

Tasks Not Completed Report

Generated Date: 2023-10-19







Projects: All Projects Tasks: All Tasks Group By: Responsibility







Tasks








Unspecified










| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
|--|---------------------|----------------|--------------------|--------------------|-------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Project Start Date | Task | | 93% | 2023-07-27 | 2023-10-14 | 97% | 2023-07-27 | | 2023-10-14 | (5) |
| Project Management | Summary Task | | 100% | 2023-09-29 | 2023-10-08 | 65% | 2023-09-29 | | 2023-10-08 | (11) |
| Stage 3 - Planning | Summary Task | | 100% | 2023-10-04 | 2023-10-05 | 59% | 2023-10-04 | | 2023-10-05 | (14) |
| Project Management Plan | Summary Task | | 100% | 2023-10-04 | 2023-10-04 | 85% | 2023-10-04 | | 2023-10-04 | (15) |
| <i>Project Management Plan: Complete</i> | <i>Milestone</i> | | <i>100%</i> | <i>2023-10-04</i> | <i>2023-10-04</i> | <i>0%</i> | | | | <i>(15)</i> |
| Planning Gate Review | Summary Task | | 100% | 2023-10-04 | 2023-10-05 | 0% | | | | (14) |
| <i>Planning Gate Review: Complete</i> | <i>Milestone</i> | | <i>100%</i> | <i>2023-10-05</i> | <i>2023-10-05</i> | <i>0%</i> | | | | <i>(14)</i> |
| <i>Planning: Complete</i> | <i>Milestone</i> | | <i>100%</i> | <i>2023-10-05</i> | <i>2023-10-05</i> | <i>0%</i> | | | | <i>(14)</i> |
| System Requirements | Summary Task | | 100% | 2023-09-01 | 2023-09-22 | 96% | 2023-09-01 | | 2023-09-22 | (27) |
| Iteration 1 | Summary Task | | 100% | 2023-07-10 | 2023-09-18 | 79% | 2023-07-10 | | 2023-09-18 | (31) |
| <i>SRS, Design Spec, Test Packs</i> | <i>Milestone</i> | | <i>100%</i> | <i>2023-09-22</i> | <i>2023-09-22</i> | <i>0%</i> | | | | <i>(27)</i> |
| Generate Savings Ideas | Summary Task | | 100% | 2023-09-30 | 2023-10-07 | 57% | 2023-09-30 | | 2023-10-07 | (12) |
| Implement Cost Reduction Ideas | Summary Task | | 100% | 2023-10-08 | 2023-10-09 | 0% | | | | (10) |
| <i>Implementation Plans signed on</i> | <i>Milestone</i> | | <i>100%</i> | <i>2023-10-09</i> | <i>2023-10-09</i> | <i>0%</i> | | | | <i>(10)</i> |
| Test Solution | Summary Task | | 100% | 2023-09-01 | 2023-09-18 | 22% | 2023-09-01 | | 2023-09-18 | (31) |
| <i>Testing - Iteration 1 complete</i> | <i>Milestone</i> | | <i>100%</i> | <i>2023-09-18</i> | <i>2023-09-18</i> | <i>0%</i> | | | | <i>(31)</i> |



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|--|---------------------|------|------------|------------|-----|------------|--|------------|------|
| <i>Iteration 1 Complete</i> | <i>Milestone</i> | 100% | 2023-09-18 | 2023-09-18 | 0% | | | | (31) |
| Requirements Analyses | Summary Task | 100% | 2023-08-24 | 2023-09-14 | 57% | 2023-08-24 | | 2023-09-14 | (35) |
| <i>Requirements Analyses - Iteration 2 complete</i> | <i>Milestone</i> | 100% | 2023-09-14 | 2023-09-14 | 0% | | | | (35) |
| System requirements & design | Summary Task | 100% | 2023-09-04 | 2023-10-09 | 1% | 2023-09-04 | | 2023-10-09 | (10) |
| <i>System Requirements and Design - Iteration 3 complete</i> | <i>Milestone</i> | 100% | 2023-10-09 | 2023-10-09 | 0% | | | | (10) |
| Development | Summary Task | 100% | 2023-09-14 | 2023-09-29 | 0% | | | | (20) |
| <i>Development - Iteration 3 complete</i> | <i>Milestone</i> | 100% | 2023-09-29 | 2023-09-29 | 0% | | | | (20) |
| Business Process Changes | Summary Task | 100% | 2023-09-30 | 2023-10-15 | 0% | | | | (4) |
| <i>Business Process Changes implemented</i> | <i>Milestone</i> | 100% | 2023-10-15 | 2023-10-15 | 0% | | | | (4) |



