COMPUTING PROJECT (COMP08053)

TUTORIAL 6

This week we are looking at project monitoring and control. Below are some ways that you can use to undertake project monitoring and recording the way in which targets may have changed throughout the duration of the project.
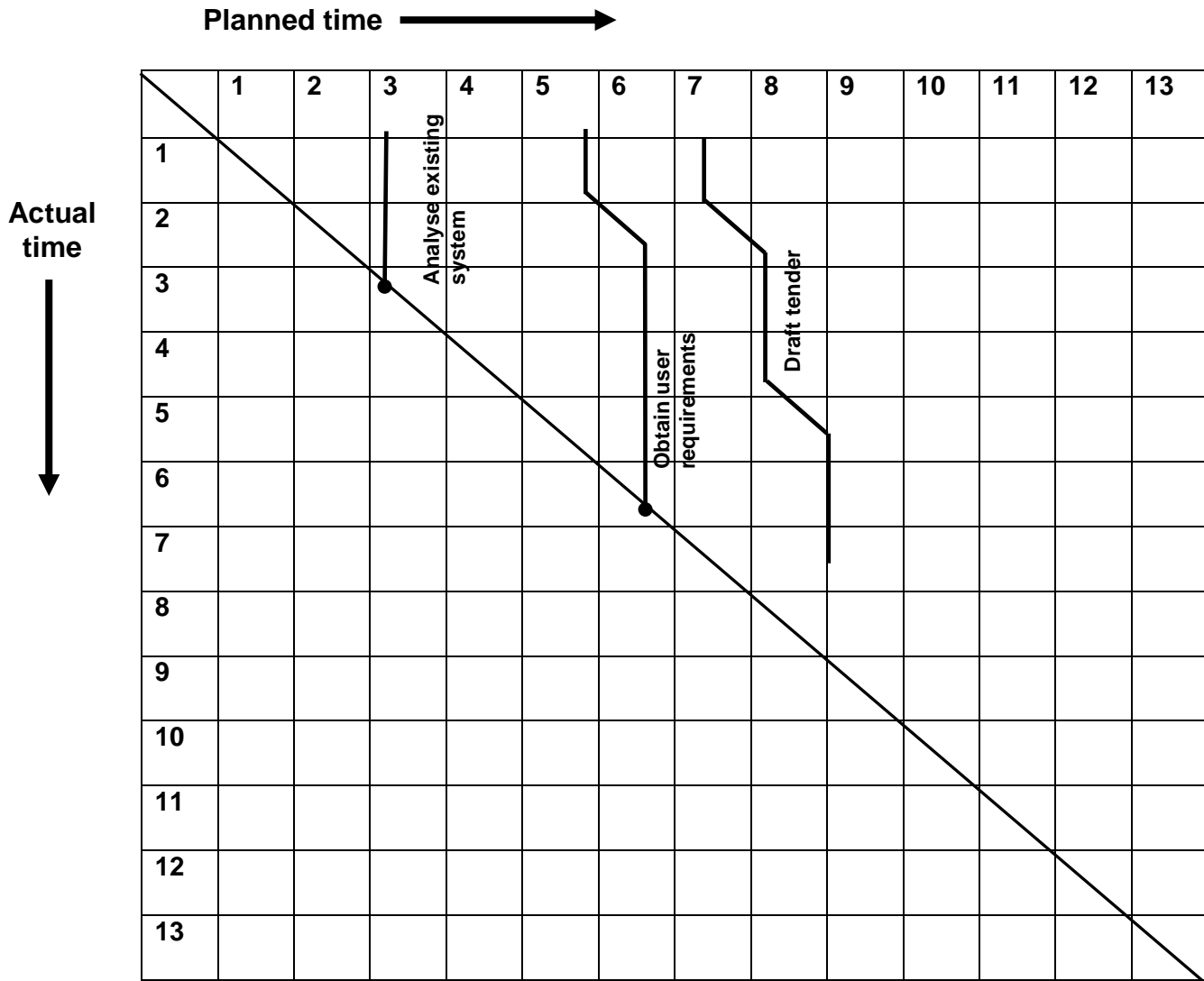
1. Produce a timeline chart for the major activities/deliverables you have produced so far as well as predict future activities/deliverables and whether there will be any delay in their completion in relation to the initial planning timeline estimates. You can label the main activities rather than using colour coding and a key.

2. Produce an activity assessment for your project using the traffic light system against major activities you have listed in the activity assessment sheet shown below.

