**Post Project Review**

**Covid-19 Contact Tracing System**

**Darryl Naval**

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# Project Summary

The proponent had created a unique and useful system that can help the contact tracers. A web based contact tracing system has developed to easily encode the information of the person who have been exposed to the disease and to the people who have close contact to them to prevent onward transmission. The purpose of the system is to secure all the data collected by the contact tracers and can definitely help to break the chains of transmission of Covid-19 in our country.

# Project Team and Staffing

The COVID-19 Contact Tracing Project consisted of a skilled and knowledgeable team. The chart below provides information about COVID-19 Contact Tracing Project team members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Project Role** | **Contact** |
| D. Naval | VP Technology | Project Sponsor | dcnaval@student.ph |
| D. Naval | Asst Mgr PMO | Project Manager | dcnaval@student.ph |
| D. Naval | Design Tech | Design Engineer | dcnaval@student.ph |
| D. Naval | Testing Tech | Testing Engineer | dcnaval@student.ph |
| D. Naval | Material Tech | Materials Engineer | dcnaval@student.ph |
| D. Naval | Production Tech | Production Engineer | dcnaval@student.ph |

COVID-19 Contact Tracing project team members utilized standard project management methodologies to successfully complete the project. The project team was a matrixed organization with full support from functional managers and senior leadership. Effective communication, detailed planning, stakeholder involvement, project management tools, and organizational structure all played key roles in the project’s success.

Staffing lessons from previous projects were used in building the project team. Rather than allocate too many resources, as some past projects have done, the COVID-19 Contact Tracing team was staffed with one resource per development area.

# Project Deliverables (Planned vs. Actual)

This section describes the expected outcomes of the project as it was originally planned and compares these outcomes against the actual outcomes. This is beneficial in defining any occurrences of scope creep or whether a project may not have been completed as planned. This is helpful information for lessons learned and for future project teams conducting similar projects.

The COVID-19 Contact Tracing Project has been completed successfully. There were planned deliverables for each phase of this project as well as for the completed product. This section highlights the planned deliverables and compares them to actual deliverables as they occurred.

**COVID-19 Contact Tracing Design**

|  |  |  |
| --- | --- | --- |
| **Planned Deliverable** | **Actual Deliverable** | **Summary** |
| Complete User Interface specification | Complete User Interface specification | This deliverable was completed as planned |

**COVID-19 Contact Tracing Production (Prototype)**

|  |  |  |
| --- | --- | --- |
| **Planned Deliverable** | **Actual Deliverable** | **Summary** |
| Prototype of Contact Tracing System | Prototype of Contact Tracing System | This deliverable was completed as planned |

**COVID-19 Contact Tracing Testing**

|  |  |  |
| --- | --- | --- |
| **Planned Deliverable** | **Actual Deliverable** | **Summary** |
| Testing documentation package establishing all product limits and thresholds | Testing documentation package establishing all product limits and thresholds | This deliverable was completed as planned |

**COVID-19 Contact Tracing Final Project Deliverables**

|  |  |  |
| --- | --- | --- |
| **Planned Deliverable** | **Actual Deliverable** | **Summary** |
| Final contact tracing system | Final contact tracing system | This deliverable was completed as planned |
| Contact tracing system guidelines and specifications for operation | Contact tracing system guidelines and specifications for operation | This deliverable was completed as planned |

# Transition to Operations

The COVID-19 Contact Tracing System project was successfully transitioned to operations as a direct result of effective communication and detailed planning. The inclusion of the Vice President of Operations, shift managers, and business unit leaders as stakeholders ensured a collective approach to the creation of an improved product which could be transitioned smoothly to a manufacturing environment.

Future projects can benefit by involving operations staff early in the project planning phase and soliciting input from operations team members on important considerations for the project from an operational perspective. The COVID-19 Contact Tracing System project team was not only successful in communicating and planning with operations staff but they leveraged these strengths to determine expectations of what operations required as part of the transition. In this case, the project team was able to develop complete technical data packages and process specifications for operations to use in the manufacturing of the COVID-19 Contact Tracing System project. This resulted in an almost seamless transition of product lines on the manufacturing floor. If the operations staff had not been included as stakeholders nor participated in the project planning, it is likely this step would have been overlooked and the project would have encountered delays and additional costs.

One area of improvement would be to build all prototype products on manufacturing lines with operations personnel assisting as opposed to R&D personnel building products in the R&D lab. This would have allowed operations personnel to gain familiarity with the product earlier in the project’s lifecycle and facilitated an even smoother transition period.

# Project Costs

The budgeted cost for the COVID-19 Contact Tracing System project was set at 10,000 pesos. This cost was broken out by project phase in the following chart with actual costs compared to the planned/budgeted cost.

|  |  |  |
| --- | --- | --- |
| **Project Phase** | **Budgeted Cost** | **Actual Cost** |
| Product Design | ₱1000 | ₱1000 |
| Prototype Builds | ₱5000 | ₱5000 |
| Testing | ₱2000 | ₱2000 |

Total actual costs of the COVID-19 Contact Tracing System project amounted to 8,000 pesos. The COVID-19 Contact Tracing System project was not only successful in meeting all of its objectives and deliverables, but by completing under budget, it also allowed COVID-19 Contact Tracing System project to allocate 2,000 pesos to other important initiatives.

# Project Schedule

The COVID-19 Contact Tracing System project with initiation beginning on September 15, 2020 and project closeout ending on November 25, 2020. There were initial concerns by the project team that the schedule would potentially slip due to the small number of resources assigned to the project. The below chart shows each phase of the project lifecycle, the planned schedule dates, and the actual completion dates of each phase.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Phase** | **Scheduled Completion** | **Actual Completion** | **Comments** |
| Initiation | September 15,2020 | September 26,2020 | Completed on time |
| Design | September 28,2020 | October 3,2020 | Completed on time |
| Prototype Build | October 5,2020 | November 8 | Completed on time |
| Testing | November 11,2020 | November 21,2020 | Completed on time |
| Project Closure | November 25,2020 | TBD | Progressing on time |

# Recommendations

The COVID-19 Contact Tracing System project was an example of a carefully planned and successfully executed project for DOH. However, it is not without its recommendations or lessons learned.

**Recommendation #1:**

Involve operations personnel during the initiation phase for new product development projects so they are involved during every step of the planning and execution process. This is imperative in establishing familiarity with the product and processes as well as establishing expectations of what operations will require during transition.

**Recommendation #2:**

Build prototype products on actual manufacturing lines with operations support. In addition to the familiarity discussed in recommendation #1, this would provide verification that manufacturing lines are configured and capable of manufacturing the new product prior to transition to operations.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

Darryl Naval

Project Manager