|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT PROGRESS REPORT** | | | |
| **Customer :** | Maybank | **Report Period:** | 01st Dec 2010 to 24th Dec 2010 |
| **Project :** | CAS Internet Portal | **Contract Value** | Total project value = RM |
| **Project Manager (Penril) :** | **Name:**  Amy Chuah | **Phone:**  +6012 | **Email:**  Amy.chuah@penril.net |
| **Client Project Manager** | **Name:**  Musmayati | **Phone:**  +603 2070 8833 ext ??? | **Email:**  @maybank.com.my |
| **Description:** | To implement the Central Authentication System for Maybank, the initiative to replace their current SSO system. | | |
|  | | | |
| **1. Project Objectives** | | | |
| The project objectives are to:   * To customize UPASS to CAS requirement * To install and setup CAS system * To load test CAS system | | | |

|  |
| --- |
| **2. Cumulative Progress Summary – To Date** |

|  |  |  |
| --- | --- | --- |
|  | ***Date*** | ***Period: 28 Dec 2010 – 31 Dec 2010*** |
|  | 28/12/2010 | Khurshid called for meeting for the below agenda:-  Venue: Menara Maybank 30th floor  Date/Time: 28/12/2010 2:30pm – 4pm  Attendance: Khurshid, Roslin, Aniza, Musmayati, Tan Lee Yong, Siew Wan Long, Denniell Cheang  We would like to have discussion with your team next Tue, the agenda is as follows:  1. CAS  2. eCustody demo  3. the number of staff from Penril for the 2 projects above (the project organization chart would be required)  4. to ascertain current server capacity for CAS  5. discussion on agreement  Meeting quick notes:-   1. Khurshid highlighted that there will be a new master agreement to be signed between Penril and Maybank. The completion of the contract sign off is depends on when the completion of the new master agreement process. The master agreement has passed to Penril for review and Penril will get back within this week. 2. Salina walkthrough Penril team the current Custody system and also did the live demo. 3. ?? questioned on how to do the load test on CAS. Lee Yong answered to do it using JMeter software which does not required to install to a designated PC. 4. Penril team to produce updated eCustody and CAS schedule to include SIT/UAT server setup and training in the schedule, eCustody and CAS PM’s CVs and Organization chart 5. Lee Yong to provide ?? CAS test script. Can get it from the previous project. |
|  | 29/12/2010 | Khurshid  Siew,  We have a SUN server avail running on Solaris 8 with the specs as provided below:  Server: SunFire V240  CPU: 2 X 1.5GHz  RAM: 2GB  Disk: 4x73GB, mirrored  We'd like to use this server for eCustody SIT/UAT.  The specs we received from you is as provided below, therefore please let us know if the above capacity is sufficient or upgrading is required? Please respond by tomorrow.  SUN Fire X4170  - 1 x Quadcore Intel 2.26 GHz Processor  - 4 x 300GB Harddisk  - 1 year Platinum Support & Maintenance c/w  - 24x7x2H onsite response & HW replacements  - 32GB DDR3 Memory  ---------------------------  Lee Yong answered on 20/12/2010  Dear Khurshid,  The RAM required to increase. 2GB is not enough.  The best can get the RAM 8GB.  4GB for SIT and 4G B for UAT. If not, might experience slowness.  ------------------  Mr. Koh responded the new master agreement to Khurshid. |
|  | 30/12/2010 | Lee Yong emailed Khurshid Penril Team organization chart, PM’s CV and updated schedule for eCustody and CAS.  “eCustody and CAS Penril's Organization Chart.pptx”, “Penril CVs for eCustody and CAS.pdf” and “Maybank eCustody and CAS Schedule 20101230.pdf” |
|  | 31/12/2010 | Lee Yong emailed Khurshid an updated eCustody and CAS schedule to add in training, “Maybank eCustody and CAS Schedule 20101231.pdf”  Lee Yong emailed Khurshid the sample CAS test script, “KFH UPASS Test Script.xls” |

|  |
| --- |
| **3. Current Period Progress Details** |

|  |  |  |
| --- | --- | --- |
|  | ***Date*** | ***Period: 01 Jan 2011 – 31 Jan 2011*** |
|  | 03/01/2011 | Khurshid confirmed the first requirement study meeting.  Venue: Menara Maybank 4th floor  Date/Time: 03/01/2011 2:00pm – 5pm  Attendance: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
|  | Project Status Overview |
|  | Design & Review Progress – 0%   * Completed first discussion on the wireframe * Come out the first look & feel design – in progress   Development Progress – 0%  UAT Progress - 0 %  Pending Items:-   1. Design delivery 2. Design sign off 3. Portal delivery 4. UAT sign off 5. Deployment to production |
|  |  |
| **4. Deliverables & Milestones** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Description | Responsibility | Plan Date | Actual Date of Completion | % Complete | Customer Approval (Y/N) | Date of Approval |
|  | Project Kick Off | Maybank/Penril |  | 13/07/10 | 100 | Y | 13/07/10 |
|  | Completion of Requirement study and design activities | Maybank /Penril |  |  | 0 | N |  |
|  | Design Signoff | Maybank /Penril |  |  | 0 | N |  |
|  | Development start | Penril |  |  | 0 | N |  |
|  | Hand over for UAT | Penril |  |  | 0 | N |  |
|  | UAT Signoff | Maybank /Penril |  |  | 0 | N |  |
|  | Deployment to Production | Maybank /Penril |  |  | 0 | N |  |
|  | Project Completion To Date | |  |  | 0 |  |  |

|  |
| --- |
| **5. Project Risks** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Balance Forward | Closed | New | Total Outstanding |
| Number(s) | - | - | - | - |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Case No | Risk & Impact | Mitigation | Customer/Penril | Impact H,M,L or Closed |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **6. Project Issue(s)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Balance Forward | Closed | New | Total Outstanding |
| Number(s) | 0 | 6 |  | - |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Case No | Risk & Impact | Mitigation | Customer/Penril | Impact H,M,L or Closed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **7. Change Request** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Y/N | Total |
| 1 | Request by Customer? |  |  |
| 2 | Request by Penril? |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CR NO | Date Request | Description | Man Days | Amount | Date Accepted | Progress |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **8a. Next Period Activities - Penril Datability (SEA) Sdn Bhd** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Description of Work | Start Date | Completion Date | Responsible |
|  | Development |  |  | Penril Team |
|  | UAT Assistance |  |  | Penril Team |
|  | Deployment Assistance |  |  | Penril Team |

|  |
| --- |
| **8b. Next Period Activities – Taylor University College** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Description of Work | Start Date | Completion Date | Responsible |
|  | UAT |  |  | Maybank Team |
|  | Deployment |  |  | Maybank Team |

|  |
| --- |
| **9. Payment Summary** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Amount | Invoice Date | Invoice No. | Amount Paid |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| No | Ageing Summary |  |
|  | Over 30 Days |  |
|  | Over 60 Days |  |
|  | Over 90 Days |  |
|  |  |  |
|  | Payment Issues: |  |

|  |
| --- |
| **10. Next Meeting**  **Date :**  **Venue:** |