



Project Status Report

Project Name: Hotel Escalation Management Module
Department: SOCIT
Focus Area: MCSPROJ
Product/Process:

Prepared By:

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

Version	Date	Author	Change Description
1.0	12/07/17	Alanis Alconcel	Project Status Report 12 Document created

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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 development of the prototype since all required documents are complete.

2.2 Project Status Report Template

Project Name			
Prepared By: Alanis Watz Alconcel	Date: 12/07/17	Reporting Period: 12/04/17 to 12/08/17	
Project Overall Status: The team is developing the mobile and web interface			
Project Summary: Prototype is back on development. Completed required documents			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Mobile Prototype	12/08/17	40%	[Behind Schedule]
• Web Prototype	12/01/17	35%	[Behind Schedule]
Milestone 2			
• Update Quality Management Plan	12/08/17	100%	[On Schedule]
• Update Change Management Plan	12/08/17	100%	[On Schedule]
• Create Risk Management Plan	12/08/17	100%	[On Schedule]
Milestone Deliverables scheduled for completion over next period			

Project Status Report

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 Recommendations

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

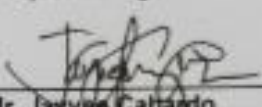
N/A

3 PROJECT STATUS REPORT APPROVALS

Prepared by


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Project Manager

Approved by


Mr. Jayvue Cabardo
Project Advisor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
