Prepared by: A.S De Silva

DAILY LOG			FORM 01 Ref: Daily Log V4.0 Version: 4.0	
Programme: SPPM		**Project: E-commerce website for Caramels and Almonds**	**PRINCE2**	
Date	**Person Responsible**	**Action/Comment**	**Target Date**	**Result**
10/07/2023	R.S Senarathna	Finalize the Burn-up and Burn-down diagrams	11/07/2023	Completed
10/07/2023	H.M.Pumudi Chamalka Kumari Herath	Prepare the SBS, AOA, PDM and Earned value analysis	14/07/2023	Completed
10/07/2023	Hasini Jayasekara Vithanage A.S De Silva	Prepare the Highlight report 1	13/07/2023	Completed
10/07/2023	Hasini Jayasekara Vithanage A.S De Silva	Prepare the Work Package for Sprint01	14/07/2023	Completed
10/07/2023	Pruthuvi Wijesinghe	Prepare the Exception report for Sprint 01	15/07/2023	Completed
12/07/2023	A.S De Silva	Prepare the risk log version 1.3	13/07/2023	Completed
12/07/2023	A.S De Silva	Prepare the risk plan for week 05	13/07/2023	Completed
12/07/2023	R.S Senarathna	Prepare the Project Quality Log	15/07/2023	Completed
12/07/2023	R.S Senarathna	Prepare the quality checklist for week 05 and product checklist	15/07/2023	Completed
13/07/2023	Hasini Jayasekara Vithanage	Prepare the board meeting minutes	14/07/2023	Completed