

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



Software Project Management (CO3012)

Lab 4

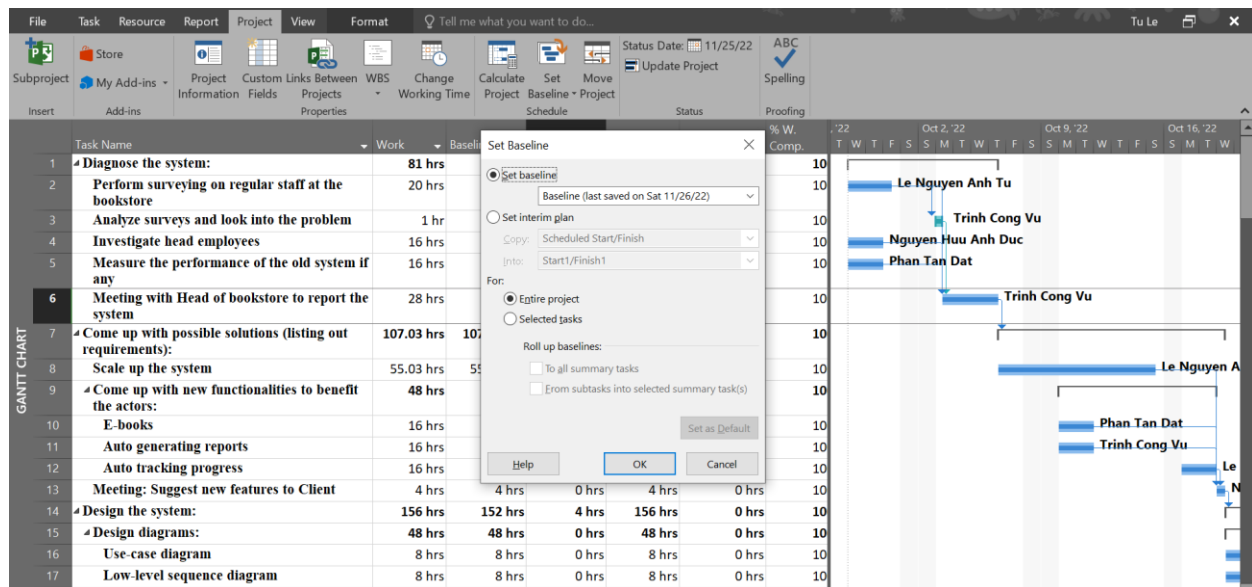
Instructor: Mai Duc Trung

Student: Le Nguyen Anh Tu - 1751110

April 2023, Ho Chi Minh City

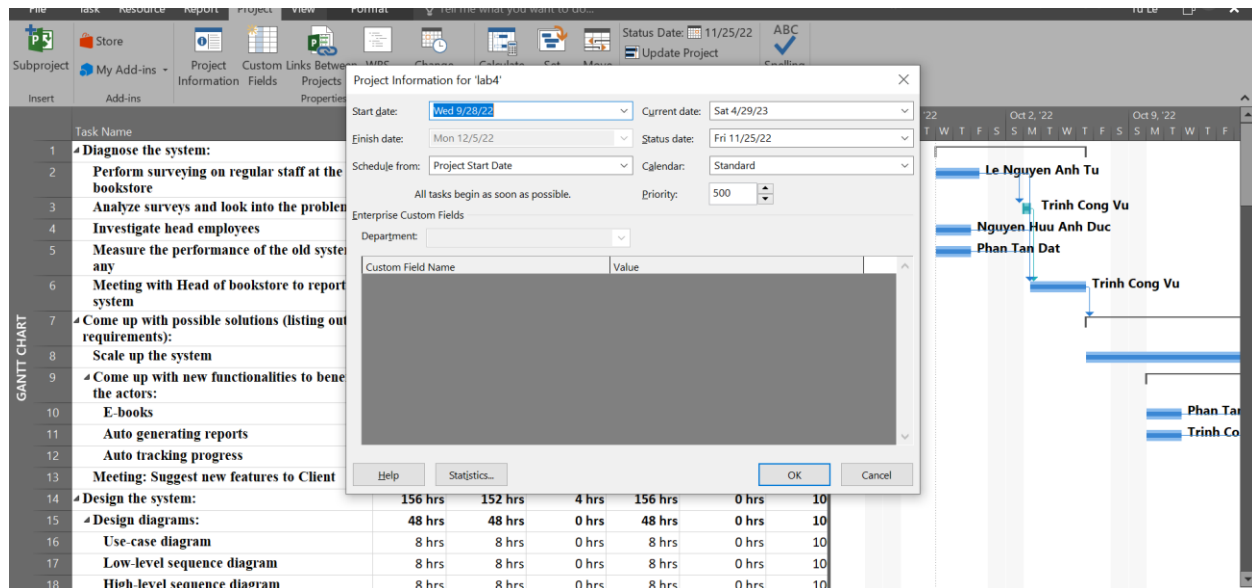
Question 1. Create a baseline for your project.

