

Execution Report for 1.2

Project Activity Report

This report outlines the progress made on establishing the project governance model and reporting structure for the e-commerce platform migration.

Work Performed:

For the objective of developing and standardizing project reporting templates and dashboards, I have outlined key components and structures. This foundational work will enable consistent and effective communication across all project stakeholders.

Specifically, I have:

- * **Designed Core Reporting Templates:** Created specifications for standard report templates tailored for different frequencies and audiences:
- * **Weekly Team Status Report:** Focuses on immediate progress, completed tasks, upcoming activities, and blockers/risks at the team level. Includes sections for 'Sprint Progress', 'Key Achievements', 'Next Steps', and 'Impediments'.
- * **Bi-Weekly Program Status Report:** Consolidates information from team reports, providing a higher-level view for program managers. Includes 'Overall Progress', 'Key Milestones Achieved/At Risk', 'Budget Status', 'Top Risks & Mitigations', and 'Key Decisions Required'.
- * **Monthly Executive Steering Committee Report:** Summarizes overall project health, strategic progress, high-level financial overview, and critical risks and decisions needed from senior leadership. Focuses on 'Strategic Alignment', 'Overall Project Health (Red/Amber/Green)', 'Financial Summary', 'Key Performance Indicators (KPIs)', and 'Strategic Decisions Needed'.
- * **Defined Dashboard Requirements:** Outlined the key metrics and visualization needs for project dashboards to provide real-time insights:
- * **Overall Project Health Dashboard:** Visualizes critical KPIs such as migration progress percentage, budget burn rate vs. plan, team velocity, open risks, and issue count.
- * **Technical Progress Dashboard:** Displays metrics related to microservices deployment status, code quality, test coverage, and infrastructure provisioning progress.
- * **Performance and Stability Dashboard:** Monitors key operational metrics for both legacy and new services, including system uptime, response times, error rates, and user experience metrics.
- * **Standardization Guidelines:** Established guidelines for data consistency, terminology, and visual presentation across all reporting assets to ensure clarity and avoid misinterpretation. This includes specifying data sources, reporting frequencies, and naming conventions for metrics.

This design work provides a solid basis for the technical teams to implement these templates within the chosen project management and business intelligence tools.

Work Not Performed:

Several critical steps for establishing the project governance model and reporting structure require human judgment, direct stakeholder engagement, or access to internal systems and decision-making

authority that are beyond the scope of this engagement. These include:

- * Defining the comprehensive scope, principles, and objectives of the project governance model. This requires direct collaboration with project sponsors and senior leadership to align with organizational strategy.
- * Identifying and formally documenting all key project roles, responsibilities, and accountability for decision-making within the governance framework. This involves detailed discussions with HR, department heads, and project leadership.
- * Establishing decision-making frameworks, processes, and escalation paths for various types of project decisions (technical, financial, strategic). This requires engaging with senior leadership, legal, and finance departments to align with existing company policies and risk tolerance.
- * Designing the overall project reporting structure, including specific reporting lines, frequency, and content requirements for different stakeholder groups. This necessitates direct input from stakeholders identified during the stakeholder analysis.
- * Communicating the established governance model and reporting structure to all project teams and stakeholders. This involves formal presentations, workshops, and direct communication channels.
- * Obtaining formal approval and buy-in for the governance model and reporting structure from key stakeholders and project sponsors. This is a critical step requiring formal sign-off from authorized personnel.

Path Forward:

To complete the establishment of the project governance model and reporting structure, the following actions are recommended:

1. **Review and Finalize Governance Model Scope:** Collaborate with project sponsors and senior leadership to define the precise scope, principles, and objectives for the project governance model.
2. **Document Roles and Responsibilities:** Work with HR and department heads to formally identify and document all project roles, responsibilities, and decision-making accountabilities within the defined governance framework.
3. **Establish Decision-Making Frameworks:** Define clear decision-making processes and escalation paths for all types of project decisions, ensuring alignment with company policies and risk management strategies. Engage legal and finance teams as necessary.
4. **Design Reporting Structure:** Based on stakeholder needs and defined decision-making flows, finalize the overall project reporting structure, including detailed reporting lines, frequencies, and content requirements for all stakeholder groups.
5. **Implement Templates and Dashboards:** Utilize the designed reporting templates and dashboard requirements to configure the chosen project management and business intelligence tools. This involves technical setup and integration.
6. **Communicate and Train:** Formally communicate the established governance model and reporting structure to all project teams and stakeholders. Conduct training sessions to ensure all participants understand their roles, reporting obligations, and how to utilize the new tools and templates effectively.
7. **Secure Formal Approval:** Present the complete governance model and reporting structure to key stakeholders and project sponsors for formal review and approval, securing their buy-in and commitment.

Checklist

1. ■ Define the scope, principles, and objectives of the project governance model.
2. ■ Identify and document all key project roles, responsibilities, and accountability for decision-making within the governance framework.
3. ■ Establish decision-making frameworks, processes, and escalation paths for various types of project decisions (e.g., technical, financial, strategic).
4. ■ Design the overall project reporting structure, including reporting lines, frequency, and content requirements for different stakeholder groups.
5. ■ Develop and standardize project reporting templates and dashboards.
6. ■ Communicate the established governance model and reporting structure to all project teams and stakeholders.
7. ■ Obtain formal approval and buy-in for the governance model and reporting structure from key stakeholders and project sponsors.