|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress  report | | | | |
| Project Name | First Aid | Project Code | FAVN |
| Author | Nguyễn Phúc An | Project Manager | Đàm Huy Hùng |
| Date of Report | 14-12-2016 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 06-11-2016 – 14-12-2016 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 06-11-2016 |  |
| Estimated end-date | 14-12-2016 |  |
| 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 | 325 person days | 1 person day = 5 hours |
| Effort spent in this period | 40 person days |  |
| Total effort left | 10 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 quality control | AnNP | 10-12-2016 | 10-12-2016 |
| Create Installing Guide | KienMT, DungNT | 14-12-2016 | 13-12-2016 |
| Create User Guide | AnNP | 14-12-2016 | 13-12-2016 |
| Create Presentation Slide | DungNT | 14-12-2016 | 13-12-2016 |
| Report 6 | Team Member | 14-12-2016 | 13-12-2016 |
| Progress report 6 | Team Member | 14-12-2016 | 13-12-2016 |

# 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)