| Alan Werner | | | | | | | | | | |
|--|------|---|--------------------|--------------------|------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Analyse the buyer, user and buying process | Task |  Alan Werner | 100% | 2023-10-07 | 2023-10-07 | 62% | 2023-10-07 | | 2023-10-07 | (12) |
| Map consumer behaviour | Task |  Alan Werner | 100% | 2023-10-08 | 2023-10-08 | 0% | | | | (11) |
| Segmentation | Task |  Alan Werner | 0% | 2023-10-09 | 2023-10-13 | 0% | | | | (6) |
| Documented and verified Consumer Analysis | Task |  Alan Werner | 0% | 2023-10-14 | 2023-10-16 | 0% | | | | (3) |



| Barry Atkins | | | | | | | | | | |
|--|------|--|--------------------|--------------------|------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Define contextual picture of Organization's processes | Task |  Barry Atkins | 0% | 2023-10-09 | 2023-10-12 | 0% | | | | (7) |
| Identify all major processes | Task |  Barry Atkins | 0% | 2023-10-09 | 2023-10-13 | 0% | | | | (6) |
| Analyse impact of requirements on system & environment | Task |  Barry Atkins | 100% | 2023-09-04 | 2023-09-07 | 6% | 2023-09-04 | | 2023-09-07 | (42) |
| Document systems requirements & test criteria | Task |  Barry Atkins | 100% | 2023-09-14 | 2023-09-21 | 0% | | | | (28) |
| Design solution based on requirements | Task |  Barry Atkins | 100% | 2023-09-22 | 2023-09-30 | 0% | | | | (19) |
| Peer Quality Review | Task |  Barry Atkins | 100% | 2023-10-01 | 2023-10-09 | 0% | | | | (10) |









| Evelyn Nolte | | | | | | | | | | |
|---|------|--|--------------------|--------------------|------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Deploy Ushers | Task |  Evelyn Nolte | 100% | 2023-10-05 | 2023-10-10 | 0% | | | | (9) |
| Host Speakers | Task |  Evelyn Nolte | 100% | 2023-10-10 | 2023-10-16 | 0% | | | | (3) |
| Build solution according to design | Task |  Evelyn Nolte | 100% | 2023-09-14 | 2023-09-16 | 0% | | | | (33) |
| Peer Quality Review of code & documentation | Task |  Evelyn Nolte | 100% | 2023-09-17 | 2023-09-29 | 0% | | | | (20) |
| Communicate changes to Business Processes | Task |  Evelyn Nolte | 100% | 2023-09-30 | 2023-10-07 | 0% | | | | (12) |
| Train staff on New Business Process | Task |  Evelyn Nolte | 100% | 2023-10-08 | 2023-10-09 | 0% | | | | (10) |
| Train Staff of Front-end functionality | Task |  Evelyn Nolte | 100% | 2023-10-12 | 2023-10-15 | 0% | | | | (4) |

















