

PROJECT DOCUMENTS UPDATES

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MASTERS OF SCIENCE PROJECT MANAGEMENT CAPSTONE

PMGT 690

JANUARY 2016

**PROJECT STATUS SUMMARY**

Percent Complete: 25%

Scope	Schedule	Cost	Risks	Quality
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The project schedule is 7% behind schedule due to procurement and shipping issues. This should not affect the project completion date as long as the schedule change requests are approved.

The project risks is red due to the delay in receiving key components on time such as the top tube triangle. The impact of the delay on the schedule will be mitigated by having crews make up the time by working weekends and extended hours next month. Currently we are working with the server vendor to resolve the shipping issue. We have also identified tasks that can be done simultaneously further reducing the schedule delays.

**OPEN ISSUES FOR MANAGEMENT AND STAKEHOLDERS TO REVIEW**

Decisions need to be made by the change control board in order for this project to get back on schedule. We are currently behind schedule by one week. With the changes requested we will be able to be ahead of schedule by three days. Our budget will be impacted by the changes but we will not go over budget. The risk of not making the changes will be an overall delay in our project completion by one week. The risk in making the changes will include an increase in man hours due to overtime but an overall break even with the reduction in schedule.

**DELIVERABLES AND MILESTONES**

Milestone	WBS	Planned	Forecasted	Actual	Status
Project Plan Approval	14	07/10/15	07/10/15	07/10/15	Complete
Design Planning Specifications	18	7/27/15	7/30/15		Delayed
Create Manufacturing System	33	8/3/15	8/3/15		Pending
Deliverable	WBS	Planned	Forecasted	Actual	Status
Frame assembly	59	8/12/15	8/12/15		Pending
Wheel & Brake assembly	68/87	8/7/15	8/7/15		Pending
Crank assembly	63	8/13/15	8/13/15		Pending
Shifting assembly	94	8/14/15	8/14/15		Pending
Smart Phone Speaker	108	8/14/15	8/14/15		Pending

## OPEN CHANGE REQUESTS

Change Log							
<b>Project:</b> Network Upgrade Project						<b>Date:</b> 04/01/20xx	
Change No.	Change Type	Description of Change	Requestor	Date Submitted	Date Approved	Status	Comments
CR001	Schedule	This change request calls for changing Saturday from an off day to a work day.	B. Gurnell	06/27/15	N/A	Pending Approval	.
CR002	Schedule	This change request calls for overnight delivery of the top tube triangular component.	B. Gurnell	06/27/15	N/A	Pending Approval	
CR003	Design/Scope	This change request calls to begin sand blasting and painting halfway through preceding task.	B. Gurnell	06/27/15	N/A	Pending Approval	

## Change Evaluation

Adding resources, fast tracking, and overtime were used to compress the original bicycle schedule. Resources were added to Task 27 to ensure that the component arrived overnight instead of the previously scheduled 56 hours. The schedule compression offered by this option justified the additional resources.

Fast tracking was used for Tasks 61 and 62. The identification of the potential to complete work on both tasks simultaneously led to this change. With the proposed change Task 62 would begin once Task 61 is 50% completed. This means that Task 62 will begin and end sooner than originally scheduled.

Overtime is being utilized throughout the project as the decision was made to include Saturday as a work week. This decision was made because it allowed the schedule to be compressed without directly threatening the quality or the scope of the project.

## TEAM IMPLEMENTATION PLAN

The plan for the project team member will be to put all changes into action immediately once they are approved by the change control board. Once changes have been completed an report will be sent to the project manager of completion date and time of changes. A review of the changes

will happen each week to determine the effectiveness of the changes. If a change request is denied we will have an immediate team meeting to determine contingency plans.