

DAILY LOG				FORM 01 Ref: Daily Log V5.0 Version: 5.0
Programme: SPPM		Project: E-commerce website for Caramels and Almonds		PRINCE2
Date	Person Responsible	Action/Comment	Target Date	Result
18/07/2023	Hasini Jayasekara Vithanage A.S De Silva	Prepare highlight report 01	21/07/2023	Completed
18/07/2023	H.M.Pumudi Chamalka Kumari Herath	Update AOA and PDM	19/07/2023	Completed
18/07/2023	H.M.Pumudi Chamalka Kumari Herath	Prepare RACI matrix	21/07/2023	Completed
18/07/2023	A.S De Silva	Prepare the risk log version 1.4	21/07/2023	Completed
18/07/2023	A.S De Silva	Prepare the risk plan for week 06	21/07/2023	Completed
18/07/2023	A.S De Silva	Prepare the risk register	21/07/2023	Completed
18/07/2023	A.S De Silva	Prepare qualitative risk analysis and quantitative risk analysis	21/07/2023	Completed
18/07/2023	R.S Senarathna	Prepare the quality checklist and product checklist for week 06	21/07/2023	Completed
18/07/2023	R.S Senarathna	Prepare the quality log version 1.2	21/07/2023	Completed
18/07/2023	R.S Senarathna	Prepare the EV report	21/07/2023	Completed
18/07/2023	R.S Senarathna	Prepare test cases and test plans	21/07/2023	Completed

Prepared by: A.S De Silva

18/07/2023	Pruthuvi Wijesinghe	Prepare Work Package for Sprint 02	22/07/2023	Completed
20/07/2023	Hasini Jayasekara Vithanage	Prepare board meeting and client meeting minutes	21/07/2023	Completed