| **QUALITY LOG** | | | | | | | | **FORM**  **Ref:**  **Version: 1.0** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme: SPPM** | | | | **Project:** E-Commerce Website for Skanda | | | | **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 | Adithya Narasinghe - Project Manager | 28/2/2022 | 3/3/2022 | Finalized PID under the correct format | 4 | 3/3/2022 | 3/3/2022 |
| 02 | Configuration Management Plan | Inspection | J.M.P.L.Bandara- Quality Manager | 28/2/2022 | 3/3/2022 | Finalized Document under the correct format | 3 | 3/3/2022 | 3/3/2022 |
| 03 | Communication Plan | Inspection | S. K. Helani Sihara- Scheduling Manager | 28/2/2022 | 3/3/2022 | Finalized Document under the correct format | 3 | 3/3/2022 | 3/3/2022 |
| 04 | Stage Plan | Inspection | M. Sonali Silva- Start-up Manager  S. K. Helani Sihara- Scheduling Manager | 28/2/2022 | 3/3/2022 | Finalized Document under the correct format | 5 | 3/3/2022 | 3/3/2022 |
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|  |  |  |  |  |  |  |  |  |  |