

DAILY LOG				FORM 01 Ref: Daily Log V6.0 Version: 6.0
Programme: SPPM		Project: E-commerce website for Caramels and Almonds		PRINCE2
Date	Person Responsible	Action/Comment	Target Date	Result
25/07/2023	Hasini Jayasekara Vithanage A.S De Silva R.S Senarathna	Prepare highlight report 02	28/07/2023	Completed
25/07/2023	Hasini Jayasekara Vithanage A.S De Silva	Prepare Work Package 02	28/07/2023	Completed
25/07/2023	H.M.Pumudi Chamalka Kumari Herath A.S De Silva	Prepare Stage Plan Sprint 02	28/07/2023	Completed
25/07/2023	A.S De Silva	Prepare the risk log version 1.5	27/07/2023	Completed
25/07/2023	A.S De Silva	Prepare the risk plan for week 07	27/07/2023	Completed
25/07/2023	A.S De Silva	Prepare the risk register	27/07/2023	Completed
25/07/2023	A.S De Silva	Prepare the Qualitative risk analysis	27/07/2023	Completed
25/07/2023	A.S De Silva	Prepare the risk profiling table	27/07/2023	Completed
25/07/2023	R.S Senarathna	Prepare the quality checklist and product checklist for week 07	28/07/2023	Completed
25/07/2023	R.S Senarathna	Prepare the quality log version 1.3	28/07/2023	Completed

Prepared by: A.S De Silva

25/07/2023	R.S Senarathna	Generate the test report	28/07/2023	Completed
25/07/2023	R.S Senarathna	Prepare EV analysis report up to week 7	28/07/2023	Completed
28/07/2023	Hasini Jayasekara Vithanage	Prepare board meeting and client meeting minutes	28/07/2023	Completed