

Conclusion of meetings

As seen by the meetings above the stakeholders and product owners accepted the initial specification documentations relating to the user requirements, feasibility, cost management of the project. However, there were some concerns raised about some user requirements that were not being given enough importance which is a genuine and rightful remark to make by the client. To address that allegation, we are sorting all the user requirements into non-functional and functional to split them into smaller and more manageable tasks.

User Requirements

Functional Requirements: These are the basic features that the system should provide that the end user specifically requests. As part of the contract, all these functionalities must be incorporated into the system. These are represented or stated as input to be given to the system, operation to be performed, and expected output. They are the user's stated requirements that, unlike non-functional requirements, can be seen directly in the final product.

Non-functional requirements are the quality constraints that the system must meet to meet the project contract's requirements. The importance of these factors, as well as the extent to which they are implemented, varies by project. Non-behavioral requirements is another name for them.

<i>User Requirements Table</i>		
<i>Functional</i>	Non- Functional	
<i>Authentication</i>	Usability	
<i>Audit tracking</i>	Legal Requirements	
<i>External interfaces</i>	Reliability	
<i>Historical Data</i>	Performance	
<i>Reporting Requirements</i>	Subjective and	

As we are using the agile methodology most if not all the requirements will be in written form.

Monitoring the project

As project manager accountability for the project rests on my shoulders, and to run a successful project the PM need to not only launch said projects but monitor and track their progress. While project monitoring is regularly overlooked or seen as just another box to tick off the task list, I view it as a vital part of the project's success.

The following are some of the most important advantages of the project monitoring phase:

- Assuring that tasks are completed in accordance with project specifications (quality control)
- Allowing the PM to ensure that important deadlines are met
- Providing a comprehensive view of employee workload and capacity
- Allowing for project changes or solutions in the event of a problem
- Providing precise budget tracking and adherence
- Encouraging accountability from team members as well as stakeholders

Key performance Indicators

We are using a range of key performance indicators on all employees:

- Andy
- Martyn
- Wayhu

All employees must have a basic form of accountability and always perform to the best of their capability, however as project manager I cannot rely on just trust so the following KPI's have been put in place:

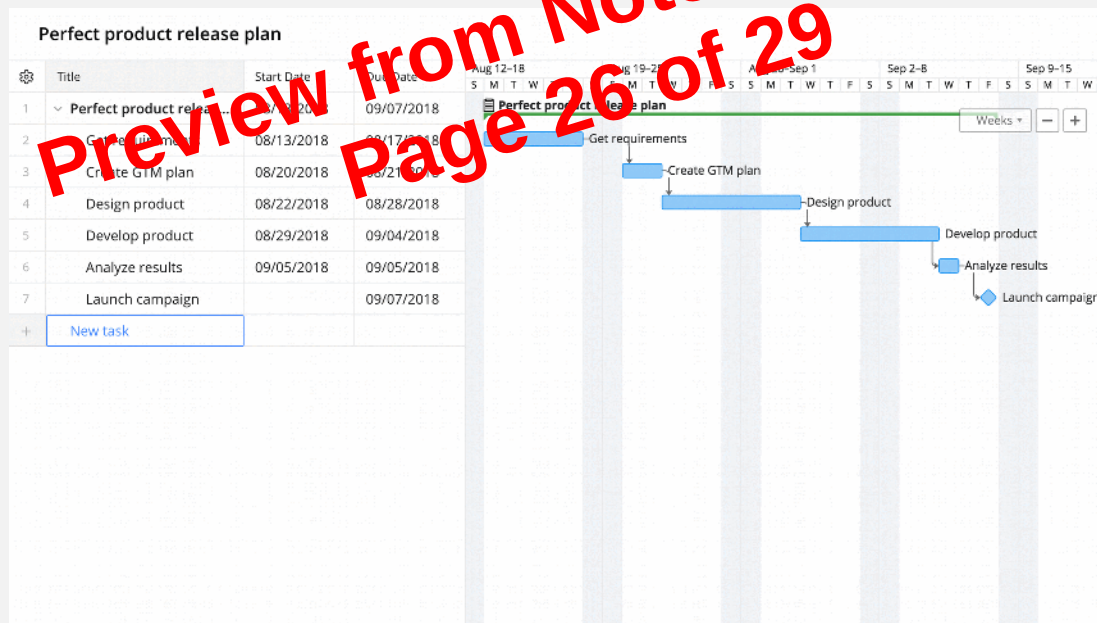
1. Divergence of Planned Budget – By monitoring how and who and why the project budget deviated is important in tracking down waste and inefficiency, as well as for planning better for the unforeseen challenges inherent to most project. Also getting down to what aspect of the project and staff who wasted the most money.
2. Deviation of Planned Hours of Work - Understanding which tasks took the most or least amount of time can aid in the efficient allocation of consulting and training time. Furthermore, knowing which teams had to go above and beyond can aid in the development of a meaningful incentive and reward programme, as well as improve time allocation planning.
3. Percentage of Milestones Missed - Identifying when milestones are missed can aid in the restart of a project and the avoidance of similar problems in the future.

