|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | Bakery Store Online | Project Code | BSO |
| Author | Phạm Thị Minh Phương | Project Manager | Phạm Thị Minh Phương |
| Date of Report | 22-09-2017 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 07-09-2017 – 22-09-2017 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 07-09-2017 |  |
| Estimated end-date | 22-09-2017 |  |
| Team size | 5 members | Phạm Thị Minh Phương  Nguyễn Xuân Hà  Cao Anh Tuấn  Hoàng Anh Phương  Ngô Trung Kiên |
| Total estimated effort | 300 person day | 1 person day = 5 hours |
| Total effort spent | 300 person day | 1 person day = 5 hours |
| Effort spent in this period | 70 person day |  |
| Total effort left | None |  |

# Customer Complaints[[2]](#footnote-2)

## None

# Customer Support[[3]](#footnote-3)

## None

# Change Management[[4]](#footnote-4)

## None

# Quality Activities

## None

# Tasks matches/missed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Status | Remark | Re-schedule |
| Prepare project | Team member | 08-09-2017 | Done |  |  |
| Define project situation | Team member | 08-09-2017 | Done |  |  |
| Define system scope | Team member | 08-09-2017 | Done |  |  |
| Project schedule | PhuongPTM | 21-09-2017 | Done |  |  |
| Project Plan | PhuongPTM | 21-09-2017 | Done |  |  |
| Q&A management | TuanCA | 13-09-2017 | Done |  |  |
| Research development technology | Team member | 18-09-2017 | 70% |  |  |
| Report 1 | Team member | 21-09-2017 | Done |  |  |
| Progress report 1 | PhuongPTM | 21-09-2017 | Done |  |  |

# Tasks planned for next period

|  |  |  |
| --- | --- | --- |
| Task | Deliverable | Planned end date |
| Design screen prototype | KienNT, PhuongHA | 04-10-2017 |
| Create Demo | Dev team | 02-10-2017 |
| Research development technology | TuanCA | 21-09-2017 |
| SRS | PhuongPTM | 27-09-2017 |
| Architecture Design | PhuongPTM | 09-10-2017 |
| Screen Design | KienNT | 11-10-2017 |
| Data Design | HaNX | 05-10-2017 |
| Class Design | HaNX | 16-10-2017 |
| Report 2 | Team member | 19-10-2017 |
| Progress report 2 | PhuongPTM | 19-10-2017 |

# Problems and Suggestions

***Author***

Phạm Thị Minh Phương

1. Duration of reporting period is defined in project plan as daily, weekly, be-weekly, monthly. It’s weekly by default. Report may be performed on verbal form in meetings. [↑](#footnote-ref-1)
2. If no customer complaint is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-2)
3. If no customer request is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-3)
4. If no change request is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-4)