Create the baseline for our project.

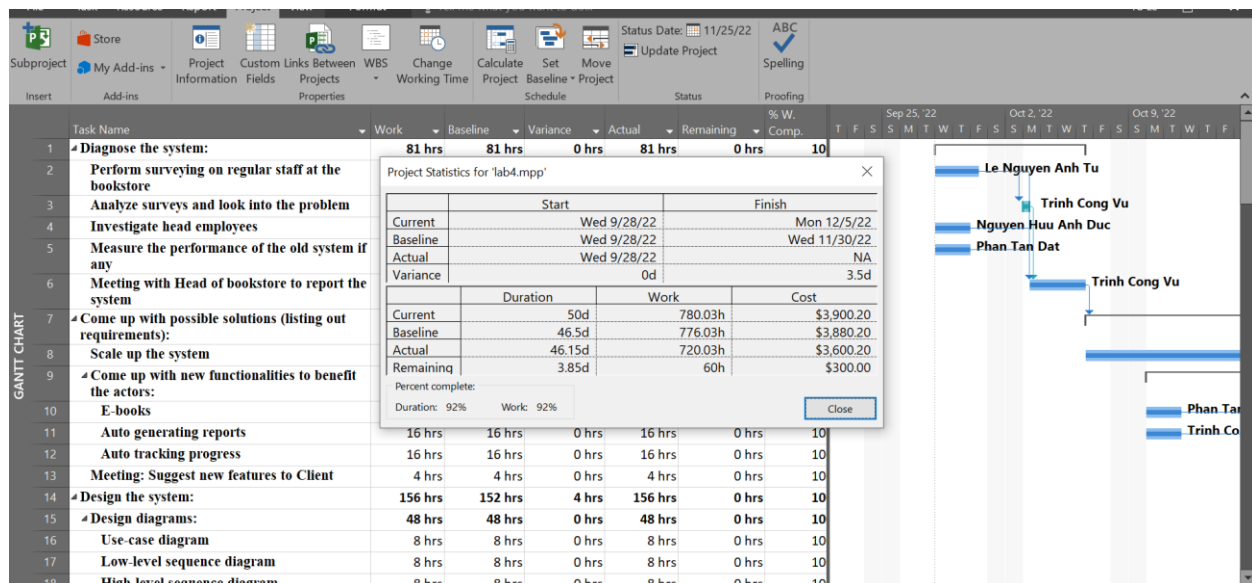


Question 2. Check project information between baseline and current plan of the ongoing project.

The general information of the project.



