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| Version |  |
| Prepared by: | Name |
| Prepared for: |  |
| MSA Focus Reference |  |

*ForeTV Documentation*

***Daily Project Report***

***Project: Document Title***



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# Document History

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| Simon Flack | 31/03/2014 | Creation of document | 1.0 |
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# Document Overview

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| --- | --- |
| Project |  |
| Client |  |
| Location |  |
| Site Visit Purpose |  |
| Dates of Visit |  |
| Day/Date |  |
| Author |  |

# Introduction

## Purpose

The information contained within this document is designed to detail the requirement and business justification for new features and system modifications within the ForeTV broadcast management system.

## Audience

This document is aimed at decision makers, managers and project staff within MSA Focus to provide an overview of daily project progress.

## Scope

This document aims to provide a daily update on the progress of a project, detailing actions performed and system issues encountered.

# Day Summary

A brief summation the day’s work and how it is progressed generally. Headline problems/successes and points of note should be mentioned here.

# Day Details

The following contains full details of the day’s work and any issues encountered.

## Actions Performed

## New Project Issues

## Critical System Issues

## New System Issues

## Existing System Issues

# Further Information

Allows you to detail any further information that may be relevant, but not already covered within this document. For example: further information received from the client, suggestions, current actions or reference documentation not directly linked to this project.