|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | Vietnamese Medicinal Plants Network | Project Code | VMN |
| Author | Nguyễn Hải Đăng | Project Manager | Nguyễn Minh Tiến |
| Date of Report | 11-04-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 11-04-2016 – 11-04-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 04-01-2016 |  |
| Estimated end-date | 21-04-2016 |  |
| Team size | 4 members | Nguyễn Hải Đăng  Trần Bình Khánh  Hoàng Thị Quỳnh  Nguyễn Minh Tiến |
| 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 |
| Run test round 2 | QuynhHT | 11-04-2016 | Done |  |  |
| Fix bug round 1 | TienNM | 11-04-2016 | Done |  |  |
| Update test case | QuynhNM, DangNH, KhanhTB | 11-04-2016 | Done |  |  |
| Update test report | DangNH | 11-04-2016 | Done |  |  |
| Report 5 | Team member | 11-04-2016 | Done |  |  |
| Progress report 5 | DangNH | 11-04-2016 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Fix bug round 2 | TienNM | 15-04-2016 | 15-04-2016 |
| Create quality control | DangNH | 15-04-2016 | 15-04-2016 |
| Create Installing Guide | TienNM | 15-04-2016 | 15-04-2016 |
| Create User Guide | KhanhTB | 15-04-2016 | 15-04-2016 |
| Create Presentation Slide | Team member | 15-04-2016 | 15-04-2016 |
| Report 6 | Team Member | 15-04-2016 | 15-04-2016 |
| Progress report 6 | DangNH | 15-04-2016 | 15-04-2016 |

# Problems and Suggestions

N/A

***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)