Project Status Report

Project Name: Hotel Escalation Management Module

Department: SOCIT

Focus Area: MCSPROJ

Product/Process:

Prepared By:

Document Owner(s)	Project/Organization Role
Alanis Watz Alconcel	Project Manager
Matthew Arnold Alabado	Project Researcher
Samantha Nicole Balubal	Database Analyst
Rachel Anne Brillantes	Project Developer
Kathrine Danielle Burton	Project Researcher
Engel Jan Pamittan	Project Developer

Project Status Report Version Control

Version	Date	Author	Change Description
1.0	9/21/17	Alanis Alconcel	Document created
1.0	9/21/17	Rachel Brillantes	• Change Purpose and Description • Change Scope and Limitations • Change System Overview
1.0	9/21/17	Samantha Balubal	• Update Entity Relationship Diagram • Update Use Case Diagram
1.0	9/21/17	Samantha Balubal Danielle Burton Engel Jan Pamittan	• Signed Project Adviser Form

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1 PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document that Project Managers may use as a means of formal regular reporting on the status of a project to key project stakeholders, including the Steering Committee, Project Sponsor, and Senior Manager.

2 PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

This status report focuses on the changes needed to be made to the documentation from the previous term.

- Update Documentation

    For the period of September 18-23, 2017, team members plan to do revisions for the documentation and to be able to include the three UML Diagrams, that was discussed to us, in the document.

    o Add Object Diagram, Class Diagram, Communication Diagram

    o Revise parts of the document

2.2 Project Status Report Template

Project Name			
Prepared By: **Alanis Watz Alconcel**	Date: **09/21/2017**		Reporting Period: **09/18/2017** to **09/23/2017**
Project Overall Status: The documentation of the project is incomplete of 10 UML Diagrams and the prototype is still on development.			
Project Summary: The team added the 3 UML Diagrams that was discussed in class. Discussed with the adviser on what are the steps needed to take to develop the prototype.			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	**Due Date**	**% Completed**	**Deliverable Status**
Milestone 1			
• Update Purpose and Description	**09/21/2017**	**100%**	[**On Schedule**]

• Update Scope and Limitations	**09/21/2017**	**100%**	[**On Schedule**]
• Update System Overview	**09/21/2017**	**100%**	[**On Schedule**]
• Update ERD	**09/21/2017**	**100%**	[**On Schedule**]
• Update Use Case	**09/21/2017**	**100%**	[**On Schedule**]
• Meeting with Adviser	**09/21/2017**	**100%**	[**On Schedule**]
Milestone 2			

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Add Object Diagram	**09/25/2017**	**70%**	**Ahead of Schedule**
• Add Class Diagram	**09/25/2017**	**70%**	**Ahead of Schedule**
• Add Communication Diagram	**09/25/2017**	**70%**	**Ahead of Schedule**
• Client Meeting	**TBA**	**0%**	**N/A**
Milestone 2			

Project impact of milestone success or failure for project remainder

We finished all the revisions needed to be done in the document and still on progress on the prototype and adding of the other UML Diagrams.	[Replace this text with a brief description of any changes to the project schedule required as a result of the amended milestone(s).]

Project Budget/Financial Status

Budget Item	Planned Budget	Actual Cost	Variance/Explanation
Printing	30	30	The cost is for the printing of this document

Project Risk Management Status

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
Lack of Client Meeting	High	High	High	The professors scheduled a meeting with the client for this term.
Incomplete UML Diagrams	High	High	High	Added 3 UML Diagrams. Only 7 UML Diagrams left.

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Incomplete UML Diagrams	High	Before Midterm ends	Open	Finish all UML Diagrams on the half period of Midterm, so the team can focus on the prototype

Project Recommendations

[Replace this text with a brief statement for the Steering Committee, Project Sponsor, or Senior Manager to consider or endorse. Other questions to consider for review with key project stakeholders are:

- Will the project be completed on time and on budget?
- Will the project deliverables be completed within acceptable quality levels?
- Are scope change requests being managed successfully?
- Are project issues and risks being addressed successfully and mitigated?
- Are all customer concerns being addressed successfully?]

Objectives for Next Project Status Review

More UML Diagrams to be finished

Related Project Information

[Replace this text with an attachment or link to other relevant information that can be included with this project status report. Examples include:

- Budget Report Summary
- Issue Record Report
- Scope Change Report
- Project Work Plan
- Project Metrics/Statistics
- Quality Management Review.]

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3   PROJECT STATUS REPORT APPROVALS

Prepared by   _____
                   Alanis Watz Alconcel
                   Project Manager

Approved by   _____
                   Mr. Jayvee Cabardo
                   Project Advisor

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4   APPENDICES

4.1   Document Guidelines

4.2   Project Status Report Sections Omitted