|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **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 | 19-08-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 12-08-2016 – 19-08-2016 | 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 |
| Deployment | Team member | 16-08-2016 | Done |  |  |
| Create Final Report document | Team Member | 17-08-2016 | Done |  |  |
| Create Installing Guide | TrongPV | 17-08-2016 | Done |  |  |
| Create User Guideline | TamNV | 17-08-2016 | Done |  |  |
| Create Project Result Assessment | SonNT | 17-08-2016 | Done |  |  |
| Create Slides for Final Presentation | PhucVT | 17-08-2016 | Done |  |  |
| Training presentation | Team Member | 18-08-2016 | Done |  |  |
| Create report 6 | Team Member | 18-08-2016 | Done |  |  |
| Create progress 6 | DucNM | 18-08-2016 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Prepare Final Report and Source Code | Team Member | 19-08-2016 | 19-08-2016 |
| Conduct project review-lessons learned | Team Member | 19-08-2016 | 19-08-2016 |
| Complete Presentation Slide | Team Member | 19-08-2016 | 19-08-2016 |
| Submit Final document and CD Source Code | Team Member | 19-08-2016 | 19-08-2016 |

# 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)