|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | project progress report | | | | |
| Project Name | Useful Japanese Dictionary for Vietnamese | Project Code | UJD\_VN |
| Author | Phạm Thị Minh | Project Manager | Lê Đình Nam |
| Date of Report | 23-05-2014 | Receiver | Supervisor |
| Reporting period[[1]](#footnote-1) | 12-05-2014 – 23-05-2014 | Nguyễn Văn Sang |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 12-05-2014 |  |
| Estimated end-date | 15-08-2014 |  |
| 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 |
|  |  |  |  |  |  |
| UJD\_VN\_Introduction Report 1\_v1.0\_EN | Lê Đình Nam | 23-05-2014 | Done |  |  |
| UJD\_VN\_ Progress Report 1\_v1.0\_EN | Phạm Thị Minh | 23-05-2014 | Done |  |  |
| UJD\_VN\_Q&A Management Sheet\_v1.0\_EN | Nguyễn Ngọc Tuấn | 23-05-2013 | Done |  |  |
| UJD\_VN\_ Prototype\_v1.0\_EN | Phạm Tiến Đạt | 23-05-2014 | In progress(50%) |  |  |
| UJD\_VN\_ Project Plan\_v1.0\_EN | Phạm Thị Minh | 23-05-2014 | In progress(30%) |  |  |
| UJD\_VN\_ Schedule 1\_v1.0\_EN | Lê Đình Nam | 23-05-2014 | In progress(30%) |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Tasks planned for next period

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Planned end date |
| Training PHP | Lê Đình Nam |  | 30-05-2014 |
| Training PHP | Phạm Tiến Đạt |  | 30-05-2014 |
| Training PHP | Nguyễn Ngọc Tuấn |  | 30-05-2014 |
| UJD\_VN\_ Prototype\_v1.0\_EN | Phạm Tiến Đạt  Nguyễn Ngọc Tuấn | 28-05-2014 | 27-05-2014 |
| UJD\_VN\_ Project Plan\_v1.0\_EN | Phạm Thị Minh | 28-05-2014 | 27-05-2014 |
| UJD\_VN\_ Schedule 1\_v1.0\_EN | Lê Đình Nam | 28-05-2014 | 27-05-2014 |
|  |  |  |  |
|  |  |  |  |

# Problems and Suggestions

***Author***

***Phạm Thị Minh***

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)