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| **Executive Summary** |

**Overall Status: Yellow**

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| --- | --- | --- | --- | --- |
|  | Green(Controlled) | Yellow(Caution) | Red(Critical) | Major Reason for Deviation |
| **Budget** |  |  |  | The team’s budget is controlled. Expenses are only allocated for client meetings (i.e. parking fees) and other related activities. |
| **Schedule** |  |  |  | Development of the system to be done during Christmas break. Expected delays from members going home to province and Christmas holidays. |
| **Scope** |  |  |  | Previous client meeting yielded minor scope creep due to project team demands. Necessary system function finalized and accepted by Project Delivery Team. Other requests denied. |

**Comments:**

* System development is on going full blast. Expected demo for the working prototype on first week of January.
* Forms and outputs have been presented to M&E, PDT, with approval from their boss. Output is a finalized version of the input forms and reports of the system.
* Additional resources for development cannot be allocated anymore.

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| **Details** |

1. **Schedule Performance Monitoring**

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| Task | Baseline End | Actual End | Status? |
| 1.3.3.3 Create Final Version of the Input Data Forms for BEST and AdEPT | Oct 25, 2013 | Nov. 19, 2013 | ☺ |
| 1.3.4.3 Create the Final Version of the Input Data Forms for SMP Data Collection | Oct. 25, 2013 | Nov. 19, 2013 | ☺ |
| 1.3.5.2.1 Draft M&E Policies and Procedures | Nov. 9, 2013 | Nov 26, 2013 | ☺ |
| 1.3.5.2.2 Evaluate M&E Policies and Procedures | Nov. 9, 2013 | Nov 26, 2013 | ☺ |
| 1.3.5.2.3 Create Final Version of M&E Policies and Procedures | Nov. 9, 2013 | Nov 25. 2013 | ☺ |
| 1.5.3.3 Create the Proposed Logical Data Flow Diagram | Oct. 25, 2013 | Nov.18, 2013 | ☺ |
| 1.5.3.4 Create the Proposed Physical Data flow Diagram | Oct. 25, 2013 | Nov.18, 2013 | ☺ |
| 1.5.4 Create the Data Dictionary | Nov. 6, 2013 | Nov. 18, 2013 | ☺ |
| 1.5.6 Create an Entity Relationship Diagram | Oct. 31, 2013 | Nov. 20, 2013 | ☺ |
| 1.5.7 Create a Logical Data Map | Nov. 16, 2013 | Nov. 22, 2013 | ☺ |
| 1.6.1 Develop System Prototype | Jan. 2, 2013 |  |  |

**Narrative:**

Big Bang conducted three meetings with the client within the aforementioned status reporting period. The team updated the client with each tasks such as the status of the website development and the generation of the final version of the M&E forms and reports. Apart from this, final comments for the system design were collected; the most recent meeting involving the PDT to give all their feedback.

From the previous status report, Ms. Reli already provided the necessary feedback for the final report templates, thereby making it possible for the M&E and PDT team to finish standardizing the report templates and converting them to final reports. After the client’s approval of the hardware requirements, the development team completed the pertinent tasks for the system design. Currently, system development is ongoing and is expected to finish by the end of the Christmas break.

**Revised Schedule:**

1. **Deliverables Performance Monitoring**

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| --- | --- | --- |
| Task | Deliverable + Supporting Doc File | Status? |
| 1.3.3.3 Create Final Version of the Input Data Forms for BEST and AdEPT | Finalized Input Data Forms for BEST and AdEPT | ☺ |
| 1.3.4.3 Create Final Version of the Input Data forms for SMP Data Collection | Finalized Input Data Forms for SMP | ☺ |
| 1.3.5.2.3 Create Final Version of M&E Policies and Procedures | Approved Finalized M&E Forms | ☺ | |
| 1.5.3.3 Create the Proposed Logical Data Flow Diagram | Proposed Logical Flow Diagram | ☺ | |
| 1.5.3.4 Create the Proposed Physical Data Flow Diagram | Proposed Physical Data Flow Diagram | ☺ | |
| 1.5.4 Create the Data Dictionary | Data Dictionary | ☺ | |
| 1.5.6 Create an Entity Relationship Diagram | Entity Relationship Diagram | ☺ | |
| 1.5.7 Create a Logical Data Map | Logical Data Map | ☺ | |

