|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | Dandelion | Project Code | DDL |
| Author | Lưu Ngọc Mạnh | Project Manager | Lưu Ngọc Mạnh |
| Date of Report | 20-10-2015 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 20-10-2015 – 30-10-2015 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 20-10-2015 |  |
| Estimated end-date | 30-10-2015 |  |
| Team size | 6 members | Vũ Công Chính  Lưu Ngọc Mạnh  Nguyễn Minh Huy  Dương Đức Anh  Vũ Ngọc Trung  Cao Thị Phương Mai |
| Total estimated effort | 300 person day | 1 person day = 5 hours |
| Total effort spent | 300 person day | 1 person day = 5 hours |
| Effort spent in this period | 60 person day |  |
| Total effort left | None |  |

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

None

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

None

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

None

# Quality Activities

None

# Tasks matches/missed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Status | Remark | Re-schedule |
| Design database model | ManhLN, HuyNM, TrungVN | 22-10-2015 | Done |  |  |
| Create source code baseline | ManhLN | 30-10-2015 | Done |  |  |
| Create test plan | MaiCTP | 27-10-2015 | Done |  |  |
| Create System test case | Test Team | 27-10-2015 | Done |  |  |
| Report 3 | Team member | 28-10-2015 | Done |  |  |
| Create progress report 3 | MaiCTP | 28-10-2015 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Create Integration test case | MaiCTP, ChinhVC | 12-11-2015 | 25-11-2015 |
| Run Test Round 1 | MaiCTP, ChinhVC | 24-11-2015 | 25-11-2015 |
| Create unit test case | ManhLN, AnhDD, TrungVN, HuyNM | 20-11-2015 | 25-11-2015 |
| Update screen design | ChinhVC | 05-11-2015 |  |
| Coding Client Module | ManhLN, AnhDD, TrungVN, HuyNM, MaiCTP | 17-11-2015 | 25-11-2015 |
| Coding Admin Module | ManhLN, AnhDD, TrungVN, HuyNM | 24-11-2015 | 25-11-2015 |
| Report 4 | Team member | 25-11-2015 | 25-11-2015 |
| Progress report 4 | ManhLN | 25-11-2015 | 25-11-2015 |

# Problems and Suggestions

N/A

***Author***

***Lưu Ngọc Mạnh***

1. Duration of reporting period is defined in project plan as daily, weekly, be-weekly and 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)