It is important that in undertaking your project that you can show that monitoring activities have occurred on a regular basis.
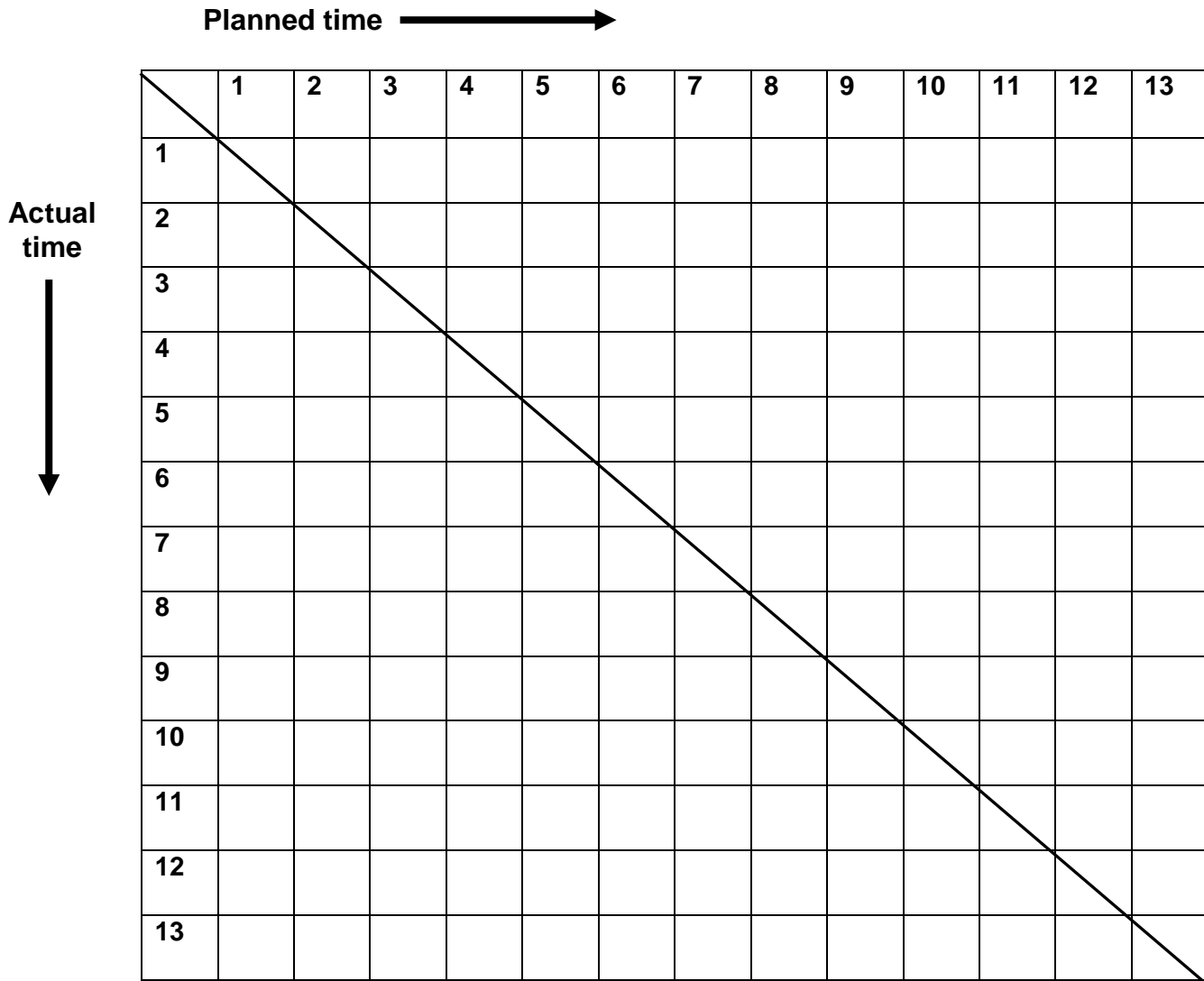
Electronic copies of the forms are available from the Computing Project Moodle site

You should spend the rest of the time in the tutorial working in your project groups and discussing key issues or problems that you are encountering. Use the time with your tutor/supervisor to discuss these issues and problems.

Example Timeline Chart

Planned time →

Actual time ↓

	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

Analyse existing system

Obtain user requirements

Draft tender

Timeline Chart

Planned time ⟶

Actual time ↓

	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

Sample Activity Assessment Sheet For Your Group

Under the 13 weeks shown below for each activity enter a 'R', 'A' or 'G' code to represent whether planned targets are being met. The situation can change from week to week for a target/deliverable – so a 'G' in one week may be 'A' for the next and then back to 'G' the week after that.

Key:
R = Red (not on target and recoverable only with difficulty)
A = Amber (Not on target but recoverable)
G = Green (On target)

Activity Assessment Sheet														
Major Targets/Deliverables *List below*	1	2	3	4	5	6	7	8	9	10	11	12	13	**Comments**