

**Project Status Report**



**Project Name:** Stock Brokerage Firm Transaction Processing

**Department:** SOCIT

**Focus Area:** Revision of Documentation

**Product/Process:** Applying changes on the projects objective, improving models.



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Armersson Caguioa | Project Manager |
| Felix Gregorio | Project Researcher |
| Daveson Romblon | Project Analyst |
| Karlo Mendoza | Project Designer |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 06/20/16 | Armersson Caguioa | Document created |
| 1.1 | 06/23/16 |  | * Project Objective * Improvement of Diagram |
| 1.2 | 06/30/16 |  | * Diagram Revisions * Documentation Revisions |

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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

[Replace this text with project status details for your key project stakeholders, focusing on milestone deliverables. This Report must include the following points, though more may be added:]

* [Status of the Project]

* + [Project Description.]

* + [Milestone Deliverables for the last reporting period.]

* + [Project impact of success or failure of milestone deliverables for the remaining period of the project.]

* [Budget Report—Write with respect to planned expenditure, actual expenditure and deficit/surplus.]

* [Risk Management Report—Specify any changes to the major risks identified since the previous report and modification to the strategies put in place to manage them, if appropriate.]

* [Issues Report—Include areas of concern, specific problems, and any action/decision that needs to be taken by the Steering Committee.]

* [Project recommendations to ensure success including lessons learned.]

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Armersson Caguioa | Date:  6/25/16 | Reporting Period:  6/23/16 to 6/25/16 |
| Project Overall Status:  The project is on schedule and we’re just waiting for the feedback of our advisers about the changes. | | |
| Project Summary:  The current focus of the team is to revise the documentation and improve the system’s model. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Updating ERD | 06/30/16 | 70% |  | | * Updating System Model | 06/30/16 | 70% |  | | * Creating Use Case | 06/30/16 | 70% |  | | Milestone 2 | | | | | * Researching for Technical background | 06/30/16 | 30% |  | | * Researching for Methodology | 06/30/16 | 40% |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Wiki Documentation Update | 07/11/16 | 10% |  | | * GitHub Update | 07/11/16 | 10% |  | | * One note update | 07/11/16 | 10% |  | | Milestone 2 | | | | |  |  |  |  | |  |  |  |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Majority of the milestones deliverables are behind the schedule due to the changes in the objectives and purpose. | The project schedule would be adjusted according to the delay of progress. | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | | NA | NA | NA | NA | | NA | NA | NA | NA | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | * Creating new diagrams | Medium | High | High |  | | * Updates in documentation | Medium | High | High |  | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Advisers feedback | Medium | 7/07/16 | Open | Waiting for advisers feedback | | | |
| **Project Recommendations**   |  | | --- | | * Will the project be completed on time?   The project will be behind the schedule   * Will the project deliverables be completed within acceptable quality levels?   The project deliverables would be check by our project adviser to maintain its quality.   * Are all customer concerns being addressed successfully?   Yes, all of the client’s concern are addressed properly and successfully | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The objective for the next project status review is finalize the previous revisions and to keep the schedule intact | | | |
| **Related Project Information**   |  | | --- | |  | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Armersson Caguioa

Project Manager

**Approved by** Noel Anonas

Project Advisor

Wealth Securities Inc.

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

