|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress report | | | | |
| Project Name |  | Project Code |  |
| Author | Nguyen Thanh Nam | Project Manager | Nguyen Thanh Nam |
| Date of Report | 15-05-2015 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 11-05-2015 – 15-05-2015 | Nguyen Van Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 11-05-2015 |  |
| Estimated end-date | 21-08-2015 |  |
| Team size | 5 members | Nguyen Thanh Nam, Trinh Thi Tuyet Mai, Nguyen Le Tuan Cuong, Bui Bich Phuong, Tran Tu Anh |
| Total estimated effort | 350 person-days | 1 person-day = 8 person-hours |
| Total effort spent |  |  |
| Effort spent in this period | 20 person-days |  |
| Total effort left | 330 person-days |  |

# 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 |
| BL\_Introduction\_Report1\_v1.0\_EN | Nguyen Le Tuan Cuong | 22-05-2015 | In progress (20%) |  |  |
| 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 (70%) |  |  |
| 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%) |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Study Android basic | Tran Tu Anh | Source code | 22-05-2015 |
| Demo screen Sign up, Sign in | Tran Tu Anh | Code demo | 22-05-2015 |
| Screen flow | Bui Bich Phuong | Visio draw | 22-05-2015 |
| Study Web service with .NET | Trinh Thi Tuyet Mai | Source code/guideline | 22-05-2015 |
| Q&A Management | Trinh Thi Tuyet Mai | .xls | 22-05-2015 |
| BL\_Concept\_Design\_v1.0\_EN | Nguyen Le Tuan Cuong | .docx | 22-05-2015 |
| BL\_Project\_Plan\_v1.0\_EN | Nguyen Thanh Nam | .docx | 22-05-2015 |
| BL\_Project\_Schedule\_v1.0\_EN | Nguyen Thanh Nam | .mpp | 22-05-2015 |
| BL\_User\_Requirement\_Specification\_v1.0\_EN | Trinh Thi Tuyet Mai  Nguyen Le Tuan Cuong  Bui Bich Phuong  Tran Tu Anh | .docx | 22-05-2015 |
| BL\_ Progress\_Report2\_Week02 | Nguyen Thanh Nam  Trinh Thi Tuyet Mai | .docx | 22-05-2015 |
| BL\_Checklist\_Software\_Requirement\_Specification\_v1.0 | Bui Bich Phuong | .xls | 22-05-2015 |
| BL\_Checklist\_Project\_Plan\_v1.0 | Bui Bich Phuong | .xls | 22-05-2015 |
| BL\_Checklist\_Concept\_Design\_v1.0 | Bui Bich Phuong | .xls | 22-05-2015 |
| Review Concept Design with checklist | Trinh Thi Tuyet Mai  Bui Bich Phuong | .xls | 22-05-2015 |
| Review Project plan with checklist | Trinh Thi Tuyet Mai  Bui Bich Phuong | .xls | 22-05-2015 |

# Problems and Suggestions

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, daily meeting 15 mins, log issue and Q&A.
* Study clearly about github, then manage all project asset by it. Define and protect team management plan.

***Author***

***Nguyen Thanh Nam***

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