|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAILY LOG: 02** |  |  |  | **FORM [007]**  **Ref: DailyLog\_02**  **Version: 2.0** |
| **Programme:**  SPPM |  | **Project:**  E Commerce Web Application for Omantha Tire House |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 05/02/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka * Scheduling Manager - Rivi Thushara * Risk Manager - Malith Edirisinghe | Looking forward to completing the Use Case Diagram. | 09/02/2023 | Use Case Diagram Completed. |
| 05/02/2023 | * Scheduling Manager -Rivi Thushara | Looking forward to completing Implementation design part of the project proposal. | 09/02/2023 | Design part of the project proposal Completed. |
| 05/02/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing the quality assurance plan. | 09/02/2023 | Quality assurance plan Completed. |
| 05/02/2023 | * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka | Looking forward to getting the acceptance letter. | 09/02/2023 | Acceptance letter received. |
| 05/02/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Looking forward to completing the Introduction part. | 09/02/2023 | Introduction part Completed. |
| 05/02/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Scheduling Manager -Rivi Thushara | Looking forward to completing Proposed Technical Approach and Gantt Chart. | 09/02/2023 | Proposed Technical Approach and Gantt Chart Completed. |
| 05/02/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Expected Project Results. | 09/02/2023 | Expected Project Results Completed. |
| 05/02/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka * Scheduling Manager - Rivi Thushara * Risk Manager - Malith Edirisinghe | Looking forward to completing Finalize the Project proposal. | 09/02/2023 | Project proposal Completed. |
| 05/02/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to Reviewing the Project proposal as the Quality Manager. | 09/02/2023 | Reviewing the Project proposal as the Quality Manager Completed. |
| 05/02/2023 | * Quality Manager - Keshara Dissanayaka * Scheduling Manager - Rivi Thushara * Risk Manager - Malith Edirisinghe | Looking forward to deciding a suitable language to develop the website. | 09/02/2023 | Deciding a suitable language to develop the website Completed. |
| 05/02/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Scheduling Manager -Rivi Thushara | Looking forward to deciding a suitable platform to develop the website. | 09/02/2023 | Deciding a suitable platform to develop the website Completed. |
| 05/02/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing project proposal presentation. | 09/02/2023 | Project proposal presentation Completed. |