|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress report | | | | |
| Project Name | Useful Japanese Dictionary for Vietnamese | Project Code | UJD\_VN |
| Author | Nguyễn Ngọc Tuấn | Project Manager | Lê Đình Nam |
| Date of Report | 20-05-2014 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 12-05-2014 – 20-05-2014 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 12-05-2014 |  |
| Estimated end-date | 22-08-2014 |  |
| Team size | 4 members | Lê Đình Nam, Phạm Thị Minh, Phạm Tiến Đạt, Nguyễn Ngọc Tuấn |
| Total estimated effort | 300person - day | 1 day = 8 person - hours |
| Total effort spent |  |  |
| Effort spent in this period | 20 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 |
| Prepare project | Team member | 19/5/2014 | Done |  |  |
| Q&A management | TuanNN | 19/5/2014 | Done |  |  |
| Define project situation | Team member | 19/5/2014 | Done |  |  |
| Define system scope | Team member | 19/5/2014 | Done |  |  |
| Research development technology | DatPT, NamLD | 19/5/2014 | Done |  |  |
| Report 1 | Team member | 19/5/2014 | Done |  |  |
| Progress report 1 | MinhPT, TuanNN | 19/5/2014 | Done |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Design screen prototype | DatPT, TuanNN | 30/05/2014 | 30/05/2014 |
| Develop project definition | NamLD, MinhPT | 21/05/2014 | 30/05/2014 |
| Work breakdown structure | NamLD, MinhPT | 22/05/2014 | 30/05/2014 |
| Project schedule | NamLD, MinhPT | 23/05/2014 | 30/05/2014 |
| Report 2 | NamLD | 30/05/2014 | 30/05/2014 |
| Progress report 2 | TuanNN | 30/05/2014 | 30/05/2014 |
| Project Plan | NamLD, MinhPT | 27/5/2014 | 30/05/2014 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Problems and Suggestions

***Author***

***Nguyễn Ngọc Tuấn***

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)