

Toolkit: Engineers Problem Solving and Design, Excel for Engineers, Matstntials

Key Stakeholders										Raj K, Sam Manth, Kim K, Zuhren Kahen, Mark Wall, Ruther Klem.		
Task Name										Milestones and Key Dates		
ID	Owner	Start Date	End Date	Actual	Forecast	Duration	Status					
1	Neel	2-Oct	29-Oct	35	45	20	On Track	1	Development Complete	On Track	15-Dec	
2	Kam	10-Oct	28-Oct	20	25	12	Concern	2	Testing Complete	Concern	25-Dec	
3	Kam	12-Oct	15-Oct	78	75	4	Delayed	3	Planning for Change	Delayed	23-Dec	
4	Zam	11-Oct	25-Oct	0	16	19	On Track	4				
5	Sjum	15-Oct	8-Nov	0	0	17	On Track	5				
6	Sum	9-Nov	11-Nov	0	0	3	On Track	Task Meter				
7	Kum	22-Nov	1-Dec	0	0	8	On Track	<p>Legend: On Track (green), Concern (orange), Delayed (red)</p>				
8	Zam	2-Dec	7-Dec	0	0	4	On Track					
9	Neel	10-Dec	23-Dec	0	0	10	On Track					
10	Neel	5-Oct	23-Oct	0	53	15	Delayed					
11	Rum	6-Oct	27-Oct	0	44	16	Delayed					
12	Rum	25-Dec	25-Dec	1	0	1	On Track					
Resource Work Load (days)										<p>Legend: Neel (blue), Kam (orange), Zam (grey), Sum (yellow), Sjum (dark blue), Kum (green), Rum (dark blue)</p>		
Top 5 Concerns (Risks or Issues)										Notes & To Do List		
1	The business requirements have not been signed off.						Shum	On Track	1 Submit papers		12-Feb	
2	The servers for the project have not been commissioned.						Support	Concern	2 Call helpdesk for Support ticket on Server HW.		12-Oct	
3	Business users for testing are not allocated.						Sammer	Delayed	3 Check system requirements		12-Nov	
4	Testing is not progressing as per the plan.						QA Lead	Concern	4 Update Sponsor on budget changes		11-Dec	
5												
Open Actions and Change Requests												
1	Pending change request for new login screen.						Neel	On Track	5			
2	Tech Architecture needs alignment need to be confirmed.						Architect	Concern	6			
3	Customer impact assessment						SME	Delayed	7			
4	Check the impact on delivery dates on other teams.						Manager	Concern				
5												

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