

DAILY LOG				FORM 01 Ref: Daily Log V1.0 Version: 1.0
Programme: SPPM		Project: E-commerce website for Caramels and Almonds		PRINCE2
Date	Person Responsible	Action/Comment	Target Date	Result
19/06/2023	Hasini Jayasekara Vithanage	Prepare the Gantt chart of the proposed project	21/06/2023	Completed
19/06/2023	Hasini Jayasekara Vithanage	Prepare the communication plan	22/06/2023	Completed
19/06/2023	H.M.Pumudi Chamalka Kumari Herath R.S Senarathna	Prepare the project proposal for the client	21/06/2023	Completed
20/06/2023	A.S De Silva R.S Senarathna Hasini Jayasekara Vithanage	Prepare the project initiation document (PID)	23/06/2023	Completed
20/06/2023	Pruthuvi Wijesinghe	Prepare the product description	23/06/2023	Completed
20/06/2023	H.M.Pumudi Chamalka Kumari Herath R.S Senarathna	Prepare the project plan	23/06/2023	Completed
21/06/2023	A.S De Silva	Prepare the product breakdown structure and the product flow diagram	23/06/2023	Completed
21/06/2023	R.S Senarathna	Prepare the quality checklist for week 02	22/06/2023	Completed
22/06/2023	All members	Discussion with the client	22/06/2023	Completed
22/06/2023	A.S De Silva	Prepare the risk log version 01	23/06/2023	Completed
22/06/2023	Hasini Jayasekara Vithanage	Prepare the client meeting minutes and board meeting minutes	23/06/2023	Completed