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Current State Process Analysis Report

The purpose of this document is to summarize the findings of the first two stages of the Process Improvement Methodology – Project Scope and Gather Current State.

Week 1

Meeting Date | time *13.02.2020* | *10:30* | Meeting location *Fontys R1*

Today’s decisions and subjects were regarding the team logo and name. Every party from the team had a say in the design and name.

All parties involved worked on structuring our draft for the project plan. Our team reflected on questions that we might want to ask during our meeting with the client, and we sourced out the most fitting and important questions.

After sorting out all of the unknowns, we proceeded to work on the project plan and creating the repository for the project.

Completed Tasks

1. Everybody worked on the project name and logo
2. Everybody participated in a general discussion about the project plan
3. Everybody reflected on the questions that will be asked to the client
4. Everybody started reflecting on the project plan
5. Kristian, Ivan and Radoslav began working on the project plan
6. Kristian created a repository for the project
7. Radoslav started working on the process report

Week 2

Meeting Date | time *24.02.2020* | *10:30* | Meeting location *Fontys R1*

This week we discussed what would be on the URS document. We also started designing the GUI, creating use cases and a MOSCOW table.

Completed Tasks

1. Kristian, Radoslav and Ivan worked on the URS
2. Luc created the MOSCOW table
3. Radoslav updated the Project plan adding a gantt chart
4. Radoslav and Kristian worked on designing the GUIs layout
5. Kristian finished the GUI layout and design scheme
6. Luc started thinking of the database design