

DAILY LOG				FORM 01 Ref: Daily Log V3.0 Version: 3.0
Programme: SPPM		Project: E-commerce website for Caramels and Almonds		PRINCE2
Date	Person Responsible	Action/Comment	Target Date	Result
03/07/2023	R.S Senarathna	Prepare the Burn Up and Burn Down diagrams	06/07/2023	Completed
03/07/2023	H.M.Pumudi Chamalka Kumari Herath A.S De Silva	Prepare the Stage Plan	07/07/2023	Completed
03/07/2023	Hasini Jayasekara Vithanage	Prepare the Configuration Management Plan and Work Package	07/07/2023	Completed
03/07/2023	H.M.Pumudi Chamalka Kumari Herath	Prepare the Agilometer	05/07/2023	Completed
04/07/2023	A.S De Silva	Prepare the risk log version 03 and risk plan documents	06/07/2023	Completed
05/07/2023	R.S Senarathna	Prepare the Project Quality Log	06/07/2023	Completed
06/07/2023	A.S De Silva	Finalize the project initiation document, quality plan, project plan	07/07/2023	Completed
06/07/2023	All members	Show the SRS report to the client	06/07/2023	Completed
07/07/2023	R.S Senarathna	Prepare the quality checklist for week 04	07/07/2023	Completed
07/07/2023	R.S Senarathna	Prepare the product checklist	07/07/2023	Completed
07/07/2023	Hasini Jayasekara Vithanage	Prepare the client meeting minutes and board meeting minutes	07/07/2023	Completed