| Harry Adams | | | | | | | | | | |
|--|------------------|--|--------------------|--------------------|-------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Produce Stakeholder Analysis | Task |  Harry Adams | 0% | 2023-10-15 | 2023-10-15 | 0% | | | | (4) |
| <i>Stakeholder Analysis: Complete</i> | <i>Milestone</i> |  <i>Harry Adams</i> | <i>0%</i> | <i>2023-10-15</i> | <i>2023-10-15</i> | <i>0%</i> | | | | (4) |
| Conduct Initiation Workshop | Task |  Harry Adams | 0% | 2023-10-16 | 2023-10-16 | 0% | | | | (3) |
| Distinguish Ideas: Cost Reduction, Strat Proc, Process | Task |  Harry Adams | 100% | 2023-10-03 | 2023-10-07 | 14% | 2023-10-03 | | 2023-10-07 | (12) |
| Develop Business Case/ Implementation Plan | Task |  Harry Adams | 100% | 2023-10-08 | 2023-10-08 | 0% | | | | (11) |
| Review & Obtain Sign On for Implementation | Task |  Harry Adams | 100% | 2023-10-09 | 2023-10-09 | 0% | | | | (10) |
| Obtain Supplier List per Commodity | Task |  Harry Adams | 80% | 2023-10-10 | 2023-10-16 | 0% | | | | (3) |
| Unit Testing | Task |  Harry Adams | 100% | 2023-09-04 | 2023-09-08 | 4% | 2023-09-04 | | 2023-09-08 | (41) |
| Integration Testing | Task |  Harry Adams | 100% | 2023-09-09 | 2023-09-14 | 0% | | | | (35) |




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|--|------|---|------|------------|------------|----|------|
| User Acceptance Testing | Task |  Harry Adams | 100% | 2023-09-15 | 2023-09-18 | 0% | (31) |
| Analyse impact of requirements on system & environment | Task |  Harry Adams | 100% | 2023-10-05 | 2023-10-14 | 0% | (5) |

| Jane Branch | | | | | | | | | | |
|--|------|---|--------------------|--------------------|------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Review & Approve PMP (Account Manager) | Task |  Jane Branch | 100% | 2023-10-04 | 2023-10-04 | 79% | 2023-10-04 | | 2023-10-04 | (15) |
| Define Testing Criteria | Task |  Jane Branch | 100% | 2023-09-15 | 2023-09-22 | 89% | 2023-09-15 | | 2023-09-22 | (27) |


| Manny Sanchez | | | | | | | | | | |
|--|------|---|--------------------|--------------------|------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Create Invitee list of potential customers | Task |  Manny Sanchez | 100% | 2023-10-05 | 2023-10-11 | 0% | | | | (8) |
| Post Info to Website and Maintain | Task |  Manny Sanchez | 76% | 2023-10-11 | 2023-10-18 | 0% | | | | (1) |

| Mary Eksteen | | | | | | | | | | |
|--|------------------|---|--------------------|--------------------|-------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Schedule Planning Workshop(s) | Task |  Mary Eksteen | 100% | 2023-10-08 | 2023-10-08 | 16% | 2023-10-08 | | 2023-10-08 | (11) |
| Conduct Planning Workshop(s) | Task |  Mary Eksteen | 100% | 2023-10-08 | 2023-10-08 | 16% | 2023-10-08 | | 2023-10-08 | (11) |
| Produce Project Management Plan | Task |  Mary Eksteen | 100% | 2023-10-08 | 2023-10-08 | 16% | 2023-10-08 | | 2023-10-08 | (11) |
| Review & Approve PMP | Task |  Mary Eksteen | 100% | 2023-10-08 | 2023-10-08 | 16% | 2023-10-08 | | 2023-10-08 | (11) |
| Scan & Upload PMP to PPO | Task |  Mary Eksteen | 100% | 2023-10-08 | 2023-10-08 | 16% | 2023-10-08 | | 2023-10-08 | (11) |
| <i>Project Management Plan: Complete</i> | <i>Milestone</i> |  <i>Mary Eksteen</i> | <i>100%</i> | <i>2023-10-08</i> | <i>2023-10-08</i> | <i>0%</i> | | | | <i>(11)</i> |
| Define improved process flows | Task |  Mary Eksteen | 0% | 2023-10-09 | 2023-10-15 | 0% | | | | (4) |
| Peer Quality Review | Task |  Mary Eksteen | 100% | 2023-09-07 | 2023-09-14 | 0% | | | | (35) |

