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Project Management Review Process

Version 1.10

25-Aug-12

#27, NGEF Lane, Off 100 Feet Road,
Indiranagar 1st Stage,
Bangalore-560 038
Ph: +91 80 4126 7681
e-mail: asmita@oaksys.net
http://www.oaksys.net

Owner: MR

Approvals
Name: Pradeep P. Oak   **Designation:** Director

Signature: **Approved On:** 25-Aug-12

Distribution List: Director, MR, Library

Abstract:
This document explains the procedure to be followed in the Management Review of projects.

CHANGE HISTORY

Version	Release Date	Authors	Review team	Description
1.0a		Swati. K. Patted	Pradeep, Pai, Balsubramani, Asmita	Draft
1.0	15-Jul-03	Swati.K.Patted	Pradeep, Pai Bala, Swati, Asmita, Santosh, Ben, Manik	Sec 3.0, 5.1
1.1a				Section 9.0 Form MOM(CR 13) is changed.
1.1	29-Aug-03	Ramesh	Asmita	Latest version
1.2		Asmita	Pradeep, BRB	Sec 5.3 comparison is added(CR24), change sec 9.0 PMRM (CR 28) for cust feedback, analysis of deviation and customer feedback in PMRM (CR24)
1.3	3-Jan-04	Asmita	Pai	As per CR88, the baseline PP version , based on which PMR material is prepared is added in sec 5.3, laso PMRM is changed
1.4	15-Sep-04	Asmita	Pai	As per CR 101 customer communication is added in section 5.3 and in PMRM format
1.5	13-Apr-05	Prashant S.O	Umesh Reddy	Address, email-ID and Phone number was changed as per CR 151 in the first page of the process.
1.6	15-Jun-06	Asmita		As per CR 250 status column is added in status uf project in MOM

				template. As per CR 262 changed phone number is updated
1.7	15-Sept-06	Asmita		As per CR 291 PMR scope updated for review of risk ranking
1.8	10-Aug-09	Asmita	Pai	CR388: address change
1.9	25-Mar-11	Asmita	Pai	CR 349: Issue tracker is mentioned in sec 5.3, point no 12
1.9.1	01-Aug-11	Vinoth	Pai	CR 406:Address change
1.10	25-Aug-12	Asmita	Pai	As per CR 413 spelling correction in PMRM, new version is 1.3.1

TABLE OF CONTENTS

1.0 PROJECT MANAGEMENT REVIEW PROCESS

1.1 Purpose

This document explains the procedure to be followed in project management review, to review the Project progress as on the particular date. The *Project management review material* shall be used to present the project progress details and discuss issues and the major actions to be taken to achieve the project goals.

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1.2 Scope

All projects in Oaksys

1.3 Target Audience

All members of Oaksys

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1.4 Glossary

Admin- Administration
CA- Corrective action
FURPS – Functionality, Usability, Reliability, Performance & Supportability
HBD-Head Business Development
HO&D- Head Operation and Delivery
HR- Human Resource
ISO- International Organization for Standardization
MOM – Minutes of Meeting
MR- Management Representative.
Oaksys- Oak Systems Pvt Ltd
Org - Organization
PA- Preventive action
PL- Project leader
PMR- Project Management Review
QMR- Quality Management System Review
QMS- Quality Management System
SCM – Software configuration management
SQA - Software Quality Assurance
TM- Team Member

1.5 References

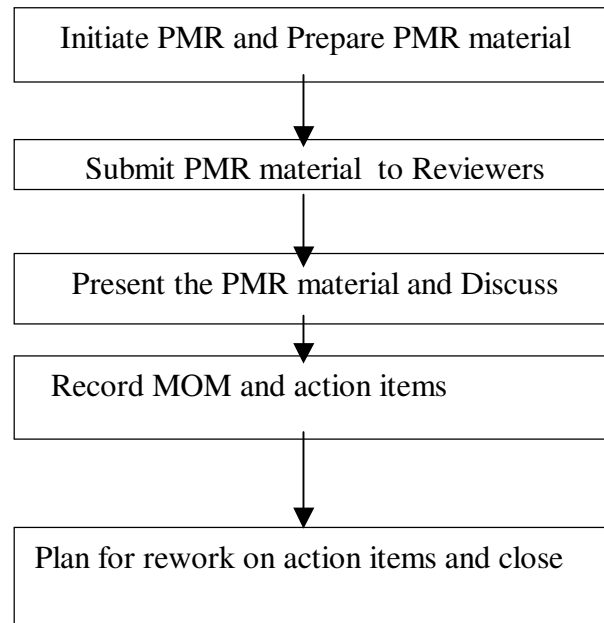- Peer Review Process - OAK-PR-PR
- Project Management Process – OAK-PM-PR

