



## 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	11/29/17	Alanis Alconcel	Project Status Report 11 Document created

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## 2.2 Project Status Report Template

Project Name			
Prepared By	Date	Reporting Period	
Alvin Wang Alvin@alvin.com	11/29/17	11/27/17 to 11/30/17	
Project Overall Status			
The team is completing the mobile app web interface.			
Project Summary			
This app is used for development. Risk Management Plan needs to be included in the documentation.			
Milestone 1: Iterative performance reporting over last period			
Milestone 1	Completion	Completion %	Completion Date
• Mobile Platform	11/27/17	75%	12/01/17
• Web Platform	11/27/17	75%	12/01/17
Milestone 2	Completion	Completion %	Completion Date
• Update Existing Management Plan	11/27/17	50%	12/01/17
• Update Change Management Plan	11/27/17	50%	12/01/17
• Create Risk Management Plan	11/27/17	50%	12/01/17



## 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 start of using Android Native to develop the mobile application and the Change Management Plan needed to be added in the documentation.

### 2.2 Project Status Report Template

<b>Project Name</b>			
Prepared By: <b>Alanis Watz Alconcel</b>	Date: 11/29/17	Reporting Period: 11/27/17 to 12/01/17	
Project Overall Status: The team is developing the mobile and web interface			
Project Summary: Prototype is back on development. Risk Management Plan needed to be included in the documentation.			
<b>Milestone Deliverables performance reporting over last period</b>			
<b>Milestone Deliverables</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Deliverable Status</b>
Milestone 1			
• Mobile Prototype	12/01/17	30%	[Behind Schedule]
• Web Prototype	12/01/17	35%	[Behind Schedule]
Milestone 2			
• Update Quality Management Plan	12/01/17	95%	[On Schedule]
• Update Change Management Plan	12/01/17	95%	[On Schedule]
• Create Risk Management Plan	12/01/17	50%	[On Schedule]

Project Status Report

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
•			
Milestone 2			

Project impact of milestone success or failure for project remainder

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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

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
The delay of developing the prototype	High	High	High	Continue developing the prototype



#### Project Status Report

- Are project issues and risks being addressed successfully and mitigated?
- Are all customer concerns being addressed successfully?

#### Objectives for Next Project Status Review

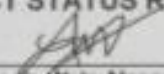
Start developing the prototype again

#### Related Project Information

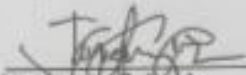
N/A

### 3 PROJECT STATUS REPORT APPROVALS

Prepared by

  
Alanis Watz Alconcel  
Project Manager

Approved by

  
Mr. Jayvce Cabardo  
Project Advisor

## **4 APPENDICES**

### **4.1 Document Guidelines**

### **4.2 Project Status Report Sections Omitted**

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