# 项目周报（第四周）

填表人：廖虹媛 报告周期：2019-07-28到2019-08-04 填表日期：2019-08-02

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| 项目基本情况 |

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| 项目名称 | 厦开项目组 |
| 客户名称 | 中国建设银行厦门开发中心 |

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| 客户负责人 | 李晓敦 | 电话 |  | Email |  |
| (必填) | 闫立志 | 电话 |  | Email |  |
|  |  | 电话 |  | Email |  |

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| 开始日期 | 2019-07-28 |
| 项目经理 | 赖志勇 |
| 项目组成员 | 柳惠阳、许华语、郭健超、何卧岩、郑炜、黄惠章、朱俊龙、李稳定、黄建鸣、陈浩1、叶晟君、张叶桃、陈晓衍、曾国荣、肖凯、刘安森、林秋霞、姜渊、肖金平、周丽荣、钟晓杰、黄祯鸿、李志阳、刘程川、张俊钦、邓松进、林丹丹、姜琪、钟高镇、方若琳、、谢源鑫、罗庭颖、魏治邦、白艺伟、付敏、肖金龙、颜炳煜、庄华琼、董凯华、黄忠强、徐鸿能、江养根、何龙伙、肖丽琴、罗万春、曾林华、、张一浓、郭吉、、吴招辉、林泉、、苏雪梅、张祖琦、、陈浩 |
| 项目描述 |  |

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| 计划关键时间点（必填） |

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| 关键时间点 | 预计完成时间 | 关键时间点 | 预计完成时间 |
| 1、需求分析 |  | 6、技术测试(单元测试） |  |
| 2、技术方案(项目实施方案) |  | 7、业务测试(集成测试) |  |
| 3、概要设计 |  | 8、上线时间 |  |
| 4、详细设计 |  | 9、后期维护 |  |
| 5、编码 |  | 10、结项 |  |

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| 实际关键时间点（必填） |

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| 关键时间点 | 实际完成时间 | 关键时间点 | 实际完成时间 |
| 1、需求分析 |  | 6、技术测试(单元测试） |  |
| 2、技术方案(项目实施方案) |  | 7、业务测试(集成测试) |  |
| 3、概要设计 |  | 8、上线时间 |  |
| 4、详细设计 |  | 9、后期维护 |  |
| 5、编码 |  | 10、结项 |  |

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| 人力资源状况（包括人员的入职、离职;入场、离场、休假、请假等情况）.时间以到达、离开现场为准 |

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| 预计新增资源（必填） |

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| 姓名 |  | 预计到场时间 |  | 任务描述 |  |
| 姓名 |  | 预计到场时间 |  | 任务描述 |  |
| 姓名 |  | 预计到场时间 |  | 任务描述 |  |
| 姓名 |  | 预计到场时间 |  | 任务描述 |  |

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| 预计撤离资源（必填） |

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| 姓名 |  | 预计离场时间 |  | 撤离原因 |  |
| 姓名 |  | 预计离场时间 |  | 撤离原因 |  |
| 姓名 |  | 预计离场时间 |  | 撤离原因 |  |

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| 本周人员变动情况（必填） |

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| 序号 | 到场人员姓名 | 到场时间 | 备注 |
| 1 |  |  |  |
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| 序号 | 离场人员姓名 | 离场时间 | 备注 |
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| 本周项目情况 |

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| 项目所处阶段（必填） |

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| 1、需求分析 | 2、概要设计 | 3、详细设计 | 4、编码 | 5、技术测试 |
| 6、业务测试 | 7、试运行 | 8、部分上线 | 9、整体完工 | 10、后期维护 |

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| 项目经理自评（必填） |

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| 是否完成以下事项 | 未完成的理由及说明 |
| 是否组织周例会会议纪要？ 【□是 □否】 |  |
| 本周工作是否按计划完成？【□是 □否】 |  |
| 是否跟客户项目负责人汇报本周工作？【□是 □否】 |  |
| 下周计划安排是否与项目成员落实？【□是 □否】 |  |

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| 需求变更情况（必填） |

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| 需求变更描述 | 对后续的影响 |
| 无 |  |
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| 方案变更情况（必填） |

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| 方案变更描述 | 对后续的影响 |
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| 项目计划变更情况（必填） |

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| 项目计划变更描述 | 对后续的影响 |
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| 本周未完成的任务情况（必填） |

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| 未完成的任务描述 | 任务未完成的原因 | 对后续的影响 |
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| 存在的问题及解决方案（必填） |

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| 问题描述及原因分析 | 解决方案 | 预计完成日期 | 负责人 |
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| 说明：如需求、技术方案有变化，请将信的需求文档、技术方案文档与周报一起，提交给公司归档 |

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| 项目进展和计划 |

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| 一、本周工作完成情况（ 2019-07-28日至 2019-08-04） （以下必填） |

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| 编号 | 本周重要里程碑事件 | 完成日期 | 完成标志 |
| 1 |  |  |  |
| 2 |  |  |  |
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| 编号 | 上周计划的工作内容，但本周已完成 | 完成日期 | 负责人 |
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| 编号 | 本周工作内容 | 计划完成时间 | 实际完成时间 | 负责人 |
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| 项目进展和计划 |

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| 一、下周工作完成情况（ 2019-07-28至 2019-08-04） （以下必填） |

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| 编号 | 下周工作内容 | 计划完成时间 | 实际完成时间 | 负责人 |
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| 项目组下周预计借支情况 |

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| 借支内容摘要 | 金额 | 备注 |
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| 合计 |  |  |
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| 已提交给客户的阶段性文档和代码（必填） |

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| 资料名称 | 提交时间 | 接收人 | 备注 |
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| 已提交给公司的阶段性文档和代码（必填） |

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| --- | --- | --- | --- |
| 资料名称 | 提交时间 | 接收人 | 备注 |
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| 负责人对此项目本周工作的反馈意见 |

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| 对项目进展评价 |  |
| 对“项目情况”中，变更情况及存在问题的评述 |  |
| 后续项目实施建议 |  |