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|  | **Project Aim and Definition**  To create an application that can be used to track the progress of projects within the MIAU team | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **Objectives**   * Easily displays start, end and deadlines of project to clearly demonstrate whether projects are on track and are being finished on time * Provides information on KPIs being met across projects (QA logs, project briefs and finished on time) * Build in options to filter between different team members (to allow measurement of individual progress) * Build in options to differentiate between both live and completed projects | | | | | | | | | | |  | | **600px-Green_tickIn Scope** | | | | **RedOut of Scope** | | | |  | **Risks**   * Uncertainty over start dates of projects * Must be easy to use and will need to instil a new routine within team of updating the project tracker when necessary * Certain information may be appearing in both project tracker and MIAU team hub | | | | |  |
|  | | * New app for use within MIAU team * Information used within app can be edited by each team member | | | | * Tracking projects from other teams | | | |  |
|  | | | | | | | | | | |  | |  | | | | |  |
| **Deliverables / milestones**   * New app | | | | | | | | | | |  | | **Resource - staffing**  Thomas M - build | | | | |  |
|  | | |  | | | | | |  | | | | | | |  | | | | | | |  | | | |  |
| **Dependencies:**   * Up to date MIAU data | |  | | **Stakeholders**   * MIAU | |  | <https://www.projectsmart.co.uk/moscow-method.php> | | | | | | | | | | | | | | | | | | | |  |
|  | |  | **M**ust | | | | | **S**hould | | | | | | | **C**ould  **o** | | | | | | **W**ould | |  |
| * Display up to date data   **o**   * Accurately represent where MIAU are meeting/not meeting KPIs * Display start dates, end dates and deadlines in an easy to see fashion (i.e. gantt chart) | | | | | * Allow one to filter between team members * Allow one to see where availability is when they need to assign work | | | | | | | * Be extended to include other teams * Contain extra information about different team members, including grade, email and location | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Project benefits and success criteria (what are the benefits and how do you intend to measure success?)**   * Usage by MIAU team members | | | | | | | | | | |  | | **Issues** | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  | |  | | | | | | | | | | | | | |  |
|  | **Timescales and Milestones**  **Key**  Activity  Deliverable  Milestone | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **March** | **Early April** | | **Late April** | | **May** | | | **Late May** | |  | | | | |  | | |  | |  | | | |  | |  |  |
| Began to look through existing model and understand how it works | Fix bugs and introduce some new capabilities | | Discussion with MIAU team to gauge reaction?  Milestone | | Update project tracker as a result of discussion | | | App complete, ensure it is easy for MIAU team members to access and use  Deliverable | |  | | | | |  | | |  | |  | | | |  | |  |
| Activity | | | | | | | | | | | | | | | | | | | | | | | | | | | | |