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| **DAILY LOG: 03** |  |  |  | **FORM [007]**  **Ref: DailyLog\_03**  **Version: 3.0** |
| **Programme:** SPPM |  | **Project:** E Commerce Web Application for Omantha Tire House |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 11/02/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing Update Gantt Chart. | 16/02/2023 | Gantt Chart Updated. |
| 11/02/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing Complete PBS and PFD Diagrams. | 16/02/2023 | Charts are completed. |
| 13/02/2023 | * Scheduling Manager - Rivi Thushara | Looking forward to completing Communication Plan Document. | 16/02/2023 | Communication Plan Document completed. |
| 13/02/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Looking forward to completing Project Plan Document. | 16/02/2023 | Project Plan Document completed. |
| 11/02/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing Quality Plan Document. | 16/02/2023 | Quality Plan Document completed. |
| 11/02/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing Quality Log Document. | 16/02/2023 | Quality Log Document completed. |
| 11/02/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Log Document. | 16/02/2023 | Risk Log Document completed. |
| 11/02/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Management Plan Document. | 16/02/2023 | Risk Management Plan Document completed. |
| 13/02/2023 | * Quality Manager - Keshara Dissanayaka * Risk Manager - Malith Edirisinghe | Looking forward to completing PID Document. | 16/02/2023 | PID Document completed. |
| 11/02/2023 | * Scheduling Manager - Rivi Thushara | Looking forward to completing Meeting Munities Document. | 16/02/2023 | Meeting Munities Document completed. |
| 11/02/2023 | * Project Manager - Vinod Sahan Nawarathna * Scheduling Manager - Rivi Thushara | Looking forward to completing Stage Plan Document. | 16/02/2023 | Stage Plan Document completed. |
| 11/02/2023 | * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka * Scheduling Manager - Rivi Thushara | Looking forward to completing Product Description Document. | 16/02/2023 | Product Description Document completed. |