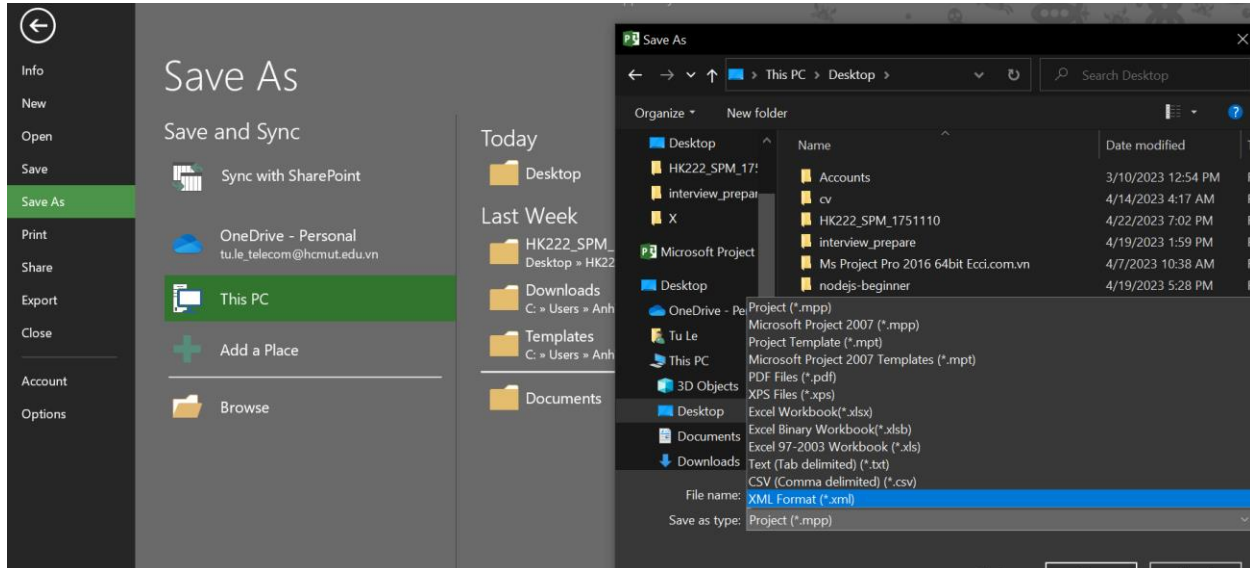
we can print the entire project, a certain date, or a single page.



With various options:



Furthermore, we can save the project in the desired extension.



Question 3. Set up relevant forms for project summary reports, group meeting minutes, project progress reports, and project lessons learned reports.

Project overview

PROJECT OVERVIEW

WED 9/28/22 - MON 12/5/22

% COMPLETE

92%

MILESTONES DUE

Milestones that are coming soon.

Name	Finish
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% COMPLETE

Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.

LATE TASKS

Tasks that are past due.

Name	Start	Finish	Duration	% Complete	Resource Names
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Progress report

SLIPPING TASKS

Tasks where the finish date is past the baseline finish date.

Name	Start	Finish	% Complete	Remaining Work	Resource Names
Setting up hosting service	Fri 11/25/22	Mon 11/28/22	50%	8 hrs	Nguyen Huu Anh Duc
Test stability and speed of the web	Fri 11/25/22	Mon 11/28/22	67%	4 hrs	Phan Tan Dat
Meeting with Client to gain feedback for successful release	Tue 11/29/22	Tue 11/29/22	0%	8 hrs	Le Nguyen Anh Tu
IT department	Wed 11/30/22	Thu 12/1/22	0%	12 hrs	Le Nguyen Anh Tu
Staff	Wed 11/30/22	Wed 11/30/22	0%	4 hrs	Nguyen Huu Anh Duc
Head of other departments	Wed 11/30/22	Wed 11/30/22	0%	4 hrs	Trinh Cong Vu
Organize knowledge sharing sessions for staffs	Fri 12/2/22	Fri 12/2/22	0%	4 hrs	Phan Tan Dat
Transfer codebase ownership	Fri 12/2/22	Mon 12/5/22	0%	8 hrs	Le Nguyen Anh Tu
Meeting with customer to announce the final system	Mon 12/5/22	Mon 12/5/22	0%	4 hrs	Trinh Cong Vu
Planning for recurring training about security for the system	Mon 11/28/22	Mon 11/28/22	0%	4 hrs	Phan Tan Dat

Milestone report

MILESTONE REPORT

LATE MILESTONES

Milestones that are past due.

Name	Finish
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MILESTONES UP NEXT

Milestones due in this month.

Name	Finish
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COMPLETED MILESTONES

Milestones that are 100% complete.

Name	Finish
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