|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | First Aid | Project Code | FAVN |
| Author | Nguyễn Phúc An | Project Manager | Đàm Huy Hùng |
| Date of Report | 16-10-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 28-09-2016– 05-10-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 28/09/2016 |  |
| Estimated end-date | 05/10/2016 |  |
| 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 | 167.5 person days | 1 person day = 5 hours |
| Effort spent in this period | 26 person days |  |
| Total effort left | 207.5 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 | Planned end date |
| Create test plan review checklists | Team Test | 28-09-2016 | 28-09-2016 |
| Create test case review checklists | Team Test | 29-09-2016 | 29-09-2016 |
| Create test plan | AnNP | 29-09-2016 | 29-09-2016 |
| Review test plan | Test Team | 03-10-2016 | 03-10-2016 |
| Update test plan | Team member | 04-10-2016 | 04-10-2016 |
| Test plan complete | AnNP | 05-10-2016 | 05-10-2016 |
| Create progress report 3 | Team Test | 06-10-2016 | 06-10-2016 |
| Submit progress report 3 | Team Test | 06-10-2016 | 06-10-2016 |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Construction | HungDH, KienMT | 17/10/2016 | 17/10/2016 |
| Screen Design | Team Dev | 19/10/2016 | 19/10/2016 |
| Coding& Unit Test | Team Dev | 15/11/2016 | 15/11/2016 |
| Report 4 | Team member | 27/10/2016 | 27/10/2016 |
| Progress report 4 | AnhND | 27/10/2016 | 27/10/2016 |

# Problems and Suggestions

N/A

***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)