

**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 Documenter |

**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 |
| 4.0 | 2/12/2018 | 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 currently project the team is still currently keep on improving the documentation and currently still making the prototype. Also, we already finished the draft of our new

## 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 continuing making the prototype. Also, the team have finished some task that are assigned to each team members | | |
| Project Summary:  The team just had finished some assigned task to each team member | | |
| **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 | 30% |  | | * Draft Project Chart | 02/05/2018 | 20% | [**Behind Schedule**] | | * Statement of Work | 02/12/2018 | 100% |  | | * WBS/Gantt | 02/12/2018 | 100% |  | | * SRS | 02/12/2018 | 100% |  | | * Estimates | 02/14/2018 | 0% |  | | Prototype | | | | | * Framework | 03/07/2018 | 30% |  | | * Coded Features | 03/07/2018 | 20% |  | | * 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** | | Print | P30 | P21 | Progress Report | |  |  |  |  | | | |
| **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 is to improve our currently documentation and diagrams and also to continue making the 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

