## 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 e.co.uk manageable tasks.

## **User Requirements**

Functional Requirements: These are the basic feature 2 e system should provide that ontract, all these functionalities must be the end user specifically requests. As part of incorporated into the system. These are represented in stated is input to be given to the system, operation to the performed, and expected output. They are the user's stated Cequirements, can be seen directly in the final requirem a ts unlike no 0) pro auc.

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.

	User Requirements Table			
Functional	Non- Functional			
Authentication	Usability			
Audit tracking	Legal Requirements			
External interfaces	Reliability			
Historical Data	Performance			
Reporting Requirements	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

We are using a range of key performance indicators on all employees. O.uk Andy Martyn Wayhu Wayhu a basic form a accium All employees n ability and always perform to the best of hager I cannot rely on just trust so the following KPI's the Papa ofity, however as O Die 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 control at to be moved backwards to meet the pace of the project, it has come to be point where we must use the second Gantt chart. The second Gantt chart is before

Design product         08/22/2018         08/28/2018           Develop product         08/29/2018         09/04/2018           Analyze results         09/05/2018         09/05/2018           Launch campaign         09/07/2018	F	Perfect product releas	e plan	
Perfect product relet         O/10/2018         Perfect product relet         Perfect product relet         Perfect product relet         Perfect product requirements           General MP ms         08/13/2018         01/27/2018         01/27/2018         General MP ms         General MP ms <th></th> <th>Title</th> <th>Start Date</th> <th>Dui Date</th>		Title	Start Date	Dui Date
Cruste GTM plan         08/20/2018         08/21/10/2018           Design product         08/22/2018         08/28/2018           Develop product         08/29/2018         09/04/2018           Analyze results         09/05/2018         09/05/2018           Launch campaign         09/07/2018		<ul> <li>Perfect product releas</li> </ul>	ONN	09/07/2018
Design product         08/22/2018         08/28/2018           Develop product         08/29/2018         09/04/2018           Analyze results         09/05/2018         09/05/2018           Launch campaign         09/07/2018	1	Gran Dans	08/13/2018	17/18
Develop product         08/29/2018         09/04/2018           Analyze results         09/05/2018         09/05/2018           Launch campaign         09/07/2018		Cruste GTM plan	08/20/2018	J8/21 10
Analyze results         09/05/2018         09/05/2018           Launch campaign         09/07/2018		Design product	08/22/2018	08/28/2018
Launch campaign 09/07/2018		Develop product	08/29/2018	09/04/2018
		Analyze results	09/05/2018	09/05/2018
New task		Launch campaign		09/07/2018
		New task	15 - 10 - 6 - 6422 1	

[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.]

## <u>Cost -</u>

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.** 

Stakeholder	Changes Requested	Request	Approved
Stakenolder	Changes Requested	feasibility	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 Staf -John Hardy	staff to select the new that workers worked and leneve the need from	Not Feasible – not	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

Changes made

**<u>Risks and issues-</u>** The purpose of the risk and contingency measures was to have a plan in place in cased 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\*