



## Project Status Report

Project Name: iSpector  
Department: SoCIT  
Focus Area: Hotels and Conventions  
Product/Process: Hotel Guestroom Inspection

### Prepared by:

Document Owner(s)	Project/Organization Role
(s)	
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### Project Status Report Version Control

Version	Date	Author	Change Description
1.4	10-9-2017	Gabriel D. Gonzalez	<ul style="list-style-type: none"><li>• Project Status Report #4 covers the project's progress from October 9 to 15.</li></ul>

Confidential  
Project Status Report Week 4  
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## 1 PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document that Project Team members may use as a means of formal reporting on the status of the project. If there are milestones that are finished, or if there is a need for major revisions, it will appear in this document alongside other minor changes.

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## 2 PROJECT STATUS REPORT TEMPLATE

### 2.1 Project Status Report Details

October 9 (Monday) — The team held an informal meeting about the progress of the project. Sir Sean reminded the class that on the next meeting, the groups' first prototype should be at 50%.

October 10 (Tuesday)

- Project leader consulted with the team's project advisor (Mr. Jayvee Cabardo)
- Gabriel and Carl attended a meeting with Sir Neil at room 309 from 3:30 to 5:30pm.
  - o Obtained Sir Neil's contact information for Guestroom Inspection Template.
  - Removal of Assessment process by Housekeeping Manager.
  - Emphasis on Guestroom Inspection Reports.
  - QR codes should be implemented in a non-tacky fashion.

October 12 (Thursday)

- All diagrams have been submitted to Microsoft Office 365's Planner and Teams.
- The team attended their CJPROJ class on time.
- The team presented their prototype at 50% completion with positive feedback.
- Received email from client containing Taal Vista's Guestroom Inspection Checklist.

### 2.2 Project Status Report Template

Project Name		
Prepared by: Gabriel Joseph D. Gonzalez	Date: October 13, 2017	Reporting Period: 10-9-2017 -10-15-2017
Project Overall Status: The projects prototype is at 50% completion. Still missing QR code implementation and Reports generation.		
Project Summary: 50%		

**Project Status Report**

Milestone Deliverables performance reporting over last period				
Milestone Deliverables	Due Date	•6/0 Completed	Deliverable Status	
Milestone 1				
• UML Diagrams (First draft)	10-122017	92%	On Schedule	
Milestone 2				
• 50% prototype completion	10-122017	100%	On Schedule	
Milestone Deliverables scheduled for completion over next period				
Project impact of milestone success or failure for project remainder				
Refinement and completion of assigned UML Diagrams and completion of 1 <sup>st</sup> prototype.				
Project Budget/Financial Status				
budget Item	Planned Budget	Actual Cost	Variance/Explanation	
Project Risk Management Status				
Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
Individual laziness and complacency.	Medium	High	High	
Project member underperformance	HIGH	High	High	
Project Issue Management Status				
issue and	Project impact	Target Due Date	Issue Status	Issue Resolution


**Prepared by** Gabriel Joseph D. Gonzalez  
Project Manager