|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **FSOFT-new-vertical** | プロジェクト進捗報告書 | | | | |
| プロジェクト名 |  | プロジェクトコード |  |
| 作成者 | Trinh Thi Tuyet Mai | プロジェクトリーダ | Nguyen Thanh Nam |
| 日付 | 05-15-2015 | 受領者 | スーパーバイザー |
| 報告期間 | 05-11-2015 – 05-15-2015 | Nguyen Van Sang |

# 進捗詳細

|  |  |  |
| --- | --- | --- |
| 項目 | 情報 | 備考 |
| プロジェクト開始日 | 05-11-2015 |  |
| 終了予定日 | 08-21-2015 |  |
| チームサイズ | 5 members | Nguyen Thanh Nam, Trinh Thi Tuyet Mai, Nguyen Le Tuan Cuong, Bui Bich Phuong, Tran Tu Anh |
| 工数合計（予定） | 350 person-days | 1 person-day = 8 person-hours |
| 工数合計（実際） |  |  |
| 現在までの消化工数 | 20 person-days |  |
| 残工数合計 | 330 person-days |  |

# お客様からのクレーム[[1]](#footnote-1)

## なし

# お客様からのご要求に対するサポート[[2]](#footnote-2)

## なし

# 要求変更管理[[3]](#footnote-3)

## なし

# 品質活動

## なし

# タスク実行の状況（進捗度、遅延など）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| タスク | 責任者 | 納品物 | ステータス | 詳細 | スケジュール 変更 |
| BL\_Introduction\_Report1\_v1.0\_EN | Nguyen Le Tuan Cuong | 22-05-2015 | Done |  |  |
| BL\_ Progress\_Report1\_Week01\_EN | Nguyen Thanh Nam | 18-05-2015 | Done |  |  |
| BL\_ Progress\_Report1\_Week01\_JP | Trinh Thi Tuyet Mai | 18-05-2015 | Done |  |  |
| BL\_Q&A Management Sheet\_v1.0\_EN | Trinh Thi Tuyet Mai | 18-05-2015 | Done |  |  |
| BL\_Q&A Management Sheet\_v1.0\_JP | Trinh Thi Tuyet Mai | 18-05-2015 | Done |  |  |
| BL\_Concept\_Design\_v1.0\_EN | Nguyen Le Tuan Cuong | 22-05-2015 | In progress (70%) |  |  |
| BL\_Project\_Plan\_v1.0\_EN | Nguyen Thanh Nam | 22-05-2015 | In progress (30%) |  |  |
| BL\_Project\_Schedule\_v1.0\_EN | Nguyen Thanh Nam | 22-05-2015 | In progress (30%) |  |  |
| Study Android basic | Tran Tu Anh | 18-05-2015 | In progress (30%) |  |  |
| BL\_Checklist\_Software\_Requirement\_Specification\_v1.0 | Bui Bich Phuong | 22-05-2015 | In progress (50%) |  |  |
| BL\_Checklist\_Project\_Plan\_v1.0 | Bui Bich Phuong | 22-05-2015 | In progress (50%) |  |  |
| BL\_Checklist\_Concept\_Design\_v1.0 | Bui Bich Phuong | 22-05-2015 | In progress (50%) |  |  |

# 次期の予定タスク

|  |  |  |
| --- | --- | --- |
| タスク | 納品物 | 終了予定日 |
| Study Android basic | Tran Tu Anh | 22-05-2015 |
| Demo screen Sign up, Sign in | Tran Tu Anh | 22-05-2015 |
| Screen flow | Bui Bich Phuong | 22-05-2015 |
| Study Web service with .NET | Trinh Thi Tuyet Mai | 22-05-2015 |
| Q&A Management | Trinh Thi Tuyet Mai | 22-05-2015 |
| BL\_Concept\_Design\_v1.0\_EN | Nguyen Le Tuan Cuong | 22-05-2015 |
| BL\_Project\_Plan\_v1.0\_EN | Nguyen Thanh Nam | 22-05-2015 |
| BL\_Project\_Schedule\_v1.0\_EN | Nguyen Thanh Nam | 22-05-2015 |
| BL\_User\_Requirement\_Specification\_v1.0\_EN | Trinh Thi Tuyet Mai  Nguyen Le Tuan Cuong  Bui Bich Phuong  Tran Tu Anh | 22-05-2015 |
| BL\_ Progress\_Report2\_Week02 | Nguyen Thanh Nam  Trinh Thi Tuyet Mai | 22-05-2015 |
| BL\_Checklist\_Software\_Requirement\_Specification\_v1.0 | Bui Bich Phuong | 22-05-2015 |
| BL\_Checklist\_Project\_Plan\_v1.0 | Bui Bich Phuong | 22-05-2015 |
| BL\_Checklist\_Concept\_Design\_v1.0 | Bui Bich Phuong | 22-05-2015 |
| Review Concept Design with checklist | Trinh Thi Tuyet Mai  Bui Bich Phuong | 22-05-2015 |
| Review Project plan with checklist | Trinh Thi Tuyet Mai  Bui Bich Phuong | 22-05-2015 |

# 問題、提案

During week 1, these problems were existed:

* Under expected team communication: cause of different in timeline of team members, lack of communication way, ineffective communication between team members, lack of face-to-face working.
* Ineffective management: task/assign… were not managed effectively, document management is not good – cause of inexperienced and not clear about github.

Suggested solutions:

* Increase communication in both number of communication way and effect of communication, define face-to-face meeting timeline, encourage team members to communicate more positively.
* Study clearly about github, then manage all project asset by it. Define and protect team management plan.

***作成者***

1. . お客様からのクレームが無い場合、「なし」と記入し、表は削除する。 [↑](#footnote-ref-1)
2. . お客様からのご要求が無い場合、「なし」と記入し、表は削除する。 [↑](#footnote-ref-2)
3. 変更要求が無い場合、「なし」と記入し、表は削除する。 [↑](#footnote-ref-3)