

| PRODUCT CHECKLIST | | | | | | | FORM Ref: Version: 1.4 | |
|--------------------------|--|-------------------------------------|---|------------|---|------------|-------------------------------------|------------|
| Programme: SPPM | | | Project: E-commerce website for Caramels and Almonds | | | | PRINCE2 | |
| Plan ID | Product Ref | Product | Draft Ready Planned Actual | | Quality Check Planned Actual | | Approval Planned Actual | |
| 01 | ProjectInitiationDocu ment_Caramelsand Almonds | PID | 23/06/2023 | 24/06/2023 | 06/07/2023 | 07/07/2023 | 09/07/2023 | 09/07/2023 |
| 02 | ProjectPlan_Caram elsandAlmonds | Project Plan | 23/06/2023 | 24/06/2023 | 06/07/2023 | 07/07/2023 | 09/07/2023 | 09/07/2023 |
| 03 | ProjectQualityPlan_ CaramelsandAlmon ds | Quality Plan | 30/06/2023 | 01/07/2023 | 06/07/2023 | 07/07/2023 | 09/07/2023 | 09/07/2023 |
| 04 | ConfigurationManag ementPlan_Caramol sAndAlmomds | Configuration Management Plan | 05/07/2023 | 06/07/2023 | 06/07/2023 | 07/07/2023 | 09/07/2023 | 09/07/2023 |
| 05 | StagePlan_Caramel sandAlmonds | Stage Plan | 05/07/2023 | 06/07/2023 | 06/07/2023 | 07/07/2023 | 09/07/2023 | 09/07/2023 |
| 06 | WorkPackage_Cara melsandAlmonds | Work Package | 07/07/2023 | 08/08/2023 | 14/07/2023 | 15/07/2023 | 16/07/2023 | 16/07/2023 |

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| 07 | ExceptionReport_C aramelsandAlmonds | Exception Report | 07/07/2023 | 08/08/2023 | 14/07/2023 | 15/07/2023 | 16/07/2023 | 16/07/2023 |
| 08 | HighlightReport1_C aramelsandAlmonds | Highlight Report1 | 17/07/2023 | 18/07/2023 | 21/07/2023 | 22/07/2023 | 23/07/2023 | 23/07/2023 |
| 09 | | General Design | 14/07/2023 | 15/07/2023 | 22/07/2023 | 22/07/2023 | 23/07/2023 | 23/07/2023 |
| 10 | | Base theme | 12/07/2023 | 13/07/2023 | 22/07/2023 | 22/07/2023 | 23/07/2023 | 23/07/2023 |
| 11 | | Plugins | 14/07/2023 | 15/07/2023 | 22/07/2023 | 22/07/2023 | 23/07/2023 | 23/07/2023 |
| 12 | | User Interfaces | 14/07/2023 | 15/07/2023 | 22/07/2023 | 22/07/2023 | 23/07/2023 | 23/07/2023 |
| 13 | | Functions (Buttons clicks, Links) | 18/07/2023 | 19/07/2023 | 22/07/2023 | 22/07/2023 | 23/07/2023 | 23/07/2023 |
| 14 | | Contents of the pages | 14/07/2023 | 15/07/2023 | 22/07/2023 | 22/07/2023 | 23/07/2023 | 23/07/2023 |
| 15 | Highlight report 02_CaramelsandAl monds | Highlight Report 02 | 26/07/2023 | 27/07/2023 | 28/07/2023 | 28/07/2023 | 29/07/2023 | 29/07/2023 |
| 16 | WorkPackage2_Car amelsandAlmonds | Work Package 02 | 26/07/2023 | 27/07/2023 | 28/07/2023 | 28/07/2023 | 29/07/2023 | 29/07/2023 |

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| 17 | StagePlan2_CaramelsandAlmonds | Stage Plan 02 | 26/07/2023 | 27/07/2023 | 28/07/2023 | 28/07/2023 | 29/07/2023 | 29/07/2023 |
| 18 | ProjectApproach_CaramelsandAlmonds | Project Approach | 02/08/2023 | 03/08/2023 | 04/08/2023 | 05/08/2023 | 06/08/2023 | 06/08/2023 |
| 19 | IssueLog_CaramelsandAlmonds | Issue Log | 02/08/2023 | 03/08/2023 | 04/08/2023 | 05/08/2023 | 06/08/2023 | 06/08/2023 |
| 20 | CodeofConduct_CaramelsandAlmonds | Code of Conduct | 02/08/2023 | 03/08/2023 | 04/08/2023 | 05/08/2023 | 06/08/2023 | 06/08/2023 |
| 21 | LessonsLearnedLog_CaramelsandAlmonds | Lessons Learned Log | 04/08/2023 | 05/08/2023 | 04/08/2023 | 05/08/2023 | 06/08/2023 | 06/08/2023 |
| 22 | StagePlanSprint03_CaramelsandAlmonds | Stage Plan for Sprint 03 | 10/08/2023 | 11/08/2023 | 11/08/2023 | 12/08/2023 | 13/08/2023 | 13/08/2023 |
| 23 | WorkPackageSprint03_CaramelsandAlmonds | Work Package for Sprint 03 | 10/08/2023 | 11/08/2023 | 11/08/2023 | 12/08/2023 | 13/08/2023 | 13/08/2023 |
| 24 | HighlightReport03_CaramelsandAlmonds | Highlight Report 03 | 10/08/2023 | 11/08/2023 | 11/08/2023 | 12/08/2023 | 13/08/2023 | 13/08/2023 |

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| 25 | ProjectEndReport_ CaramelsandAlmonds | Project End Report | 10/08/2023 | 11/08/2023 | 11/08/2023 | 12/08/2023 | 13/08/2023 | 13/08/2023 |
| 26 | LessonsLearnedReport_ CaramelsandAlmonds | Lessons Learned Report | 11/08/2023 | 12/08/2023 | 11/08/2023 | 12/08/2023 | 13/08/2023 | 13/08/2023 |