|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **F:\Photoshop\PSD\Logo FPT\cropped-logo-co-kem-3-sao-012.png** | project progress report #1 | | | | |
| Project Name | Tutor Online | Project Code | TOS |
| Author | Nguyen Thi Khanh Huyen | Project Manager | Tran Viet Vuong |
| Date of Report | 17/5/2017 | Receiver | Phan Truong Lam |
| Reporting period[[1]](#footnote-1) | 8/5/2017-17/5/2017 | Nguyen Cuong |

# Progress Description

|  |  |  |
| --- | --- | --- |
| Items | Information | Note |
| Start-date of project | 8/5/2017 |  |
| Estimated end-date | 16/8/2017 |  |
| Team size | 6 | Tran Viet Vuong  Nguyen Thi Khanh Huyen  Nong Thi Hoai Thuong  Nguyen Bao Long  Vo The Lam  Nguyen Huy Phat |
| Total estimated effort | 350 pd | 1 pd (person day) = 5 hours |
| Total effort spent | 50 pd |  |
| Effort spent in this period | 50 pd |  |
| Total effort left | 300 pd |  |

# Customer Complaints[[2]](#footnote-2)

## None

# Customer Support[[3]](#footnote-3)

## None

# Change Management[[4]](#footnote-4)

## None

# Quality Activities

## None

# Tasks matches/missed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Responsibility | Deliverable | Status | Remark | Re-schedule |
| Prepare project | Team member |  | Done |  |  |
| Define project situation | Team member |  | Done |  |  |
| Define project scope | Team member |  | Done |  |  |
| Project schedule | VuongTT |  | 75% |  | 25/5/2017 |
| Project Plan | VuongTT |  | 75% |  | 25/5/2017 |
| Q&A management | HuyenNTK |  | Done |  |  |
| Research development technology | LamVT |  | 80% |  | 25/5/2017 |
| Progress Report 1 | HuyenNTK |  | Done |  |  |
| Business Requirements Document | LongNB |  | Done |  |  |
| Meeting Minutes | ThuongNTH |  | Done |  |  |
| Design | PhatNH |  | 50% |  |  |
| Software Requirement Specification | LongNB |  | 50% |  | 25/5/2017 |

# Tasks planned for next period

|  |  |  |
| --- | --- | --- |
| Task | Deliverable | Planned end date |
| Code Demo |  | 27/5/2017 |
| Screen Design |  | 27/5/2017 |
| Architecture Design |  | 27/5/2017 |
| Data Design |  | 27/5/2017 |
| Class Design |  | 27/5/2017 |
| Software Requirement Specification |  | 27/5/2017 |
| Progress Report 2 |  | 27/5/2017 |

# Problems and Suggestions

***Author***

*Nguyen Thi Khanh Huyen*

1. Duration of reporting period is defined in project plan as daily, weekly, be-weekly, monthly. It’s weekly by default. Report may be performed on verbal form in meetings. [↑](#footnote-ref-1)
2. If no customer complaint is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-2)
3. If no customer request is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-3)
4. If no change request is received, it is noted as "None", and the table should be deleted [↑](#footnote-ref-4)