2.0 ENTRY CRITERIA

- Project Management review scheduled
- PMR Material prepared

3.0 RESPONSIBILITY

Role	Responsibilities
Project Leader	• Schedule Management Review • Prepare and Review PMR material • Send the material to reviewers in advance • Make presentation during reviews • Highlight issues and concerns which require management's attention and help • Understand and Record Action items • Plan for rework, Follow up and Close
Team members	• Note down the minutes of the meeting • Work on action items as per plan
Reviewers	• Initiate the corrective action to be taken arising from PMR, including change in the plan, in order to achieve the objectives.
HO&D	• Drive the PMR

4.0   PROCESS FLOW DIAGRAM

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┌─────────────────────────────────────────┐
│   Initiate PMR and Prepare PMR material  │
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│    Submit PMR material  to Reviewers     │
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│   Present the PMR material and Discuss   │
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│       Record MOM and action items        │
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┌─────────────────────────────────────────┐
│   Plan for rework on action items and    │
│                 close                    │
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5.0 PROCESS DESCRIPTION

5.1 Initiate PMR

The Project leader shall schedule the PMR as planned in the Project Plan. PL shall consolidate the project data since the last PMR for the project. PL shall prepare the material for presentation and review. The material contains the project status, progress, major risks, issues and concerns to be discussed with the reviewers. PL shall submit the PMR material to reviewers in advance.

5.2 Review Team

The review team consists of HO&D and any other senior management member identified by the HO&D, PLs and TMs

5.3 Suggested Scope of PMR material

The PMR material template provided in the appendix provides the guidelines for the PMR material contents. However any format can be used to prepare the PMR material like Word, Power point etc. However the material shall contain the following information with respect to project.

1. Project details and scope, status of the project
2. Baseline Project Plan version used for preparation of PMR material
3. Requirement Management
   • Identify the status of all planned requirements against actual for the phase allocated.
   • Identify changes to requirement
4. Project Resources
   • Planned v/s actual resources (hardware, software, human resources)
   • Status of critical resources, if any (what, when, how many, who will provide)
5. Project Estimation
   • Planned Vs Actual (Size, Effort)
   • Include reasons for slippage
6. Project Schedule
   • Identify Planned Vs Actual
   • Reasons for schedule slippage
7. Defect Management
   • Find the defects status
   • Resolve the defects, which are not resolved at earlier stages
8. Project Dependencies
   • List project dependencies from customer, other projects helpdesk etc.
   • Find status of the dependencies
9. Project Risks
   • Top risks in the project
   • Reviewing the risk ranking and re-organizing the risks into matured, irrelevant on a progressive basis

- Any risks that were mitigated during last period

10. Re-Planning and Tracking
    - Re-planning done with reasons and status
    - Status of project with respect to plan
11. Training
    - Identify training plan for the project (planned Vs actual)
12. Issues
    - Address the issues raised in the reviews
    - Other project issues referring to issue tracker of project under consideration
13. Metric Collection
    - Check the metrics are collected properly
    - Present comparison of organisation' s quality objective and actual projects achieved goals along with analysis of deviation

14. Software Configuration Management
    - Builds and releases of baselines if happened
    - Change requests if any
    - Status reports
    - SCM activities (planned Vs actual)
15. Software Quality Assurance
    - Project quality goals and their status
    - Find proper tools, techniques, methods and standards are used in the project
    - Defects found, closed, open (with possible root cause analysis)
    - SQA activities in the project and their reports
    - Audit reports along with action taken
16. Customer Communication
    - Status of customer communication

5.4 Conduct Review Meeting

The Project Leader co-ordinates the arrangement of the PMR. He presents the review material and discusses the project status and major issues and concerns and opportunities with the review members.

5.5 Minutes of Review

The summary items of the discussion and the Action points are recorded as the minutes of the review using the Minutes of the Meeting (MOM) template.

5.6 Plan for rework and close

The project leader analyses the action items and plans to address the action items. The same plan will be submitted to HO&D. The rework on Action items will be followed up by PL with TMs and closed.

6.0 DELIVERABLE AND QUALITY RECORD

- PMR Material - OAK-PMR-FR-PMRM
- MOM - OAK-PMR-FR-MOM

7.0 VERIFICATION

- Verification of MOM and Action items by HO&D

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8.0 EXIT CRITERIA

- Closure of the Action items of the PMR
- Submission of PMR material along with action items to Org SQA

9.0 APPENDIX

9.1 Project Management review (PMR) Material - OAK-PMR-FR-PMRM

9.2 MOM - OAK-PMR-FR-MOM