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| **QUALITY LOG** | | | | | | | | **FORM**  **Ref: Version: 1.0** | |
| **Programme: SPPM** | | | | **Project:** Payroll Management system | | | | **PRINCE2** | |
| **Ref No** | **Product** | **Method** | **Staff**  **Responsible** | **Planned Date** | **Actual Date** | **Result** | **No of Action Items** | **Target Sign-off Date** | **Actual Sign-off Date** |
| 01 | Project PID | Inspection | Bhathiya Kannangara -  Project Manager | 16/7/2022 | 16/7/2022 | Finalized PID under the correct format | 5 | 21/7/2022 | 21/7/2022 |
| 02 | Communication Plan | Inspection | R. Narampanawa- Scheduling Manager | 16/7/2022 | 16/7/2022 | Finalized Document  under the correct format | 3 | 21/7/2022 | 21/7/2022 |
| 04 | Stage Plan | Inspection | I.V Jayasiriwaradana-  Start-up Manager  R. Narampanawa- Scheduling Manager | 16/7/2022 | 16/7/2022 | Finalised Document under the correct format | 7 | 21/7/2022 | 21/7/2022 |
| 06 | Quality Plan | Inspection | Layan Perera – Quality Manager | 16/7/2022 | 16/7/2022 | Finalized the quality plan | 0 | 21/7//2022 | 21/7/2022 |

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| 07 | SRS Document | Inspection | Bhathiya kannangara - Project Manager Layan Perera- Quality Manager | 16/7/2022 |  | Finalized Document  under the correct format | 6 | 21/7//2022 | 21/7//2022 |
| 08 | Plugins | Inspection | Bhathiya kannangara - Project Manager Layan Perera- Quality Manager  - Risk Manager | 08/03/22 | 08/03/22 | Configure and test plugins based on customer  requirements and finalize | 15 | 13/03/22 | 12/03/22 |
| 09 | User interfaces | Inspection  / testing | Bhathiya Kannangara- Project Manager Layan Perera- Quality Manager  Uthpala Rajapakshe- Risk Manager | 16/03/22 | 19/03/22 | Finalize interfaces user friendly and  responsive under the theme | 12 | 20/03/22 | 22/03/22 |