|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | 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 | 11-12-2017 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 11-12-2017 – 14-12-2017 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 11-12-2017 |  |
| Estimated end-date | 14-12-2017 |  |
| Team size | 5 members | Phạm Thị Minh Phương  Nguyễn Xuân Hà  Cao Anh Tuấn  Hoàng Anh Phương  Ngô Trung Kiên |
| Total estimated effort | 200 person day | 1 person day = 5 hours |
| Total effort spent | 200 person day | 1 person day = 5 hours |
| Effort spent in this period | 40 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 |
| Fix bug round 2 | HaNX, TuanCA, KienNT | 08-12-2017 | Done |  |  |
| Create quality control | PhuongPTM | 06-12-2017 | Done |  |  |
| Create Installing Guide | TuanCA | 12-12-2017 | Done |  |  |
| Create User Guide | TuanCA | 12-12-2017 | Done |  |  |
| Create Presentation Slide | Team member | 12-12-2017 | Done |  |  |
| Report 6 | Team member | 13-12-2017 | Done |  |  |
| Progress report 6 | PhuongPTM | 13-12-2017 | Done |  |  |

# 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)