|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress report | | | | |
| Project Name | Voluntary non-remunerated blood donation | Project Code | VNBD |
| Author | Ngo Tran Linh | Project Manager | Ngo Tran Linh |
| Date of Report | 27-10-2013 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 20-10-2013 – 27-10-2013 | Bui Dinh Chien |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 09-09-2013 |  |
| Estimated end-date | 10-12-2013 |  |
| Team size | 5 members | Ngo Tran Linh, Nguyen Thi Tam, Pham Hung Cuong, Le Huy Hoang, Nguyen Manh Cuong |
| Total estimated effort | 325person/day | 1 day = 4 hours |
| Total effort spent |  |  |
| Effort spent in this period | 25 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 |
| VNBD\_ Test Case\_v1.0\_VN | Nguyen Thi Tam | 27-10-2013 | Done |  |  |
| VNBD\_ Test Plan\_v1.0\_EN | Nguyen Thi Tam | 27-10-2013 | Done |  |  |
| VNBD\_ Test View Point\_v1.0\_EN | Nguyen Thi Tam | 27-10-2013 | Done |  |  |
| VNBD\_ Progress Report 3\_v1.0\_EN | Ngo Tran Linh | 27-10-2013 | Done |  |  |
| VNBD\_プロジェクト進捗報告書 3\_v1.0\_JP | Ngo Tran Linh | 27-10-2013 | Done |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Coding | Nguyen Manh Cuong |  | 24-11-2013 |
| Coding | Le Huy Hoang |  | 24-11-2013 |
| Coding | Pham Hung Cuong |  | 24-11-2013 |
| VNBD\_Unit Test Report\_v1.0 | Nguyen Manh Cuong | 25-11-2013 | 24-11-2013 |
| Review product and manage project | Ngo Tran Linh |  | 21-12-2013 |
| VNBD\_Progress Report 4\_v1.0\_JP | Ngo Tran Linh | 25-11-2013 | 24-11-2013 |
| VNBD\_Progress Report 4\_v1.0\_VN | Ngo Tran Linh | 25-11-2013 | 24-11-2013 |

# Problems and Suggestions

***Author***

***Ngo Tran Linh -PM***

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)