|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress report | | | | |
| Project Name | Vietnamese Study System for Japanese | Project Code | Veazy |
| Author | Dao Thanh Tung | Project Manager | Nguyen Ngoc Minh |
| Date of Report | 24/08/2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 08/08/2016 – 24/08/2016 | Nguyen Van Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 09/05/2016 |  |
| Estimated end-date | 01/09/2016 |  |
| Team size | 6 members | Nguyễn Ngọc Minh, Phạm Đức Thắng, Nguyễn Hồng Quân, Nguyễn Trọng Duy,  Nguyễn Hoàng Linh, Đào Thanh Tùng |
| Total estimated effort | 450 person-day | 1 day = 6 person-hour |
| Total effort spent |  |  |
| Effort spent in this period | 78 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 |
| User guideline | QuanNH | 16/08/2016 | Done |  |  |
| Presentation Slide | LinhNH | 18/08/2016 | Done |  |  |
| Final Report | MinhNN | 23/08/2016 | Done |  |  |

# Problems and Suggestions

1. Duration of reporting period is defined in project plan as daily, weekly, be-weekly, 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)