|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | 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 | 29-02-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 29-02-2016 – 03-03-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 29-02-2016 |  |
| Estimated end-date | 03-03-2016 |  |
| Team size | 5 members | Nguyễn Hữu Phước  Nguyễn Thị Xuân Mai  Ngô Trắc Kiện  Trần Quốc Hiệp  Đỗ Thanh Dương |
| Total estimated effort | 100 person day | 1 person day = 5 hours |
| Total effort spent | 100 person day | 1 person day = 5 hours |
| Effort spent in this period | 20 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 database model | KienNT | 22-02-2016 | Done |  |  |
| Create source code baseline | PhuocNH | 28-02-2016 | Done |  |  |
| Create test plan | MaiNTX | 01-06-2016 | Done |  |  |
| Create System test case | Test Team | 01-06-2016 | Done |  |  |
| Report 3 | Team member | 28-02-2016 | Done |  |  |
| Create progress report 3 | MaiNTX | 29-02-2016 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Create Integration test case | HiepNQ | 01/03/2016 | 03/03/2016 |
| Run Test Round 1 | Test team | 04/03/2016 | 08/03/2016 |
| Create unit test case | MaiNTX, HiepNQ, DuongDT | 04/03/2016 | 08/03/2016 |
| Update screen design | MaiNTX | 04/03/2016 | 08/03/2016 |
| Coding Resource Manager Module | Dev team | 01/03/2016 | 18/03/2016 |
| Coding Recruitment Manager Module | Dev team | 01/03/2016 | 18/03/2016 |
| Report 4 | Team member | 04/03/2016 | 08/03/2016 |
| Progress report 4 | MaiNTX | 04/03/2016 | 08/03/2016 |

# 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)