|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | Outsourcing Human Resource Management | Project Code | OHRM |
| Author | Nguyễn Thị Xuân Mai | Project Manager | Nguyễn Hữu Phước |
| Date of Report | 10-01-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 04-01-2016 – 10-01-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 04-01-2016 |  |
| Estimated end-date | 10-01-2016 |  |
| Team size | 5 members | Nguyễn Hữu Phước  Nguyễn Thị Xuân Mai  Ngô Trắc Kiện  Trần Quốc Hiệp  Đỗ Thanh Dương |
| Total estimated effort | 400 person day | 1 person day = 5 hours |
| Total effort spent | 400 person day | 1 person day = 5 hours |
| Effort spent in this period | 30 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 | 09-01-2016 | Done |  |  |
| Define project situation | Team member | 09-01-2016 | Done |  |  |
| Define system scope | Team member | 09-01-2016 | Done |  |  |
| Project schedule | MaiNTX | 21-01-2016 | Done |  |  |
| Project Plan | PhuocNH | 21-01-2016 | Done |  |  |
| Q&A management | HiepTQ | 15-01-2016 | Done |  |  |
| Research development technology | KienNT | 18-01-2016 | 80% |  |  |
| Report 1 | Team member | 22-01-2016 | Done |  |  |
| Progress report 1 | MaiNTX | 22-01-2016 | Done |  |  |
| User Requirement Specification | DuongDT | 18-01-2016 | Done |  |  |
| Work breakdown structure | PhuocNH | 21-01-2016 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Design screen prototype |  | -01-2016 | -02-2016 |
| Create Demo |  | -01-2016 | -02-2016 |
| Research development technology |  | -01-2016 | -02-2016 |
| SRS |  | -01-2016 | -02-2016 |
| Architecture Design |  | -01-2016 | -02-2016 |
| Screen Design |  | -01-2016 | -02-2016 |
| Data Design |  | -01-2016 | -02-2016 |
| Class Design |  | -01-2016 | -02-2016 |
| Report 2 |  | -01-2016 | -02-2016 |
| Progress report 2 |  | -01-2016 | -02-2016 |

# Problems and Suggestions

***Author***

***Nguyễn Thị Xuân Mai***

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)