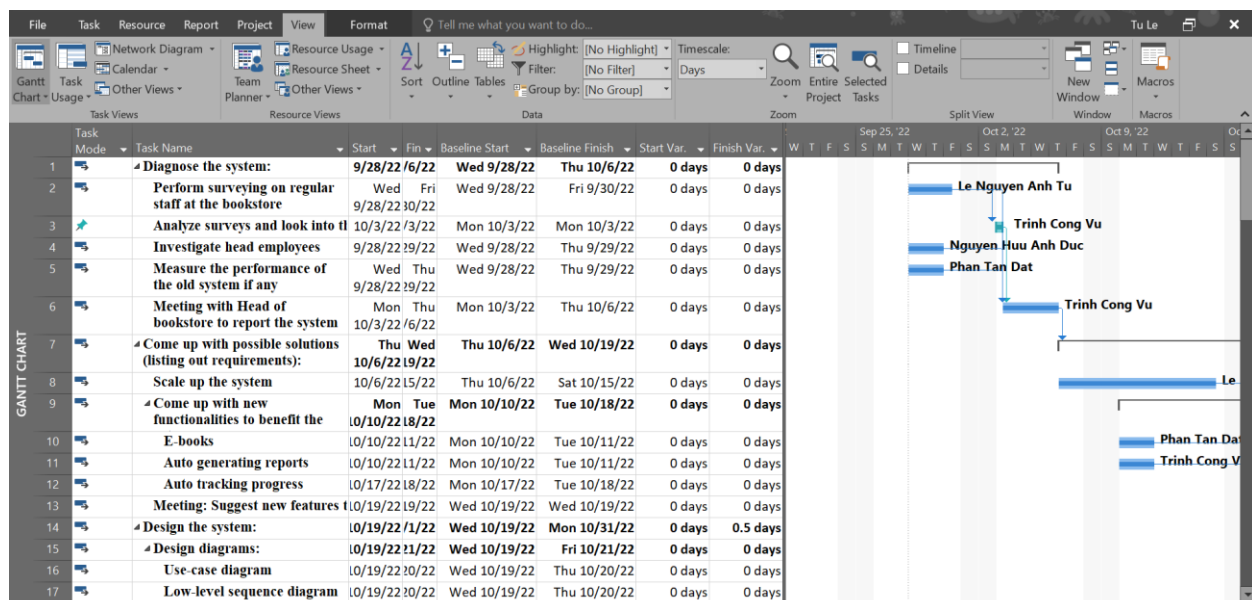
MS Project also gives statistics that compare some of the information recorded previously in the baseline with the current plan.



Question 3. Perform project controls based on baseline and actual information on project costs and schedules.

We can see the difference in planning (including start and conclusion dates) between the baseline and the project's actual stage.

We can apply **View – Table – Variance**. As we can see, the majority of the tasks prior to the altered task were completed on time, therefore the variation appears to be all positive for us.



Question 4. Write a project progress report according to the periodic time forms on a weekly and monthly basis.

Project name: bookstore management project

Reporting period: 3rd week.

Goal of the week/month: complete user research and design in 1 month.

Project progress up to this week/month:

Task	Progress	Status
Project planning and requirements gathering	100%	Done
User research and design	20%	In progress
Implementation	0%	Pending
Deployment and release planning	0%	Pending

Challenges

Challenges	Status	Solution
Employee Le Nguyen Anh Tu has a fever	In progress	Allows working from home as well as hiring a part time developer if the schedule is not up to date.
The company lost power	Done	Using power generator

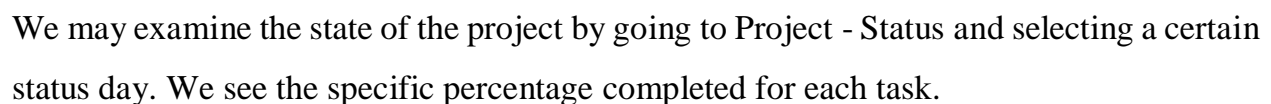
Evaluation

Progress is still going as planned, last month all employees performed well and completed on time.

Next month, the staff will perform the next task as scheduled.

Regarding the issue of employee Le Nguyen Anh Tu having a fever, he is allowed to work from home as well as hire a part-time developer if he cannot meet the schedule.

We may easily change project information by going to **Project - Project Information**.