To manage and make sure all the key performances and targets are met, the following software will be used and installed onto the hardware of the employees.

Wayhu, Andy have been called to work overtime over the weekend to catch up and finish off the design phase in order for us to not fall behind on the meetings and stakeholder targets. A consistent theme during the execution of the project has been falling behind schedule and sticking to the Gantt chart that we made, it has gotten to the point that I have decided to activate code RED and activated the backup contingency planning we had in place for this event. The total number of days we fell behind on the schedule was 15 days.

“I have made changes to my planning, previously if we did not stick to the timetable and fell behind than it would be a catastrophe. In response, I created a range of contingency plans for me to do in case this happened; one of them is that I have a second Gantt chart in place that will take precedent if I fall behind on the second one. Also, in the contingency plan is a breakdown of the Gantt chart to move the days across the timetable for a period of 10 days; for example, if I was 7 days behind my schedule, I would be able to slide the timetable to be on time but only up to 10 days and if it exceeds that I will have to use the second Gantt chart. However, now I have a solid method of time management that is prepared in all scenarios.” – **Project plan**

As the timetable has exceeded the maximum number of days for the first Gantt chart to be moved backwards to meet the pace of the project, it has come to the point where we must use the second Gantt chart. The second Gantt chart is below.



[As can be seen this Gantt chart is more specific to the execution phase and has been moved back 2 weeks (15 days) to match the pace of the project.]

Cost -

Updated Budget (Went over by 22,000)

4. Measure. Define relevant testing processes to measure quality targets and assess effectiveness.
5. Act. If some aspect of your project is not aligned with the quality target, bring in key stakeholders to discuss what action should be taken.

The staff members had these 5 steps painted into their brains and I am pleased to say **all quality targets that were set during the monitoring phase were MET.**

Changes made

Stakeholder	Changes Requested	Request feasibility	Approved or denied
Executive – John Smith	Verbal meeting - Change the start menu to add magnifying glass for accessibility for disabled staff members	Feasible – not difficult	Approved – Majority
Chief Staff – John Hardy	Verbal meeting - Allow the chief staff to select the hours that workers worked and remove the need for worker reliance.	Not Feasible – not compatible with data laws	Denied – Lack of majority for change
Investor representative – Amy Hart	Verbal meeting – Make the software icons square to make it look more attractive and easier on the eye	Feasible	Approved – Unanimous

Risks and issues- The purpose of the risk and contingency measures was to have a plan in place in case a risk happened, however as a team our risk management was superb and prevented any of the listed risks from occurring.

Acceptance

31/08/2021

Transcript of verbal meeting with stakeholders during acceptance phase –

Banging on the table and cheers as Muscab Ali walks in