PROJECT DOCUMENTATION

**HIGHLIGHT REPORT**

|  |  |
| --- | --- |
| **Project:** | **E Commerce Web Application for Omantha Tire House** |
| Release: | April 2023 |
| Date: | 04/03/2023 |
| Period Covered: | 06 Weeks |
|  |  |
| **PRINCE2** |  |
|  |  |
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| Owner: | Dr. Yasas Jayaweera (Project Executive) |
| Client: | Mr. Omantha Asela Kumara |
| Document Ref: | ProjectHighlightReport\_V.1.0\_ Omantha Tire House |
| Version No: | 1.0 |

# 1 Highlight Report History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found on the project's PC in location.

## 1.2 Revision History

**Date of this revision: 04/03/2023**

**Date of Next revision: 17/04/2023**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
| 04/03/2023 |  | First issue | Finalized |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms are filed in the Management section of the project files.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
| Dr. Yasas Jayaweera |  | Project Executive | 04/03/2023 | 1.0 |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
| Dr. Yasas Jayaweera | Project Executive | 04/03/2023 | 1.0 |
| Mr. Omantha Asela Kumara | Client | 04/03/2023 | 1.0 |
| Sachith Wijesiriwardana | Start-up Manger | 04/03/2023 | 1.0 |
| Vinod Sahan Nawarathna | Project Manger | 04/03/2023 | 1.0 |
| Keshara Dissanayaka | Quality Manger | 04/03/2023 | 1.0 |
| Malith Edirisinghe | Risk Manger | 04/03/2023 | 1.0 |
| Rivi Thushara | Scheduling Manger | 04/03/2023 | 1.0 |

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# Highlight Report

## 3 Purpose

This highlight report's major objective is to highlight the key information about how the project is progressing and how the team relationships are holding up. Also, to communicate to the project board the project's status and stage. Moreover, the project board provides the required assistance in response to the challenges and well-founded risks.

## 4 Budget Status

The project estimated budget was 252,000. For the first 6 weeks had a cost of 106,650. A balance is 145,950 is needed for the next few weeks. All the relevant project expenditure and project balance are being shown in the below tables.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Expense** | **Description** | **Basis** | **Unit** | | **Rate** | | **Amount** |
| **Set up Charges** | | | | | | | |
| Purchase of Domain | Registration of Domain | Per Domain | 1 | | 6,000 | | 6,000 |
| Hosting | Purchase of space for Hosting | Capacity | 1 | | 8,000 | | 8,000 |
| **Planning** | | | | | | | |
| Client Requirement | Understanding the requirement | Per Hour | 4 | | 3,000 | | 12,000 |
| Travelling & Other Expense | Client visits/Photocopy | Per Visit | 8 | | 200 | | 1,600 |
| Meetings (Via internet) | Internet Charges | Hourly | 4 | | 500 | | 2000 |
| Meetings (Via Physical) | Travel charges | Hourly | 4 | | 2000 | | 8000 |
| **Development & Implementation** | | | | | | | |
| Consultation & Design | Approval for Design | Per Hour | 10 | 2,000 | | 20,000 | |
| Content Writing | Approval for Content | Per Hour | 60 | 1,500 | | 90,000 | |
| Web Design | As per the approved Design | Per Hour | 40 | 1,500 | | 60,000 | |
| **Implementation** | | | | | | | |
| Final review | Final testing and implementation | Per Hour | 30 | 1,500 | | 45,000 | |
| **Total Estimate 252,600** | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Week** | **Expense** | **Cost (LKR)** |
| 1 | No expenses |  |
| 2 | Meetings (Via internet), Content Writing, Understanding the requirement and Consultation & Design | 500 + 11,250 + 12,000 + 4,000 = 27,750 |
| 3 | Meetings (Via Live), Content Writing, Client visits/Photocopy and Consultation & Design | 2,000 + 9,750 + 400 + 4,000 = 16,150 |
| 4 | Meetings (Via internet), Content Writing and Consultation & Design | 500 + 12,000 + 4,000 = 16,500 |
| 5 | Meetings (Via Live) Content Writing and Consultation & Design | 2,000 + 11,250 + 4,000 = 17,250 |
| 6 | Meetings (Via Live), Content Writing and Front-end Design | 2,000 + 12,000 + 15,000 = 29,000 |
| Total | | 106,650 |

Initial Budget = 252,600 LKR

Cost = 106,650 LKR

Balance = 145,950 LKR

## 5 Schedule Status

|  |  |
| --- | --- |
| Finding a client | Completed |
| System Requirements discussion | Completed |
| Background Study | Completed |
| Feasibility Study | Completed |
| Project Approval | Completed |
| SRS Approval | Completed |
| Sprint 1 | Completed |

## 6 Products Completed

* Project Brief
* Project Description
* Request Letter
* Acceptance Letter
* Gannt Chart
* Project Breakdown structure
* Product Flow Diagram
* Project Quality Plan
* Risk Plan
* SRS Report
* Communication Plan
* Stage Plan\_v1.0
* Project Plan
* PID

## 7 Problems and Risk Update

The team encountered some issues working with the prince2 documentation. The group adhered to the guidance provided by the websites that are associated with Prince2. With the project supervisor's guidance, the team talked about and added additional features to the website. The team also informs the client of every changes.

## 8 Products to be Completed

* Implementation of UIs
* Implementation the backend
* Writing test cases
* Completing and adding the chatbot
* Order Management
* Testing/Bug Fixing

## 9 Project Issue Status

Table

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## 10 Budget/Schedule Impact

Findings of the Earned Value Study

* PV stands for planned value.
* EV for earned value.
* AC for actual cost.
* BAC for budget at completion.
* CV for cost variation.
* Cost Performance Index (CPI).
* Schedule Performance Index (SPI).

Planned Value (PV): The amount of work that was planned to be completed by a certain point in time.

PV = Planned Completion Percentage \* BAC

PV = 60% \* 252,600 LKR

PV = 151,560 LKR

Earned Value (EV): The value of the work that has been completed.

EV = Actual Completion Percentage \* BAC

EV = 50% \* 252,600 LKR

EV = 126,300 LKR

Actual Cost (AC): The actual cost incurred in completing the work.

AC = Cost for Week 2 + Cost for Week 3 + Cost for Week 4 + Cost for Week 5 + Cost for Week 6

AC = 27,750 LKR + 16,150 LKR + 16,500 LKR + 17,250 LKR + 29,000 LKR

AC = 106,650 LKR

Budget at Completion (BAC): The total budget allocated for the project.

BAC = Initial Budget

BAC = 252,600 LKR

Cost Variance (CV): The difference between the earned value and the actual cost.

CV = EV - AC

CV = 126,300 LKR - 106,650 LKR

CV = 19,650 LKR

Cost Performance Index (CPI): The ratio of earned value to actual cost.

CPI = EV / AC

CPI = 126,300 LKR / 106,650 LKR

CPI = 1.18

Schedule Performance Index (SPI): The ratio of earned value to planned value.

SPI = EV / PV

SPI = 126,300 LKR / 151,560 LKR

SPI = 0.83

Therefore, the planned value for the project was 151,560 LKR, and the earned value at the end of Week 6 was 126,300 LKR. The actual cost incurred during this period was 106,650 LKR. The budget at completion remained at 252,600 LKR. The cost variance was 19,650 LKR, indicating that the project is under budget. The cost performance index was 1.18, indicating that for every 1 LKR spent, the project earned 1.18 LKR. The schedule performance index was 0.83, indicating that the project is behind schedule.

Chart

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