| **QUALITY LOG** | | | | | | | | **FORM**  **Ref:**  **Version: 1.3** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Finalised 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 | Finalised 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 | Finalised 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 | Finalised Document under the correct format | 5 | 3/3/2022 | 3/3/2022 |
| 05 | Highlight report | Inspection | M. Sonali Silva- Start-up Manager  S. K. Helani Sihara- Scheduling Manager | 6/3/2022 | 8/3/2022 | Finalised Document under the correct format | 5 | 10/3/22 | 10/3/22 |
| 06 | Base theme | Inspection | Adithya Narasinghe - Project Manager  J.M.P.L.Bandara- Quality Manager  Kanishka Gimhan- Risk Manager | 07/03/22 | 07/03/22 | Configure and test the theme based on customer requirements and finalise |  | 13/03/22 | 11/03/22 |
| 07 | Plugins | Inspection | Adithya Narasinghe - Project Manager  J.M.P.L.Bandara- Quality Manager  Kanishka Gimhan- Risk Manager | 08/03/22 | 08/03/22 | Configure and test plugins based on customer requirements and finalise | 15 | 13/03/22 | 12/03/22 |
| 08 | User interfaces | Inspection/ testing | Adithya Narasinghe - Project Manager  J.M.P.L.Bandara- Quality Manager  Kanishka Gimhan- Risk Manager | 16/03/22 | 19/03/22 | Finalise interfaces user friendly and responsive under the theme |  | 20/03/22 | 22/03/22 |
| 09 | Functions (Buttons and links) | Inspection/ testing | Adithya Narasinghe - Project Manager  J.M.P.L.Bandara- Quality Manager  Kanishka Gimhan- Risk Manager | 22/03/22 | 22/03/22 | Make all links and buttons working correctly |  | 27/03/22 |  |
| 10 | Page contents | Inspection | Adithya Narasinghe - Project Manager  J.M.P.L.Bandara- Quality Manager  Kanishka Gimhan- Risk Manager | 17/03/22 | 24/03/22 | Correct product and brand details |  | 20/03/22 |  |
| 11 | Lesson learned report | Inspection | M. Sonali Silva- Start-up Manager  S. K. Helani Sihara- Scheduling Manager | 21/03/22 | 23/03/22 | Finalised Document under the correct format | 5 | 24/03/22 | 24/03/22 |
| 12 | Work package document | Inspection | M. Sonali Silva- Start-up Manager  S. K. Helani Sihara- Scheduling Manager | 21/03/22 | 23/03/22 | Finalised Document under the correct format |  | 25/03/22 |  |