|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **C:\Documents and Settings\hattn2\Desktop\Logo FSOFT\FSOFT-new-vertical.jpg** | project progress report | | | | |
| Project Name | I Volunteer Social Network | Project Code | IVSN |
| Author | Nguyễn Minh Đức | Project Manager | Nguyễn Minh Đức |
| Date of Report | 22-05-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 10-05-2016 – 22-05-2016 | Bùi Đình Chiến |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 09-05-2016 |  |
| Estimated end-date | 26-08-2016 |  |
| Team size | 5 members | Nguyễn Minh Đức  Nguyễn Văn Tâm  Nguyễn Thạc Sơn  Võ Tôn Phúc  Phạm Văn Trọng |
| Total estimated effort | 375 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)

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

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

# Quality Activities

# Tasks matches/missed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Status | Remark | Re-schedule |
| Prepare project | Team member | 09-05-2016 | Done |  |  |
| Define project situation | Team member | 09-05-2016 | Done |  |  |
| Define system scope | Team member | 09-05-2016 | Done |  |  |
| Project schedule | DucNM | 21-05-2016 | Done |  |  |
| Project Plan | DucNM | 21-05-2016 | Done |  |  |
| Q&A management | TamNV | 19-05-2016 | Done |  |  |
| Report 1 | Team member | 21-05-2016 | Done |  |  |
| Progress report 1 | DucNM  TamNV | 21-05-2016 | Done |  |  |
| Software Requirement Specification | PhucVT  TrongPV | 19-05-2016 | Done |  |  |
| User Requirement Specification | TamNV | 18-05-2016 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Design screen prototype | PhucVT | 31-05-2016 | 31-05-2016 |
| Develop project definition | Team member | 31-05-2016 | 31-05-2016 |
| Work breakdown structure | DucNM | 02-06-2016 | 02-06-2016 |
| Technology Research | SonNT | 03-06-2016 | 03-06-2016 |
| Architecture Design | DucNM | 03-06-2016 | 03-06-2016 |
| Data Design | SonNT | 02-06-2016 | 02-06-2016 |
| Class Design | Tam NV | 03-06-2016 | 03-06-2016 |
| Report 2 | Team member | 03-06-2016 | 03-06-2016 |
| Progress report 2 | TamNV  DucNM | 02-06-2016 | 02-06-2016 |

# Problems and Suggestions

***Author***

1. Duration of reporting period is defined in project plan as daily, weekly, be-weekly, 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)