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| **DAILY LOG: 06** |  |  |  | **FORM [007]**  **Ref: DailyLog\_06**  **Version: 6.0** |
| **Programme:** SPPM |  | **Project:** E Commerce Web Application for Omantha Tire House |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 07/03/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing Lesson Learned Report Document. | 09/03/2023 | Lesson Learned Report Document Completed. |
| 07/03/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing Lesson Learned Log Document. | 09/03/2023 | Lesson Learned Log Document Completed. |
| 05/03/2023 | * Scheduling Manager - Rivi Thushara | Looking forward to completing Meeting Minutes Document. | 09/03/2023 | Meeting Munities Document Completed. |
| 05/03/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing Daily Log Document. | 09/03/2023 | Daily Log Document Completed |
| 05/03/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing Quality Log Document. | 09/03/2023 | Quality Log Document Completed. |
| 05/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Log Document. | 09/03/2023 | Risk Log Document Completed. |
| 05/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Management Plan Document. | 09/03/2023 | Risk Management Plan Document Completed. |
| 07/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Project Issue Document. | 09/03/2023 | Project Issue Document Completed. |
| 05/03/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing Check List Document | 09/03/2023 | Check List Document Completed. |
| 07/03/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Looking forward to completing Check Report Document | 09/03/2023 | Check Report Document Completed. |
| 05/03/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Looking forward to completing Project Plan Document | 09/03/2023 | Project Plan Document Completed. |
| 05/03/2023 | * Quality Manager - Keshara Dissanayaka * Scheduling Manager - Rivi Thushara | Looking forward developing a project (Prototype). | 09/03/2023 | The prototype was completed as planned. |