|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | Vietnamese Medicinal Plants Network | Project Code | VMN |
| Author | Nguyễn [Hải Đăng](http://haidangtravel.com/) | Project Manager | [Nguyễn Minh Tiến](https://www.facebook.com/tientoantai?fref=nf) |
| Date of Report | 21-01-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 04-01-2016 – 21-01-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 04-01-2016 |  |
| Estimated end-date | 21-01-2016 |  |
| Team size | 4 members | [Nguyễn Minh Tiến](https://www.facebook.com/tientoantai?fref=nf)Hoàng [Thị](https://www.facebook.com/chao.fpt)  Quỳnh[Trần Bình Khánh](https://www.facebook.com/khanhdajgja.dkny) Nguyễn [Hải Đăng](http://haidangtravel.com/) |
| Total estimated effort | 320 person day | 1 person day = 5 hours |
| Total effort spent | 320 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 |
| Prepare project | Team member | 06-01-2016 | Done |  |  |
| Define project situation | Team member | 06-01-2016 | Done |  |  |
| Define system scope | Team member | 06-01-2016 | Done |  |  |
| Project schedule | TienNM | 15-01-2016 | Done |  |  |
| Project Plan | TienNM | 15-01-2016 | Done |  |  |
| Q&A management | KhanhTB | 19-01-2015 | Done |  |  |
| Report 1 | Team member | 21-01-2016 | Done |  |  |
| Progress report 1 | DangNH | 21-01-2016 | Done |  |  |
| Software Requirement Specification | QuynhHT | 11-01-2016 | Done |  |  |
| Work breakdown structure | TienNM | 15-01-2015 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Architecture Design | TienNM | 29-01-2016 | 26-01-2016 |
| Screen Design | DangNH | 29-01-2016 | 02-02-2016 |
| Data Design | TienNM | 29-01-2016 | 10-02-2016 |
| Class Design | TienNM | 29-01-2016 | 10-02-2016 |
| Report 2 | Team member | 20-01-2016 | 29-01-2016 |
| Progress report 2 | Team member | 29-01-2016 | 29-01-2016 |

# Problems and Suggestions

***Author***

***Nguyễn Hải Đăng***

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)