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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **QUALITY LOG 01** | | | | | | | | **FORM [03]**  **Ref: QualityLog\_01**  **Version: 1.0** | |
| **Programme:** SPPM | | | | **Project: E Commerce Web Application with AI Chatbot (Omantha tire House)** | | | | **PRINCE2** | |
| **Ref No** | **Product** | **Method** | **Staff**  **Responsible** | **Planned**  **Date** | **Actual**  **Date** | **Result** | **No of Action Items** | **Target**  **Sign-off**  **Date** | **Actual**  **Sign-off**  **Date** |
| 1 | Proposal | Proof Reading | Keshara Dissanayake, QM | 01/02/2023 | 09/02/2023 | Checked | 1 | 01/02/2023 | 09/02/2023 |
| 2 | Request Letter | Proof Reading | Keshara Dissanayake, QM | 05/02/2023 | 07/02/2023 | Revised | 1 | 05/02/2023 | 07/02/2023 |
| 3 | Proposal Presentation | Proof Reading | Keshara Dissanayake, QM | 09/02/2023 | 10/02/2023 | Checked | 1 | 09/02/2023 | 10/02/2023 |
| 4 | Project Brief | Proof Reading | Keshara Dissanayake, QM | 01/02/2023 | 03/02/2023 | Checked | 1 | 01/02/2023 | 03/02/2023 |
| 5 | WBS & PBS | Diagram Testing | Keshara Dissanayake, QM | 11/02/2023 | 16/02/2023 | Revised | 2 | 11/02/2023 | 16/02/2023 |
| 6 | Gantt Chart | Diagram Testing | Keshara Dissanayake, QM | 11/02/2023 | 16/02/2023 | Revised | 1 | 11/02/2023 | 16/02/2023 |
| 7 | Product Description | Proof Reading | Keshara Dissanayake, QM | 11/02/2023 | 16/02/2023 | Checked | 1 | 11/02/2023 | 16/02/2023 |
| 8 | PID | Proof Reading | Keshara Dissanayake, QM | 13/02/2023 | 16/02/2023 | Checked | 1 | 13/02/2023 | 16/02/2023 |
| 9 | Stage Plan | Proof Reading | Keshara Dissanayake, QM | 13/02/2023 | 16/02/2023 | Checked | 1 | 13/02/2023 | 16/02/2023 |
| 10 | Communication Plan | Proof Reading | Keshara Dissanayake, QM | 13/02/2023 | 16/02/2023 | Checked | 1 | 13/02/2023 | 16/02/2023 |
| 11 | Risk Log | Proof Reading | Keshara Dissanayake, QM | 11/02/2023 | 16/02/2023 | Checked | 1 | 11/02/2023 | 16/02/2023 |
| 12 | Risk management Plan | Proof Reading | Keshara Dissanayake, QM | 11/02/2023 | 16/02/2023 | Checked | 1 | 11/02/2023 | 16/02/2023 |