|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | 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 | 19 -02-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 23-01-2016 – 19-02-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 23-01-2016 |  |
| Estimated end-date | 19-02-2016 |  |
| Team size | 5 members | Nguyễn Hữu Phước  Nguyễn Thị Xuân Mai  Ngô Trắc Kiện  Trần Quốc Hiệp  Đỗ Thanh Dương |
| Total estimated effort | 450 person day | 1 person day = 5 hours |
| Total effort spent | 450 person day | 1 person day = 5 hours |
| Effort spent in this period | 80 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 |
| Design screen prototype | KienNT, MaiNTX | 23-01-2016 | Done |  |  |
| Create Demo | Dev team | 25-01-2016 | Done |  |  |
| Research development technology | PhuocNH | 26-01-2016 | Done |  |  |
| SRS | MaiNTX, DuongDT | 28-01-2016 | Done |  |  |
| Architecture Design | DuongDT | 17-02-2016 | Done |  |  |
| Screen Design | KienNT, MaiNTX | 17-02-2016 | Done |  |  |
| Data Design | MaiNTX | 18-02-2016 | Done |  |  |
| Class Design | DuongDT | 18-02-2016 | Done |  |  |
| Report 2 | Team member | 19-02-2016 | Done |  |  |
| Create Progress report 2 | MaiNTX | 19-02-2016 | Done |  |  |
|  |  |  |  |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Design database model | KienNT, PhuocNH | 2016 | 2016 |
| Create source code baseline | KienNT, PhuocNH | 2016 | 2016 |
| Create test plan | Test team | 2016 | 2016 |
| Create System test case | Test team | 2016 | 2016 |
| Report 3 | MaiNTX | 2016 | 2016 |
| Create progress report 3 | MaiNTX | 2016 | 2016 |

# Problems and Suggestions

N/A

***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)