| **Project Name:**  Project Management Principles Simulation | **Period Ending: Period 1** |
| --- | --- |
| Project Manager: | **Project Team: 13260-2** |

## 1. Past Period

## a. Accomplishments since prior report

· Milestone

· Managerial Actions

· Stakeholder Satisfaction

· Functionality

## b. **Current project performance (Cost, Time** & Scope)

|  | **Planned** | **Actual** | **Variance (Difference)** | **Causes** |
| --- | --- | --- | --- | --- |
| **Budget (Cost)** | **$19,540** | **$39,032** | **$19,492** | * **Lance was very inefficient** * **We did not bid high enough on an MIS Manager** |
| **Schedule (Time)** | **168 hrs** | **369 hrs** | **(201) hrs** | * **Lance took longer to complete the tasks because he was very inefficient** * **Lance was assigned to too many tasks** |
| **Scope** | Auto Supply, Inc. (ASI), is a regional automotive part supplier whose business has seen steady growth over the past decade. The top management team has determined the need to develop a strong Internet and e-mail system, linking departments with each other and external stakeholders (suppliers, customers, distribution services) as effectively as possible. ASI’s goal is to develop and install their new information system as quickly and effectively as possible, with minimal disruption to current work flows. | We did not effectively work towards developing the new information system  Because we did not hire appropriate personnel for the period 1 tasks. | We failed to comply with the scope because we hired a network design consultant before the completion of task 4.3 | * We hired a network design consultant before the completion of task 4.3 * We did not hire appropriate personnel * We were outbid by other players |

## **c.** **Status of, or progress toward, resolving prior issues**

* We were able to hire an MIS Manager
* We bid more accurately to hire appropriate personnel for period 2 tasks
* We are actively making offers on additional roles

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## **2.** **Current Period**

## **a.** **Milestone(s) expected to be reached by next reporting period**

* Period 2
* Hire Office Engineer or Sr. Systems analyst

## **b.** **Tasks expected to be reached by next reporting period**

* Create internet/email usage policy
* Determine the level of training required
* Establish system protocols
* Interview potential candidates
* Perform initial screening of applicant pool
* Project Management Period 2

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## **c.** **Planned Resource Changes**

* We expect to hire another MIS Manager along with an Office Engineer and Sr. Systems Analyst
* We are making bids that correlate with the standard rates in order to hire appropriate personnel for the period 3 tasks
* We made bids on personnel that will not go way over budget or time

## **d.** **Risks before next period**

* We get outbid on our resources and are left with too few resources to complete the tasks under budget. ·
* We go over budget because we did not get the bids on the appropriate resources
* We go over the estimated time because we did get the necessary resources

## **e.** **New Issues or potential issues before next period**

* Only 2 resources are assigned to 6 tasks
* We went way over the estimated costs
* A potential issue before the next period is that our budget is lowered due to a high variance in estimated costs in period 1
* We went way over the estimated hours
* We hired a network design consultant earlier on in the simulation than we should have

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**f.** **Planned corrective actions**

* · Hire more resources so that we do not go over estimated costs and time
* Make appropriate bids on an MIS Manager, Sr Systems Analyst, and Office Engineer
* Make bids on a variety of resources
* Hire resources within our budget
* We fired the network design consultant

## **3.** **Future Periods**

## **a.** **Milestones**

* Period 2
* Hire an Office Engineer and Sr. Systems Analyst
* Hire appropriate personnel for period 3 tasks

## **b.** **Risks**

* May be outbid by other team members
* May have to fire or bench resources if we receive all resources we made offers for
* May go over budget because of period 1 cost variance

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## **4.** **Class Team Performance**

| **Team Member** | **Role & Responsibility** | **Participation Level (1-5)** | **Comments** |
| --- | --- | --- | --- |
| Sydney Huyser | Organizer | 5 | We participated in a group call. |
| Thomas DeHaan | Communicator | 5 | We participated in a group call. |
| Joey Fox | Submitter | 5 | We participated in a group call. |
| Joel Horst | Manager | 5 | We participated in a group call. |
|  |  |  |  |

| 5 | Fully communicated and participated with team in the simulation. Takes initiative to review simulation prior to due date and offers suggestions regarding what work/tasks are needed, what resources (who) are needed and who should be assigned. Contributes to dialog in Group Discussion Board. Meets all responsibilities as outlined in the Team Contract/Agreement. Ensures that instructor is notified when period is processed. Positively encourages team members and assists others through the process. May volunteer to complete documentation or other responsibilities related to class team. |
| --- | --- |
| 4 | Actively contributed to the discussion and decision-making process. Takes initiative to complete most responsibilities as listed in level 5. Meets most responsibilities as outlined in the Team Contract/Agreement. May volunteer to complete documentation or other responsibilities related to class team. |
| 3 | Average participation in the team effort-Completes assigned tasks-could do more to assist the decision-making process as shown on level 5. Meets some responsibilities as outlined in the Team Contract/Agreement. May volunteer to complete documentation or other responsibilities related to class team. |
| 2 | Less than average participation-Participates in the Group Discussion and agrees with the decisions-could do more to assist decision-making process as shown on level 5 |
| 1 | Communicates with team during the processing period and asks questions but does not offer suggestions/solutions. May require mentoring from other team members. |