Demonstration of Project Execution

Milestone reports:

1. Project Approval (Week 7)

Achieve goals: Complete and lock in the Project Charter, Scope Statement, WBS, and initial schedule.

Challenge: The team spent extra time prioritizing requirements.

Control: The project manager formally signed off on the project scope baseline, and all subsequent changes were subject to the change control process.

2. Design Sign-off (Week 10)

Achieve goals: The system's database structure and all user interface UI prototype designs.

Challenge: Slow confirmation of backend API specifications may cause delays.

Control: The team decided to increase meeting time to speed up communication and signing of front-end and back-end interfaces.

3. Core MVP delivery (Week 12)

Achieve goals: All core functions (booking, customer records) are written and have passed system integration testing.

Challenge: Many minor errors were discovered during the testing phase.

Control: Adjust schedule to allocate more time from documentation work to bug fixing to ensure the system is stable before the final presentation.

Project Tracking:

We implemented schedule tracking using ProjectLibre to compare the differences between plan and actual execution.

When the project was finalized, we set the entire plan schedule. After that, the PM would check every week to see if the set goals were achieved. We would organize meetings every week and each team member would report the project progress to the PM. Most of the time, these meetings were held in the library, and only a few times were held online through Discord.