Date: 22nd July 2023

QUALITY LOG								FORM Version: 1.2	
Programme: SPPM				**Project:** E-commerce website for Caramels and Almonds				PRINCE2	
Ref No	Product	Method	Staff Responsible	Planned Date	Actual Date	Result	No of Action Items	Target Sign-off Date	Actual Sign-off Date
01	Project Brief	Inspection	Hasini Jayasekara Vithanage - Scheduling Manager A.S De Silva - Risk Manager	12/06/2023	13/06/2023	Finalized Document under the correct format	1	18/06/2023	18/06/2023
02	Communication Plan	Inspection	Hasini Jayasekara Vithanage - Scheduling Manager	19/06/2023	20/06/2023	Finalized Document under the correct format	1	25/06/2023	25/06/2023
03	Product Description	Inspection	Pruthuvi Wijesinghe - Project Manager	19/06/2023	20/06/2023	Finalized Document under the correct format	1	25/06/2023	25/06/2023
04	Business Case	Inspection	Pruthuvi Wijesinghe - Project Manager	26/06/2023	27/06/2023	Finalized Document under the correct format	1	02/07/2023	02/07/2023

05	Feasibility Report	Inspection	Hasini Jayasekara Vithanage - Scheduling Manager A.S De Silva - Risk Manager R.S Senarathna - Quality Manager	26/06/2023	27/07/2023	Finalized Document under the correct format	1	02/07/2023	02/07/2023
06	Quality Plan	Inspection	R.S Senarathna - Quality Manager A.S De Silva - Risk Manager	26/06/2023	27/07/2023	Finalized Document under the correct format	2	02/07/2023	07/07/2023
07	SRS Report	Inspection	A.S De Silva – Risk Manager R.S Senarathna – Quality Manager Hasini Jayasekara Vithanage - Scheduling Manager H.M. Pumudi Herath – Start-up Manager	26/06/2023	27/07/2023	Finalized Document under the correct format	1	02/07/2023	02/07/2023

08	Project Plan	Inspection	H.M. Pumudi Herath – Start-up Manager A.S De Silva – Risk Manager R.S Senarathna – Quality Manager	19/06/2023	20/06/2023	Finalized Document under the correct format	2	25/06/2023	06/07/2023
09	Project PID	Inspection	Hasini Jayasekara Vithanage - Scheduling Manager A.S De Silva - Risk Manager R.S Senarathna - Quality Manager	19/06/2023	20/06/2023	Finalized PID under the correct format	2	25/06/2023	06/07/2023
10	Stage Plan Sprint 01	Inspection	A.S De Silva – Risk Manager H.M Pumudi Herath – Start-up Manager	04/07/2023	05/07/2023	Finalized Document under the correct format	2	09/07/2023	09/07/2023
04	Configuration management plan	Inspection	Hasini Jayasekara Vithanage – Scheduling Manager	03/07/2023	04/07/2023	Finalized Document under the correct format	1	07/07/2023	07/07/2023
11	Work Package for Sprint01	Inspection	Hasini Jayasekara	03/07/2023	04/07/2023	Finalized Work	2	09/07/2023	14/07/2023

			Vithanage - Scheduling Manager A.S De Silva - Risk Manager			Package for Sprint 01 under the correct format			
12	Exception report Sprint 01	Inspection	Pruthuvi Wijesinghe - Project Manager	10/07/2023	11/07/2023	Finalized Document under the correct format	1	15/07/2023	15/07/2023
13	Highlight Report 01	Inspection	Hasini Jayasekara Vithanage - Scheduling Manager A.S De Silva - Risk Manager	11/07/2023	12/07/2023	Finalized highlight report under the correct format	1	20/07/2023	21/07/2023
14	Test Plan	Inspection	R.S Senarathna – Quality Manager	18/07/2023	19/07/2023	Finalized Document under the correct format	1	21/07/2023	22/07/2023