|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | First Aid | Project Code | FAVN |
| Author | Nguyễn Phúc An | Project Manager | Đàm Huy Hùng |
| Date of Report | 22-09-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 05-09-2016 – 22-09-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 05-09-2016 |  |
| Estimated end-date | 22-09-2016 |  |
| Team size | 5 members | Đàm Huy Hùng  Nguyễn Duy Anh  Mai Trung Kiên  Nguyễn Tiến Dũng  Nguyễn Phúc An |
| Total estimated effort | 375 person days | 1 person day = 5 hours |
| Total effort spent | 60 person days | 1 person day = 5 hours |
| Effort spent in this period | 60 person days |  |
| Total effort left | 315 person days |  |

# 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 |
| Define project features | Team member | 05-09-2016 | Done |  |  |
| Define system scope | Team member | 05-09-2016 | Done |  |  |
| Form up team roles | Team member | 05-09-2016 | Done |  | 06-09-2016 |
| Kick-off meeting | Team member | 06-09-2016 | Done |  |  |
| Create Project Introduction | Team member | 08-09-2016 | Done |  |  |
| Review Project Introduction | Team member | 08-09-2016 | Done |  |  |
| Update Project Introduction | Team member | 08-09-2016 | Done |  |  |
| Complete Project Introduction | Team member | 08-09-2016 | Done |  |  |
| Create guideline to install and use tools, environment | Team member | 09-09-2016 | Done |  |  |
| Setup environment | Team member | 09-09-2016 | Done |  |  |
| Study Androids | Team member | 12-09-2016 | Done |  |  |
| Study PHP, MySQL | Team member | 12-09-2016 | Done |  |  |
| Study Laravel | Team member | 15-09-2016 | Done |  |  |
| Create Project Schedule | Team member | 21-09-2016 | Done |  |  |
| User Requirement Specification | Team Test | 16-09-2016 | Done |  |  |
| Q&A Sheet | AnNP, AnhND | 22-09-2016 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Demo, Mockups | KienMT, HungDH | 27-09-2016 | 27-09-2016 |
| Software Requirement Specification | AnhND | 28-09-2016 | 28-09-2016 |
| System Design | KienMT | 14-10-2016 | 14-10-2016 |
| Screen Design | Team Dev | 06-10-2016 | 06-10-2016 |
| Architectural Design | KienMT,HungDH | 05-10-2016 | 05-10-2016 |
| Database Design | Team Dev | 12-10-2016 | 12-10-2016 |
| Class Design | Team member | 14-10-2016 | 14-10-2016 |
| Report 2 | Team member | 17-10-2016 | 17-10-2016 |
| Progress report 2 | Team member | 17-10-2016 | 17-10-2016 |

# Problems and Suggestions

***Author***

***Nguyễn Phúc An***

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)