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DAILY STATUS REPORT

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Abstract-A daily status report is a kind of report that shows a status or progress of something, usually a task or a project, on a daily basis. Daily status reports are created and used for office workers. These reports are sending to the team manager every day, usually before the end of working day. Employee creates daily status reports to update their team manager about what that happened within the day and hours. Usual pieces of information that are included in a daily status report about the work and how many project will be progress in that day or completes. Daily status reports serve as communication tools among the company employee and provide particular information about the project. Another task that should be included in a daily status report is the hard work and get project done. The hard work are usually beneficial to the all the team and all the company based on the of employee what they will be done and how they will be done any project. Actual and potential problems should be discussed by the team members and supervisor so the work should be perfect and easily and complete very easily and there is no problem on project, which will help team members solve the existing project problem by the team members and prevent foreseeable crises.

Keyword---Daily Status Report, Progress Report, Work Report

I. INTRODUCTION

The project entitled "Daily Status Report" is a windows based application. This project is being created for managing daily work done by employees in BPO Company. This project keeps information of currently running project, employee total work done for particular project. This project has two parts one is for Admin and another for employees. Admin can add, edit, delete project info, display messages/warnings, view employees work done etc. Employee cans entry his today work done by selecting allotted projects, or can view history of the project. Positive milestones such as achievements and accomplishments should be included in the daily status report because the status report provides the actual result of the project. While these act as small pieces of the game that can show the whole condition or situation of the team, they can also serve asMotivation or inspiration of the other members of the team. In addition, the achievements of a team member will keep showing or providing the ignited in doing his tasks. Many team members Plans and goals are also indicated in the daily status report as these serve as bases to the team's strategies and actions in the future project. The team's plans give direction to the entire each and every team members. These are also the team's for complete any project with the particular requirement by the user or supervisor.

II. WHY MAKING DAILY STATUS REPORT

Daily status reports can include the team's best idea about the project and when it will be complete, as these are keys to the team's continuing transformation and success in the business industry. This so called "transformation" without transformation you cannot complete any project.

Team members can report what they have learned from the project, as well as from their accomplishments and bugs. Also, they can include their perception on what the company can do to become better and provide the better result. Moreover, new ideas that the team can consider can be also included in the daily status report for next movies.Creativity, learning, and continuous growth are significant to a team, whether the team is small or large.

III. TEAM MEMBERS HELP AT MAKING DAILY STATUS REPORTS

Team reporter is aTool that provides details on the team's general status and grottiness;it can be apart in generating daily status reports. It solicits information from the members about their goals, plans, and problems, which the members can send daily and provide result.
The application notifies team members via e-mail, asking for the day's progress, issues, and other significant events in its simple and automated interface. After collecting information, Team supervisor sends a summary of the team's status to the team members. After the successful adding the information about the any project they give a perfect result of the project and stored in the database and Many Employee can add our project details very carefully.

As status meetings can be replaced by scheduled report mails, Team reporter enables the team to save a lot of time and money for the completeness of the project and growth of the project., for the effective communication will be facilitated among team members, allowing them to grow into a better team and provide the better result of the team or company because daily status report are used for this purpose.

IV. OPTIONS TO MAKING DAILY STATUS REPORTS

While daily status reports provide knowledge to the team members with its daily updates and many profit to its team and company. .

Some alternatives to daily status reports are weekly reports and monthly reports for the daily updating the project and progress of team. However, these reports should contain precise and complete details of the project. since completeness , accuracy and speed are key elements to the report output.

In addition, weekly and monthly reports both provide the quality of our project and progress report of the project, if some issue are occur then it will be show all the contain of the project and provide the result of the .However, it can be done many task that daily status reports are more complete and detailed than other reports.

V. DAILY STATUS REPORTING TO SUPERVISOR

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The Project manager reports to you on a daily basis by the conclusion of each business day and what they will be done on that day. No matter what was done during a day by the project team, and what results were obtained, a Daily Report is sent by email or by hand(Using Database File) to you.

List of activities completed:

- Project status report (on track, behind schedule, etc.)
- Hot list of Risks or Final List or Risks
- Project performance metrics or Progress report.

VI. VISUAL BASIC

Visual Basic Visual Basic is the favorite programming environment of many programmers. (In fact, you're reading abook written by one of those programmers right now.) When Visual Basic first appeared, it created a revolution in Windows programming, and that revolution continues to this day. Never before had Windows programming been so easyjust. Build the program you want, right before your eyes, and then run it. Visual Basicintroduced unheard-of ease to Windows programming and changed programming from a chore to something very fun.

"Visual" refers to the method used to create what the user sees - the Graphical User Interface, or GUI. "Basic" refers to the BASIC (Beginners All-Purpose Symbolic Instruction Code) programming language, a language used by more programmers than any other language in the history of computing. You can create useful programs by learning just a few of its features. The following links will get you started with Visual Basic programming; each link includes examples, as well as access to additional information.

Visual Basic 6.0 is an Integrated Development Environment (IDE). The IDE allows the programmer to create, run and debug Visual Basic programs conveniently. It is also a RAD (Rapid Application Development) that is worlds widely used RAD language as it has the capability of creating an application rapidly.

VII. SOFTWARE TESTING

Login Form:

Figure 1: Startup Workspace

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Figure 3: Users Workspace Flowchart

VIII. CONCLUSION

The project "Daily Status Report" is aimed of us.

1. User friendly.

2. Easy generating report of any ITEM.

We have given a fairly extensive description of our project titled "Daily Status Report". Here we present the usefulness and advantages of computers in organization. The project in discussion is attempt to attain all goal to maximum accuracy and most efficiently. But like every other system, the system might process faults to its credits and has its own limitations. Neglecting these few negations the project can be called a stepping-stone in the "Daily Status Report". Any new user can enter data very easily and stored permanently in the system. When user want to get the data on that time it will be used a data base. After the successfully entering the information about the project they can easily generate.

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