| Peter Fraklin | | | | | | | | | | |
|--|------|---|--------------------|--------------------|------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Phone all debtors > 30 days & arrange payment | Task |  Peter Fraklin | 100% | 2023-09-24 | 2023-09-30 | 93% | 2023-09-24 | | 2023-09-30 | (19) |
| Hand Non-paying over to Legal team | Task |  Peter Fraklin | 100% | 2023-09-30 | 2023-10-07 | 0% | | | | (12) |
| Offer settlement discounts for early payment | Task |  Peter Fraklin | 29% | 2023-10-07 | 2023-10-15 | 0% | | | | (4) |
| Produce Project Management Plan | Task |  Peter Fraklin | 100% | 2023-10-04 | 2023-10-04 | 79% | 2023-10-04 | | 2023-10-04 | (15) |
| Scan & Upload PMP to PPO | Task |  Peter Fraklin | 100% | 2023-10-04 | 2023-10-04 | 79% | 2023-10-04 | | 2023-10-04 | (15) |
| Request Planning Gate Review | Task |  Peter Fraklin | 100% | 2023-10-04 | 2023-10-04 | 0% | | | | (15) |
| Planning Gate Review (PRC Meeting) | Task |  Peter Fraklin | 100% | 2023-10-04 | 2023-10-04 | 0% | | | | (15) |
| Review & Approve Planning Gate Review (PRC) | Task |  Peter Fraklin | 100% | 2023-10-05 | 2023-10-05 | 0% | | | | (14) |
| Siswe Khumalo | | | | | | | | | | |
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Logical Design | Task |  Siswe Khumalo | 40% | 2023-10-07 | 2023-10-13 | 3% | 2023-10-07 | | 2023-10-13 | (6) |
| Review & Approve PMP (Project Owner) | Task |  Siswe Khumalo | 100% | 2023-10-04 | 2023-10-04 | 79% | 2023-10-04 | | 2023-10-04 | (15) |
| Steven Rouchester | | | | | | | | | | |
| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
| Conduct Planning Workshop(s) | Task |  Steven Rouchester | 100% | 2023-10-15 | 2023-10-16 | 91% | 2023-10-15 | | 2023-10-16 | (3) |
| Review & Approve PMP (Project Sponsor) | Task |  Steven Rouchester | 100% | 2023-10-04 | 2023-10-04 | 79% | 2023-10-04 | | 2023-10-04 | (15) |
| Perfrom a Stock count of the high volume and value stores | Task |  Steven Rouchester | 100% | 2023-09-21 | 2023-09-30 | 96% | 2023-09-21 | | 2023-09-30 | (19) |
| Evaluate the stock aging system for old or slow moving stock | Task |  Steven Rouchester | 100% | 2023-09-30 | 2023-10-05 | 0% | | | | (14) |
| Consider returning stock to suppliers | Task |  Steven Rouchester | 93% | 2023-10-05 | 2023-10-09 | 0% | | | | (10) |
| Sell off redundant stock to cover costs | Task |  Steven Rouchester | 0% | 2023-10-09 | 2023-10-15 | 0% | | | | (4) |

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|---|------|---|------|------------|------------|----|------|
| Define the specifications required | Task |  Steven Rouchester | 100% | 2023-10-05 | 2023-10-09 | 0% | (10) |
| Specifications Finalised | Task |  Steven Rouchester | 100% | 2023-10-09 | 2023-10-11 | 0% | (8) |
| Obtain Quotes & Payment Schedule for Spec | Task |  Steven Rouchester | 95% | 2023-10-11 | 2023-10-17 | 0% | (2) |

Tracey Marais

| Name | Type | Responsibility | Planned Progress % | Planned Start Date | Planned End Date | Actual Progress % | Actual Start Date | Actual End Date | Estimated End Date | Days Overdue |
|--|------|---|--------------------|--------------------|------------------|-------------------|-------------------|-----------------|--------------------|--------------|
| Document User requirements & test criteria | Task |  Tracey Marais | 100% | 2023-08-31 | 2023-09-04 | 82% | 2023-08-31 | | 2023-09-04 | (45) |