1. **Cost Monitoring**

**Details:**

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| Expense Category | Expense | Actual Amount |
| Client Meeting | Parking fees | Php 215 |

**Summary:**

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| Expense Category | Actual Amount | Budgeted Amount | Percentage |
| Client Meeting | Php 215.00 | Php 600.00 | 35.8% |
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1. **Controls**

**Issues/Resolution Monitoring**

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| Issue | Date Raised | Severity | Resolution |
| The client wants to have a full running system by the second week of January for testing | Dec. 12, 2013 | ☺high | Dev team are undergoing training in order to make the development of the system faster; additional time allotted to development, even weekends |
| After reviewing the input and output forms by the client, modification of the forms are needed | Dec. 12, 2013 | ☺medium | The team modified the respected forms according to instruction |
| Data needed from the Client are difficult to acquire | Dec. 12, 2013 | ☺med | The team had to follow up with the respective people religiously |

**Change Status**

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| Change Request | Person Responsible | Due Date | Status |
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**Risk Status**

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| --- | --- | --- | --- |
| Risk Encountered | Mitigation Done Based on Risk Document | Person Responsible | Status |
| Project deliverables and requirements are behind schedule | Project group will work over time to make up for lost time.  Temporary reallocation of resources, job descriptions, and tasks among project members. | Philip Peralta | ☺ |
| There were last minute changes to the group project. | Assemble the project team and work on the changes together. | Paolo Luces | ☺ |
| There is a schedule conflict between client and project team | The scheduled meeting between the client and the project team will be rescheduled as soon as one party has informed the other of their inability to be present.  A brief description of what the scheduled meeting was supposed to address is given by either sides as to help in the preparation for the next meeting. | Joy Federico | ☺ |
| Academics related activities prevent project team from accomplishing tasks | Reschedule the project tasks that are to be accomplished immediately. | Joy Federico | ☺ |

1. **Action Plan**

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| Next Steps | Point Person | Due Date |
| Finish working prototype of system | Philip Peralta | January 6, 2014 |
| Demo within team of CRISP | Philip Peralta | January 8, 2014 |
| User Manual Draft | Trishia Gerobiese | January 6, 2014 |
| Finish test cases from QA team | Glu Uygongco | December 28, 2013 |
| Print out physical copies of forms and reports templates | Francis Fajardo | December 20, 2013 |

1. **Noted by**

|  |  |  |
| --- | --- | --- |
| Group Member | Signature | Date Signed |
| Philip Peralta | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Phil Signature.png |  |
| Raymond Cruz | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Raymond Joseph Nathaniel Castañeda Cruz.png |  |
| Gerard Uygonco | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:glu esig.jpg |  |
| Dayanara Simon | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:ara.png |  |
| Joy Federico | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Joy-Federico.gif |  |
| Michelle Armario | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:mitch.png |  |
| Chelsea Galvez | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Chelsea esig.jpg |  |
| Evan Tan | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:evantan esig.jpg |  |
| Raphael Carrillo | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:carillo esig.jpg |  |
| Paolo Luces | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Luces-Esig.png |  |
| Francis Fajardo | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Fajardo.png |  |
| Aaron Casurao | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Aaron.png |  |
| Trishia Gerobiese | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Trishia.png |  |
| Simone Jaldon | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Simone.png |  |
| Alecxandra Rimbao | My Mac ☺:Users:michelleangelaarmario:Google Drive:BPAP Council:Resources:Digital SIgnatures:Alecx.jpg |  |

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| **Appendix** |

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| Appendix | Page # or File Name |
| Risks | Risk.doc |
| Minutes | Minutes.doc |
| Panel Recommendations | Panel Recommendations.doc |
| Semi Approved Screen flow | Screenflow1 and Screenflow2 |

***Note:***

1. *Appendix : The name of the document you will submit*
2. *Page # 🡪 if you’re submitting a hard copy; File Name 🡪 if you’re submitting a soft copy on CD*