

PRODUCT CHECKLIST							FORM [018]	
Programme: SPPM			Project: Weather Prediction Web App to Optimize Solar Power Plants				Ref: Version: 1.0	
Plan ID	Product Ref	Product	Draft Ready		Quality Check		Approval	
			Planned	Actual	Planned	Actual	Planned	Actual
1		Project request letter	31/01/2024	31/01/2024	31/01/2024	31/01/2024	31/01/2024	31/01/2024
2		Project acceptance letter	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024
3		Feasibility report	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024
4		Project brief	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024
5		Daily log 1	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024
6		Risk log 1	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024
7		Quality log 1	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024
8		Client meeting minutes 1	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024
9		Board meeting minutes 1	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024	01/02/2024
10		Business case	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
11		Project mandate	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
12		Project plan	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024

13		Risk plan	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
14		Quality plan	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
15		Project initiation document	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
16		Acceptance criteria	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
17		Product description	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
18		Communication plan	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
19		Daily log 2	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
20		Risk log 2	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
21		Quality log 2	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
22		Client meeting minutes 2	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
23		Board meeting minutes 2	04/02/2024	07/02/2024	04/02/2024	07/02/2024	07/02/2024	07/02/2024
24		Software requirement specification report	14/02/2024	15/02/2024	14/02/2024	16/02/2024	14/02/2024	
25		Daily log 3	14/02/2024	15/02/2024	14/02/2024	16/02/2024	14/02/2024	
26		Risk log 3	14/02/2024	15/02/2024	14/02/2024	16/02/2024	14/02/2024	
27		Quality log 3	14/02/2024	15/02/2024	14/02/2024	16/02/2024	14/02/2024	

28		Risk plan	14/02/2024	15/02/2024	14/02/2024	16/02/2024	14/02/2024	
29		Board meeting minutes 3	16/02/2024	16/02/2024	16/02/2024	16/02/2024	14/02/2024	