

# Project Meeting

20/08/2018 09:30 - 13:00

**Presenters** Jennifer Nichols, John Hamilton, Will Baker

**Attendees** Bob Smith, Connie Nielson, Dawn Smith, Dustin Parks, Edward Arroyo, Fatima Campbell, Jennifer Nichols, John Hamilton, Liam Pettit, Will Baker

**Location** Conference Room

## 1. INSTRUCTIONS

09:30-09:45

### Description

The Monthly Project Review meeting should prioritize the projects to be reviewed, such that key projects of major concern are reviewed first.

## 2. REVIEW PROJECT DASHBOARD

09:45-11:00

Presenter(s): Jennifer Nichols

### 2.1. NUMBER OF ACTIVE PROJECT ON TIME AND BUDGET

Presenter(s): Jennifer Nichols

#### Jennifer Nichols

- Fibre to Schools
- "Wireless Fibre" for Rural Areas
- Next-Generation Optical Fibre Broadband Access Networks

### 2.2. NUMBER OF PROJECTS MORE THAN 10% LATE

Presenter(s): Jennifer Nichols

#### Jennifer Nichols

- Investment into Infinity ECM platform
- 3D Survey

### 2.3. NUMBER OF PROJECTS LESS THAN 10% LATE

Presenter(s): Jennifer Nichols

#### Discussion

- Innovative Term Life insurance for Impaired Lives

### 2.4. TOTAL NUMBER OF PROJECTS IN ACTIVE PORTFOLIO

Presenter(s): Jennifer Nichols

#### 🔗 Decision

There are currently 6 Project in Active Portfolio

## 3. PROJECT REVIEW

11:00-13:00

Presenter(s): Jennifer Nichols, John Hamilton, Will Baker

### Description

Each Project Manager should be prepared to discuss the following items:

- An overview of the selected project's status
- Review the project's Cost, Scope, Schedule and Quality (CSSQ)
- Discuss any key issues or risks that need to be escalated (impact to schedule, budget or quality of deliverables)
- Comments regarding staffing/training or any problems areas (such as rotation, turnover, or resource constraints)
- Review recent results of any Quality Assurance Reviews.
- Review recent Approval to Proceed / Approval to Implement document to verify that appropriate approvals are being obtained as required.

### 3.1. REVIEW OF KEY RED STATUS PROJECTS

Presenter(s): Jennifer Nichols, John Hamilton, Will Baker

#### Dawn Smith

There were difficulties in validating completion of the deliverables

#### Decision

A clear process will be formalised with the client

#### Discussion

We encounter difficulties on the synthesis of the functionalities requested by the users. The client did not plan a synthesis for the next 2 months.

#### Dawn Smith

On the Resources side, a technician left the project team which has a significant impact on the project. I would like to accelerate the recruitment of the replacement

### 3.2. REVIEW OF KEY YELLOW STATUS PROJECTS

Presenter(s): Jennifer Nichols, John Hamilton, Will Baker

#### Connie Nielson

An update of the completion of deliverables has been made by CN and is found in the attached report

 Project-Report.xlsx

We still have not received the administrative validations. We will have to be 1 week late by compared to the initial planning.

### 3.3. REVIEW OF KEY GREEN STATUS PROJECTS

Presenter(s): Jennifer Nichols, John Hamilton, Will Baker

#### Discussion

There are no blocking points so far

The purchasing department took charge of the completion of the tender for the materials to be supplied. We anticipate this to be completed in the next two weeks, within the given schedule.

#### Jennifer Nichols

Lot 2 is 3 weeks ahead. I am able to release a planner under 2 weeks for the transfer to lot 3.

## 4. PROJECT SCHEDULE

13:00-13:30

### 4.1. PROJECTS SCHEDULED TO COMPLETE IN THE NEXT 30 DAYS

### 4.2. PROJECTS SCHEDULED TO START IN THE NEXT 30 DAYS

## Tasks Summary

---

Task	Due Date	Owner	Project	Completion	Priority
Create and assign the process of validation of deliverables	12/09/2018	Dustin Parks		0%	*****
Organise meeting in coordination with HR to begin recruitment process	17/09/2018	Connie Nielson		0%	*****