|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAILY LOG** |  |  |  | **FORM**  **Ref:**  **Version: 1.0** |
| **Programme:** | **SPPM** | **Project: Lanka Tools (Pvt) Ltd** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 07/22/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Board Meeting Minutes. | 07/22/2022 | Completed |
| 07/24/2022 | All Members | Discuss about the progress of the Project. | 07/24/2022 | Completed |
| 07/24/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Team Meeting Minutes. | 07/24/2022 | Completed |
| 07/24/2022 | Ruwanthi Narampanawa : Scheduling Manager | Complete the Project Plan, Communication Plan | 07/24/2022 | Completed |
| 07/22/2022 | Imanka jayasiriwardena : Startup Manager | Prepare the Business case ,  ,Create activity diagram | 07/28/2022 | Completed |
| 07/11/2022 | Bhathiya Kannangara : Project Manager | Preparing the Work package 1 and 2  Hosting purchase and configuration | 07/28/2022 | Completed |
| 07/24/2022 | Imanka jayasiriwardena : Startup Manager | Design the interfaces | 07/24/2022 | Completed |
| 07/24/2022 | Layan Perera :Quality Manager | Preparing the Quality log and quality checklist for each document | 07/28/2022 | Completed |
| 07/24/2022 | R.A.G.U.T.Rajapaksha : Risk Manager | Maintain Risk Log  Preparing Risk Plan  Risk Register | 07/24/2022 | Completed |
| 07/24/2022 | Bhathiya Kannangara : Project Manager | Complete SRS, Project Initiation Document | 07/28/2022 |  |
| 07/24/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Stage Plan 2 | 07/24/2022 |  |