

**Project Status Report**



**Project Name:** Fake News

**Department:** School of Computing & Information Technologies

**Focus Area:**

**Product/Process:**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Nares, Marc Anthony | Project Manager |
| De Leon, Aleo Ralph C. | Project Developer |
| Holgado, Wyatt Zeus H. | Project Documentor |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 01/28/18 | Nares, Marc Anthony | Document created |
| 2.0 | 01/28/18 | Nares, Marc Anthony | Added New Milestones |

**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 3](#_Toc77392561)

[4 APPENDICES 3](#_Toc77392562)

[4.1 Document Guidelines 3](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 3](#_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

The status of the project is there are a lot of changes that need to be done regarding in our documentation especially in our design and methodology. Also, we still need to improve our diagrams to make sure our system will be better.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name: Fake News | | |
| Prepared By:  Nares, Marc Anthony | Date:  01/28/18 | Reporting Period:  01/28/18 to --/--/-- |
| Project Overall Status:  The team just needs to revised the previous documents especially the design and methodology. | | |
| Project Summary:  [Replace this text with a brief statement of project performance not covered in the remainder of the report.] | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Milestone 2 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Adviser / Consultant | | | | | * Project Adviser | 01/26/18 | 100% |  | | * Project Consultant | 01/26/18 | 100% |  | | Documentation | | | | | * Draft Vision and Scope | 01/31/18 | 25% |  | | * Revised Design and Methodology | 02/03/18 | 50% |  | |  |  |  |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | [Replace this text with a description of milestone and potential scope changes.] | [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** | |  |  |  |  | |  |  |  |  | | | |
| **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** | |  |  |  |  |  | |  |  |  |  |  | | | |
| **Project Recommendations**   |  | | --- | | * 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**   |  | | --- | |  | | | |
| **Related Project Information**   |  | | --- | | * Budget Report Summary  * Issue Record Report  * Scope Change Report  * Project Work Plan  * Project Metrics/Statistics  * Quality Management Review.] | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Nares, Marc Anthony

Project Manager

**Approved by** Cabardo, Jayvee

Project Advisor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

