

**Project Status Report**



**Project Name:** Project A5MMS



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Lopez, Calucenne | Project Manager/Developer |
| Naperi, Jayson | Project Analyst and Developer |
| Dela Cuesta, Georgette | Project Designer and Documentor |
| Rocero, Earl Jerome | Project Documentor and Analyst |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 9/27/2016 | A5MMS Team | Document created |

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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

Project Adviser Request

* + This is to find a professor that is willing to be our project adviser to help us with our future plans for this project.
  + Activities that are needed to be done in this area is signing of the ‘Adviser Request Form'

Project Charter

* This is to create a short documentation of what the project will be all about
* Includes the ‘Project Context’, ‘Purpose and Description’, ‘Objectives’, ‘Scope and Limitation’ and ‘Technical Background’

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Earl Jerome Rocero | Date:  09/27/2016 | Reporting Period:  09/21/16 to 09/28/2016 |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Project Adviser Request | | | | | * Signing of the request form | 9/28/2016 | 100% |  | | Project Charter | | | | | * Project Charter Creation | 9/28/2016 | 100% |  | | | |



# PROJECT STATUS REPORT APPROVALS

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

Project Manager

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

Project Advisor

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Client Sponsor

