

**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 |
| 3.0 | 2/5/2018 | Nares, Marc Anthony | Added New Milestones |

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# 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 currently project is the team is now making the prototype and still making improvements on the documentation itself.

## 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 is still making improvements on the documentation itself and also the team is now making the prototype of the project. | | |
| Project Summary:  The team started making the prototype | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Adviser / Consultant | | | | | * Project Adviser | 01/26/18 | 100% |  | | * Project Consultant | 01/26/18 | 100% |  | | Documentation | | | | | * Revised Design and Methodology | 02/03/18 | 100% |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Documentation | | | | | * Improvement of overall documentation | 03/07/2018 | 10% |  | | Prototype | | | | | * Framework | 03/07/2018 | 10% |  | | * Coded Features | 03/07/2018 | 0% |  | | * Database | 03/07/2018 | 0% |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | |  |  | | | |
| **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 successful? | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Our team objectives for the next project status report will be having a working framework in our prototype. | | | |
| **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

