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| **Executive Summary** |

*Sample Entries in the Summary. Modify them as needed. There are three levels per category. Choose the most appropriate level.*

**Overall Status: Yellow**

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| --- | --- | --- | --- | --- |
|  | Green(Controlled) | Yellow(Caution) | Red(Critical) | Major Reason for Deviation |
| **Budget** |  |  |  |  |
| **Schedule** |  |  |  | Functional Requirements, Entity Relation Diagram, Data Flow Diagrams, program development, drafting of test cases and scripts are delayed |
| **Scope** |  |  |  | Some roles and responsibilities had to be redistributed due to a major risk that occurred.  Some tasks, like “digitization of documents and installation to the client server” will be done by Expedia |

**Comments:**

* Functional Requirements and Data Flow Diagrams need to be drafted and finalized. The ERD Document will be based on the program that will be developed instead of it being the basis for the program. Due to constant changes in schedules the team has difficulty in meeting weekly. Expedia’s technical officers will not have office from December 16 to January 2.

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| **Details** |

1. **Schedule Performance Monitoring**

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| --- | --- | --- | --- |
| Task | Baseline End | Actual End | Status? |
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*Notes:*

1. *Baseline End is the end date found in your 2nd deliverable*
2. *Actual End is the actual date when the task was finished.*
3. *Status would either be : ☺ : for late ☺ for on time ☺ for ahead of schedule. Please see sample in Status column*

**Narrative:**

*Briefly explain why the tasks are either late or ahead of schedule. Put a reference to it in the Issue/Resolution Chart if needed.*

**Revised Schedule:**

*Include here your revised schedule* ***up until the next status report only*** *based on the results of the monitoring. If there is no change in the schedule, simply put the baseline schedule here (based on the original WBS) and say NO CHANGE in the* ***Revised Start/End*** *column. If there is a change, put the changes in the* ***Revised Start/End*** *column*

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| --- | --- | --- | --- | --- |
| Task | Baseline Start | Baseline End | Revised Start | Revised End |
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1. **Deliverables Performance Monitoring**

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| --- | --- | --- |
| Task | Deliverable + Supporting Doc File | Status? |
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*Notes:*

1. *Deliverable is the actual deliverable based on your original WBS*
2. *Status would either be : ☺ :draft/not yet final document ☺ final submitted as scheduled but not quality checked ☺ final document and quality checked. For this part, please use the smiley icons as seen in the example.*
3. *Provide the deliverables either in hard copy or soft copy (CD)*
4. **Cost Monitoring**

**Details:**

|  |  |  |
| --- | --- | --- |
| Expense Category | Expense | Actual Amount |
|  |  |  |
|  |  |  |

**Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
| Expense Category | Actual Amount | Budgeted Amount | Percentage |
|  |  |  |  |
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*Notes:*

1. *Expense Category is based on your baseline cost category (academic expense)*
2. *Expense is the description of the expense*
3. *Amount is the amount spent*
4. *Attach the receipts and cash vouchers used in proper format*
5. **Controls**

**Issues/Resolution Monitoring**

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| --- | --- | --- | --- |
| Issue | Date Raised | Severity | Resolution |
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*Notes:*

1. *Issue: Identify the issues/problems/concerns that cropped up during the report ing period*
2. *Date Raised/ Identified : Identify when the issue cropped up*
3. *Severity:☺ : high (significantly affects the outcome/scope of the project) ☺ medium (impacts the schedule of the project) ☺ low (can be immediately addressed).*
4. *Resolution: Identify HOW the resolution was resolved OR if the resolution is pending or was not yet resolved during the reporting period, what will be the next steps*

**Change Status**

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| --- | --- | --- | --- |
| Change Request | Person Responsible | Due Date | Status |
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*Notes:*

1. *Change Request: What was the change request*
2. *Person Responsible : Who is handling the change request*
3. *Due Date: When should the change be finished?*
4. *Status: Status :☺ just encountered and change process is just being done ☺ change request is being addressed ☺ Change request done*

**Risk Status**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Encountered | Mitigation Done Based on Risk Document | Person Responsible | Status |
|  |  | Lorenzo Eduardo D. Gasambelo | ☺ |
|  |  | Joshua R. Tud | ☺ |
|  |  | Lorenzo Eduardo D. Gasambelo | ☺ |
|  |  | Lorenzo Eduardo D. Gasambelo | ☺ |

*Note:*

1. *Risk Encountered: Mention the risk encountered (either one that was mentioned in the risk document or a new risk)*
2. *Mitigation Done: What was done (again, based on your risk document)*
3. *Person Responsible: Who is responsible for managing the risk*
4. *Status :☺ just encountered and mitigation has not yet been done or mitigation is not succeeding ☺ mitigation being implemented ☺ Risk addressed and finished*
5. *: Please attach the corresponding risk document from the Project Plan as an Appendix*
6. **Action Plan**

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| --- | --- | --- |
| Next Steps | Point Person | Due Date |
|  |  |  |
|  |  |  |

*Notes:*

1. *Next Steps: What will be the next steps that will be done by the group 🡪 whether for the next tasks or other things that need to be addressed based on the controls above (issue/change request/risk)*
2. *Point Person: Who will be accountable for this?*
3. *Due Date: When is it expected to be resolved?*
4. **Noted by**

|  |  |  |
| --- | --- | --- |
| Group Member | Signature | Date Signed |
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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*