
[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)	Actual 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.*

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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]