

DAILY LOG				FORM 01 Ref: Daily Log V4.0 Version: 4.0
Programme: SPPM		Project: E-commerce website for Caramels and Almonds		PRINCE2
Date	Person Responsible	Action/Comment	Target Date	Result
10/07/2023	R.S Senarathna	Finalize the Burn-up and Burn-down diagrams	11/07/2023	Completed
10/07/2023	H.M.Pumudi Chamalka Kumari Herath	Prepare the SBS, AOA, PDM	14/07/2023	Completed
10/07/2023	Hasini Jayasekara Vithanage A.S De Silva	Prepare the Highlight report 1	13/07/2023	Completed
10/07/2023	Hasini Jayasekara Vithanage A.S De Silva	Prepare the Work Package for Sprint01	14/07/2023	Completed
10/07/2023	Pruthuvi Wijesinghe	Prepare the Exception report for Sprint 01	15/07/2023	Completed
12/07/2023	A.S De Silva	Prepare the risk log version 1.3	13/07/2023	Completed
12/07/2023	A.S De Silva	Prepare the risk plan for week 05	13/07/2023	Completed
12/07/2023	R.S Senarathna	Prepare the Project Quality Log	15/07/2023	Completed
12/07/2023	R.S Senarathna	Prepare the quality checklist for week 05 and product checklist	15/07/2023	Completed
12/07/2023	R.S Senarathna	Prepare the earned value analysis report	14/07/2023	Completed
13/07/2023	Hasini Jayasekara Vithanage	Prepare the board meeting minutes	14/07/2023	Completed