|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **C:\Documents and Settings\hattn2\Desktop\Logo FSOFT\FSOFT-new-vertical.jpg** | project progress report 1 | | | | |
| Project Name |  | Project Code |  |
| Author |  | Project Manager |  |
| Date of Report |  | Receiver |  |
| Reporting period[[1]](#footnote-1) | <start day – end day of period> |  |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | <Defined in Project Plan> |  |
| Estimated end-date | <Defined in Project Plan> |  |
| Team size | <Defined in Project Plan> | <Members' name are listed here> |
| Total estimated effort | <Defined in Project Plan> |  |
| Total effort spent |  |  |
| Effort spent in this period |  |  |
| Total effort left |  | <Propose to add, if needed> |

# Customer Complaints[[2]](#footnote-2)

|  |  |  |  |
| --- | --- | --- | --- |
| No | Customer complaints | Action taken | Status |
|  |  |  |  |

# Customer Support[[3]](#footnote-3)

|  |  |  |  |
| --- | --- | --- | --- |
| No | Customer request | Action taken | Status |
|  |  |  |  |

# Change Management[[4]](#footnote-4)

|  |  |  |  |
| --- | --- | --- | --- |
| Req No | Change Request | Preliminary impact analysis | Status |
|  | <specify change request> |  |  |

# Quality Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Defect detected | Defect closed | Defect open |
| <review, test, audit> | <number of defects found> | <number of defects closed> | <number of defects open> |

# Tasks matches/missed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Status | Remark | Re-schedule |
|  |  |  | <done, in progress, pending> | <if task is not completed on schedule, explain the reason why, and task completeness should be measured in %> | <if necessary> |

# Tasks planned for next period

|  |  |  |
| --- | --- | --- |
| Task | Deliverable | Planned end date |
|  |  |  |

# Problems and Suggestions

***Author***

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)