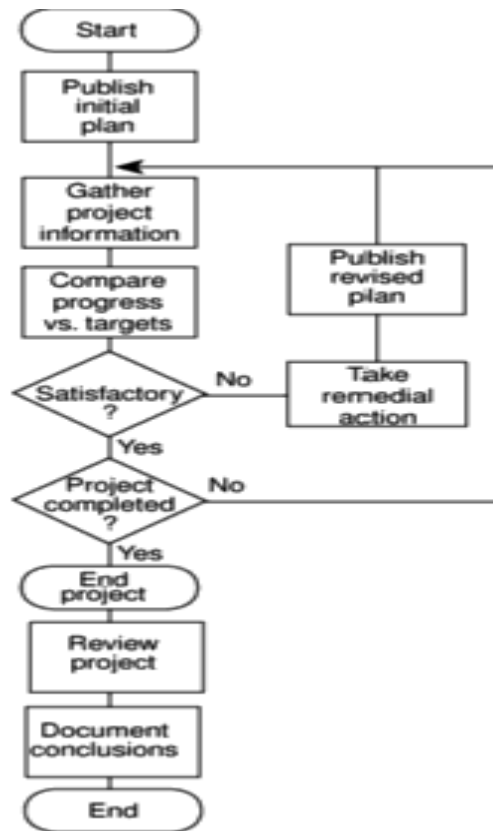


# Software Project Management

Creating framework

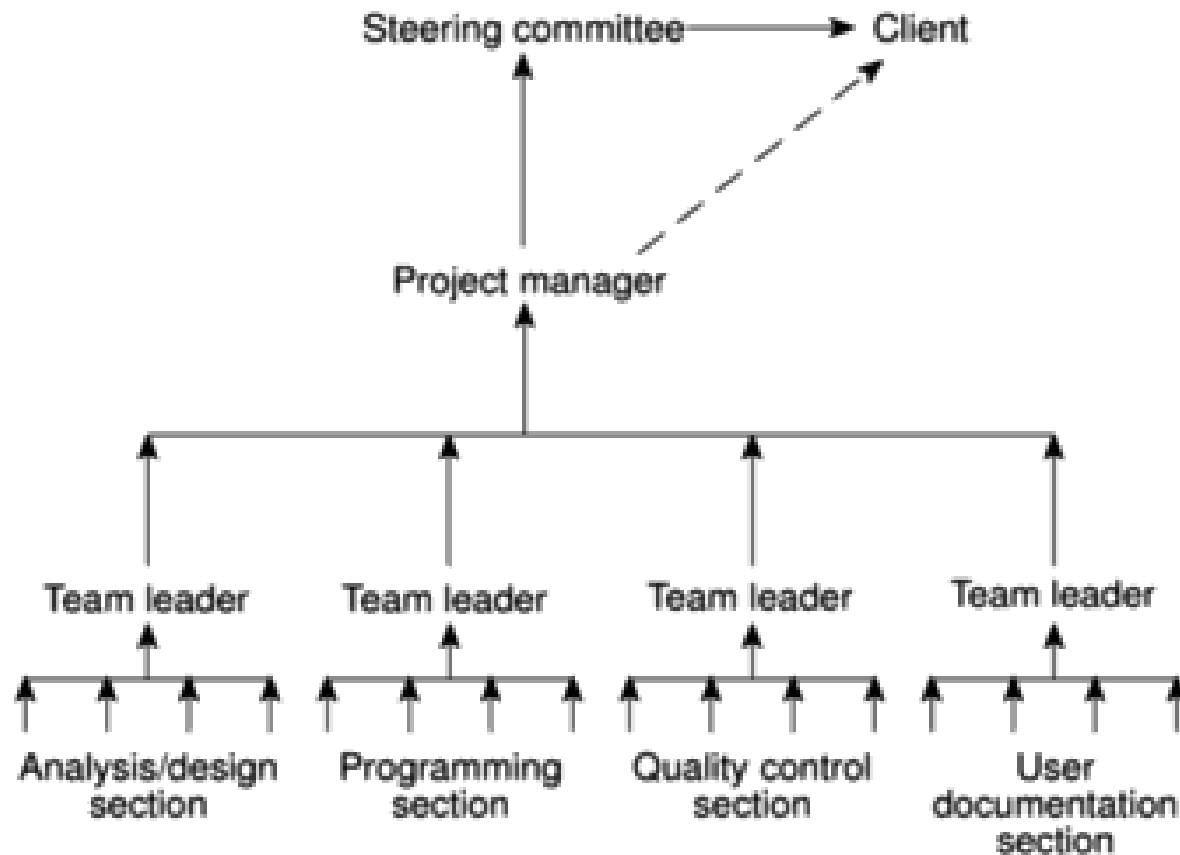
# Project control cycle



# Responsibility

- Project steering committee
- Project board
- Reporting formal or informal

# Assessing progress



# Categories of reporting

<i>Report type</i>	<i>Examples</i>	<i>Comment</i>
Oral formal regular	weekly or monthly progress meetings	while reports may be oral formal written minutes should be kept
Oral formal ad hoc	end-of-stage review meetings	while largely oral, likely to receive and generate written reports
Written formal regular	job sheets, progress reports	normally weekly using forms
Written formal ad hoc	exception reports, change reports	
Oral informal ad hoc	canteen discussion, social interaction	often provides early warning; must be backed up by formal reporting

# Setting checkpoints

- Regular
- Tied to specific events

# Taking snapshots

- Review points or control points
- Asses progress daily