|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | WingS | Project Code | WS |
| Author | Hoàng Anh Tuấn | Project Manager | Đào Trọng Nghĩa |
| Date of Report | 13-12-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 12-12-2016 – 14-12-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 12-12-2016 |  |
| Estimated end-date | 14-12-2016 |  |
| Team size | 5 members | Đỗ Văn Tuấn  Đào Trọng Nghĩa  Lê Hồng Nhiên  Tạ Ngọc Duy  Hoàng Anh Tuấn |
| Total estimated effort | 75 person day | 1 person day = 5 hours |
| Total effort spent | 75 person day | 1 person day = 5 hours |
| Effort spent in this period | 15 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 |
| Fix bug round 2 | Dev team | 21-12-2016 | Done |  |  |
| Create quality control | DuyTN | 10-12-2016 | Done |  |  |
| Create Installing Guide | TuanDV | 12-12-2016 | Done |  |  |
| Create User Guide | TuanDV | 12-12-2016 | Done |  |  |
| Create Presentation Slide | Team member | 12-12-2016 | Done |  |  |
| Report 6 | Team Member | 12-12-2016 | Done |  |  |
| Progress report 6 | TuanHA | 13-12-2016 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Prepare for presentation | Team Member | 23-12-2016 | 23-12-2016 |
| Prepare final document | Team Member | 14-12-2016 | 14-12-2016 |
| Submit Final document and CD Source Code | Team Member | 14-12-2016 | 14-12-2016 |

# Problems and Suggestions

N/a

***Author***

***Hoàng Anh Tuấn***

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)