

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
26/06/2023	Hasini Jayasekara Vithanage	Prepare the ER and class diagram for the proposed project	27/06/2023	Completed
26/06/2023	Hasini Jayasekara Vithanage H.M.Pumudi Chamalka Kumari Herath A.S De Silva R.S Senarathna	Prepare the SRS document	30/06/2023	Completed
26/06/2023	A.S De Silva R.S Senarathna Hasini Jayasekara Vithanage	Prepare the feasibility report	30/06/2023	Completed
26/06/2023	Pruthuvi Wijesinghe	Prepare the business case	30/06/2023	Completed
27/06/2023	H.M.Pumudi Chamalka Kumari Herath	Prepare the WBS and Activity diagram for the proposed project	28/06/2023	Completed
27/06/2023	R.S Senarathna A.S De Silva	Prepare the project quality plan	30/06/2023	Completed
28/06/2023	A.S De Silva	Prepare the risk log version 02	28/06/2023	Completed
28/06/2023	All members	Prepare the budget for the proposed project	29/06/2023	Completed
29/06/2023	All members	Hand over the estimated budget to the client	29/06/2023	Completed
30/06/2023	R.S Senarathna	Prepare the quality checklist for week 03	30/06/2023	Completed
30/06/2023	Hasini Jayasekara Vithanage	Prepare the client meeting minutes and board meeting minutes	01/07/2023	Completed