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| **DAILY LOG: 08** |  |  |  | **FORM [007]**  **Ref: DailyLog\_08**  **Version: 8.0** |
| **Programme:**  SPPM |  | **Project:**  E Commerce Web Application for Omantha Tire House |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 18/03/2023 | * Scheduling Manager - Rivi Thushara | Looking forward to completing Meeting Minutes Document. | 23/03/2023 | Meeting Munities Document Completed. |
| 18/03/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing Daily Log Document. | 23/03/2023 | Daily Log Document Completed |
| 18/03/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing Quality Log Document. | 23/03/2023 | Quality Log Document Completed. |
| 18/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Log Document. | 23/03/2023 | Risk Log Document Completed. |
| 18/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Management Plan Document. | 23/03/2023 | Risk Management Plan Document Completed. |
| 18/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Project Issue Document. | 23/03/2023 | Project Issue Document Completed. |
| 18/03/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Looking forward to completing Post Project Plan Document. | 23/03/2023 | Post Project Plan Document Completed. |
| 18/03/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing User Acceptance Test. | 23/03/2023 | User Acceptance Test Completed. |
| 18/03/2023 | * Scheduling Manager - Rivi Thushara * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing COCOMO (Constructive Cost Model) | 23/03/2023 | COCOMO (Constructive Cost Model) Completed. |
| 18/03/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing RACI (Responsible, Accountable, Consulted, and Informed.) | 23/03/2023 | RACI Completed. |
| 18/03/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Looking forward to getting Client Acceptance Letter. | 23/03/2023 | Received Client Acceptance Letter. |
| 18/03/2023 | * 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 Finalizing User Interfaces. | 23/03/2023 | User Interfaces are Finalized. |
| 18/03/2023 | * 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 Full functioning Web Application. | 23/03/2023 | Web application Completed. |