

**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 | 11/24/17 | Alanis Alconcel | Project Status Report 10 Document created |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc77392557)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc77392558)

[2.1 Project Status Report Details 3](#_Toc77392559)

[2.2 Project Status Report Template 3](#_Toc77392560)

[3 PROJECT STATUS REPORT APPROVALS 6](#_Toc77392561)

[4 APPENDICES 7](#_Toc77392562)

[4.1 Document Guidelines 7](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 7](#_Toc77392564)

# 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.



# PROJECT STATUS REPORT TEMPLATE

## 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.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  **Alanis Watz Alconcel** | Date:  11/17/17 | Reporting Period:  11/20/17 to 11/24/17 |
| Project Overall Status:  The team will start over developing the mobile interface and continue with the web interface | | |
| Project Summary:  Prototype is back on development. Quality Management Plan and Change Management Plan needed for documentation | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Mobile Prototype | 11/24/17 | **10%** | [Behind Schedule] | | * Web Prototype | 11/24/17 | **30%** | [Behind Schedule] | | Milestone 2 | | | | | * Updated Quality Management Plan | 11/24/17 | **40%** | [On Schedule] | | * Create Change Mangement Plan | 11/24/17 | **20%** | [On Schedule] | | | |
| **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**   |  |  | | --- | --- | |  |  | | | |
| **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** | | The change of framework will make group start from scratch in mobile prototype | High | High | High | The team has start developing the prototype | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | |  |  |  |  |  | | | |
| **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**   |  | | --- | | Updated Quality Management Plan and Change Management Plan | | | |
| **Related Project Information**   |  | | --- | | N/A | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alanis Watz Alconcel**

Project Manager

**Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mr.** **Jayvee Cabardo**

Project Advisor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

