|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | Fly Away Plus | Project Code | FAP |
| Author | Lê Minh Thúy | Project Manager | Hoàng Nghĩa Đức |
| Date of Report | 22-05-2015 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 11-05-2015 – 22-05-2015 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 11-05-2015 |  |
| Estimated end-date | 17-08-2015 |  |
| Team size | 6 members | Hoàng Nghĩa Đức  Dương Thanh Hải  Nguyễn Minh Hoàng  Phan Tiến Lực  Trần Mạnh Hiếu  Lê Minh Thúy |
| Total estimated effort | 360 person day | 1 day = 5 hours |
| Total effort spent |  |  |
| Effort spent in this period | 60 person day |  |
| Total effort left | None |  |

# Customer Complaints[[2]](#footnote-2)

None

# Customer Support[[3]](#footnote-3)

None

# Change Management[[4]](#footnote-4)

None

# Quality Activities

None

# Tasks matches/missed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Status | Remark | Re-schedule |
| Prepare project | Team member | 15/05/2015 | Done |  |  |
| Define project situation | Team member | 15/05/2015 | Done |  |  |
| Define system scope | Team member | 15/05/2015 | Done |  |  |
| Project schedule | DucHN | 22/05/2015 | Done |  |  |
| Project Plan | DucHN | 22/05/2015 | Done |  |  |
| Q&A management | LucPT | 20/05/2015 | Done |  |  |
| Research development technology | HaiDT | 22/05/2015 | Done |  |  |
| Report 1 | Team member | 22/05/2015 | Done |  |  |
| Progress report 1 | ThuyLM | 22/05/2015 | Done |  |  |
| User Requirement Specification | HieuTM  LucPT,  ThuyLM | 22/05/2015 | 25% |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Design screen prototype | HieuTM  HoangNM | 29/05/2015 | 29/05/2015 |
| Develop project definition | Team member | 25/05/2015 | 29/05/2015 |
| Work breakdown structure | DucHN | 29/05/2015 | 29/05/2015 |
| Report 2 | Team member | 05/06/2015 | 05/06/2015 |
| Progress report 2 | ThuyLM | 05/06/2015 | 05/06/2015 |
| Technology Research | HaiDT | 29/05/2015 | 01/06/2015 |

# Problems and Suggestions

N/A

***Author***

***Lê Minh Thúy***

1. Duration of reporting period is defined in project plan as daily, weekly, be-weekly and monthly. It’s weekly by default. Report may be performed on verbal form in meetings. [↑](#footnote-ref-1)
2. If no customer complaint is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-2)
3. If no customer request is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-3)
4. If no change request is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-4)