[Project Name]

**Project Daily Report**

[Note:The template below is for the purpose of project daily report. The part (font=InFoBlue) is intended to provide guidance to the auther, and is supposed to be deleted before publishing the document. The paragraphs in this font will be automatically modified into normal font(font=body Text)]

Dear [Customer],

Following is my daily work report, please take a look and give your comments.

# A - Summary

[Summarize the work of the day, including the output or any problem you encounter. Indicate normal if everything is in accordance to the plan.]

## Question

[This section is optional. Fill in when you have questions about requirements, development, progress or communications.]

## Suggestion

[This section is optional. Fill in when you want to make suggestions to the project]

# B – Today’s Tasks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **From** | **To** | **Estimate work amount (hrs)** | **Actually work amount (hrs)** |  | **Status** | **Description** |
| Upgrade the Dev Express Version to 10.2.5 | 9:00 | 12:00 | 3 | 3 |  | Done | The Dev Express has changed some API, it impacted the program working , I fixed them, and do a few testing. |
| create the plan | 13:00 | 16:00 | 2 | 3 |  | Done | Read the requirement documents, try to collect uncompleted tasks. |
| Discuss the following work plan | 16:00 | 17:00 | 1 | 1 |  | Done |  |
| Refactor | 17:00 | 18:00 | 2 | 1 |  | 20% |  |

[Additional note to Section B:

1. The tasks listed above should be completed within the report day. If not completed, the task should be highlighted with RED color.
2. If you planned to complete 20% of a task and you complete that 20%, then you can mark this as completed.
3. You should give detailed description of the task, especially for those are not completed.
4. Some tasks can span a couple of days, so you have to divide the task on your own and decide what to do everyday.]

# C – Tomorrow’s Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Date** | **From** | **To** | **Estimate work amount (hours)** | **Description** |
| Refactor[80%] | 2.16 | 9:00 | 12:00 | 5 |  |
| New tasks | 2.16 | 13:00 | 18:00 | 3 |  |

[Additional note to section C

1. The plan should be clear and can be completed within the next day.
2. The plan for the next days after tomorrow can be copied from PM’s schedule.
3. You can only mark 100% complete after you pass self test and verified against the requirement. Finishing coding doesn’t mean 100% complete.]

Please do not hesitate to let me know if you have any question.

Thanks & Best regards,

[Developer’s Name]