

**Project Status Report**



**Project Name:** Project A5MMS

**Department:**

**Focus Area:**

**Product/Process:** HR and Payroll System



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Carlucenne Lopez | Project Manager / System Developer |
| Jayson Naperi | System Analyst / Developer |
| Earl Jerome Rocero | System Designer / Documenter |
| Georgette Dela Cuesta | Quality Assurance |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 01/14/17 | Georgette Dela Cuesta | SYSADD Documentation on GitHub |
| 1.0 | 01/15/17 | Carlucenne Lopez | Draft of Vision and Scope Document Created |
| 1.0 | 01/22/17 | Earl Jerome Rocero | Activity List Created |

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# PROJECT STATUS REPORT PURPOSE

Project Status Report is a document for the formality of every reports that was created by the team that will serve as a guide for the clients, panelist and professors regarding in the project.



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

The project status report details are focusing on milestone deliverables that the team working on.

* In progress
  + The project is focusing in the need of improvement in hr and payroll system of the client, A5MMS.
  + The team created the vision and scope document of the project.
  + More understandable and analysed system to develop is an impact of success.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project A5MMS | | |
| Prepared By:  Carlucenne Lopez | Date:  01/23/17 | Reporting Period:  01/23/17 to 01/25/17 |
| Project Overall Status:  The project is started in creating vision and scope document. | | |
| Project Summary:  The project is still in progress in analyzing and understanding the diagrams for the system development. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Draft of Vision and Scope Document | 01/16/17 | 50% | In progress | | * Activity List Created | 01/23/17 | 80% | In Progress | |  |  |  |  | | Milestone 2 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Milestone 2 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **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** | | [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] | | [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | | |
| **Project Recommendations**   |  | | --- | | [Replace this text with a brief statement for the Steering Committee, Project Sponsor, or Senior Manager to consider or endorse. Other questions to consider for review with key project stakeholders are:   * 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**   |  | | --- | | [Replace this text with a brief outline of project expectations for key project stakeholders to consider for the next review.] | | | |
| **Related Project Information**   |  | | --- | | [Replace this text with an attachment or link to other relevant information that can be included with this project status report. Examples include:   * Budget Report Summary  * Issue Record Report  * Scope Change Report  * Project Work Plan  * Project Metrics/Statistics  * Quality Management Review.] | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Carlucenne Lopez

Project Manager

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

Project Advisor

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Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