Update Project

☒ Update work as complete through: Fri 11/25/22

☒ Set 0% - 100% complete:

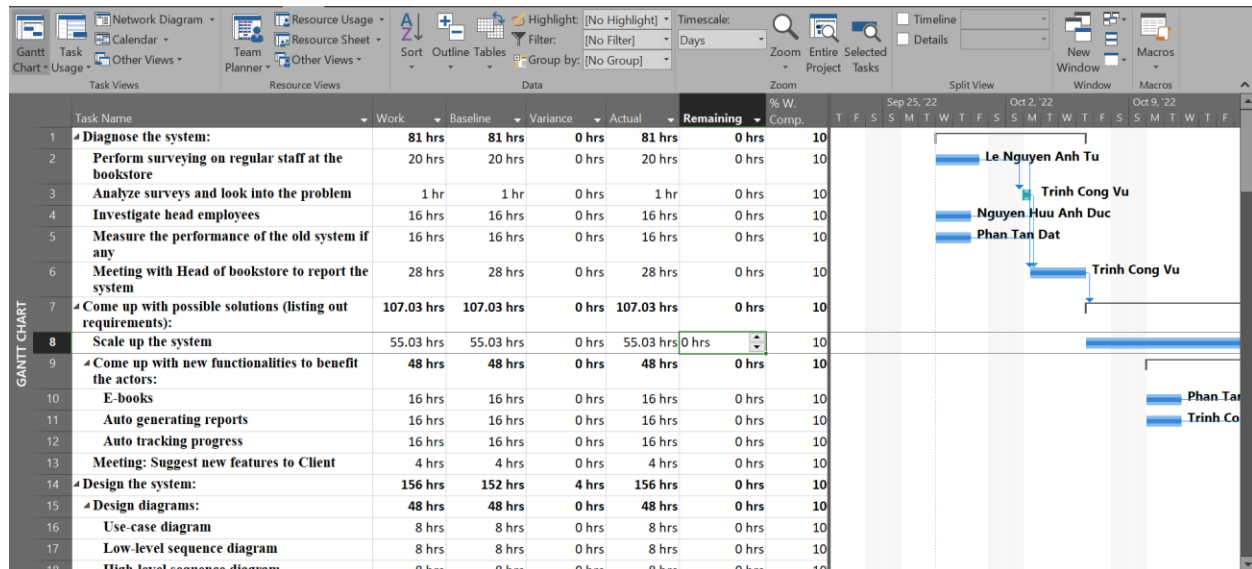
☐ Set 0% or 100% complete only

☐ Reschedule uncompleted work to start after: Fri 11/25/22

For: ☒ Entire project ☐ Selected tasks

[Help](#) **OK** Cancel

We can also monitor even the amount of time that has been used for each work, not just simply the percentage. Go for **View – Data – Table – Work**.



Baseline statistics:

- Duration: there is a little amount of task that have actual duration is longer than baseline duration
- Cost: actual cost is higher than baseline cost
- Work hour: actual work hours is higher
- Finish day: same as baseline
- > Control: can allocate more hours for some tight schedule tasks

Question 6. State possible assumptions when a situation arises that changes the project plan, or request related to the objective project scope from the development team or customers, or changes in project personnel.

We will outline and categorize certain risks that may arise throughout the course of the project, and we will need to make some adjustments to our plan:

Strategy

- The project is over budget.
- There is no obvious managerial support for the initiative.
- The project's communication is ineffective.
- The project management method does not adhere to standards.

Define

- Incorrect project aim.
- The project scope is incorrectly stated.
- The project requirements are unclear.

Power

- The project team lacks the necessary abilities to accomplish the job.
- The project crew is either too large or too tiny, making it difficult to manage.
- The project team is disorganized. They are unwilling to collaborate.
- A lack of members with relevant professional expertise.

Plan

- The project's timeline is too constrained. You lack the necessary manpower to achieve the deadline.
- The project requires some inputs, such as test equipment and software tools, but supply is delayed.

How we intend to address them:

We should strive to identify all of those dangers and set certain criteria for them to occur during the planning stage. At some time during the project, usually after certain milestones are completed, we must examine and monitor the project data, compare it to the prior baseline, and assess the risk. We may use the situation and our preparation to fix the problem and make necessary modifications to our strategy.