

**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 |
| 1.0 | 01/25/17 | Georgette Dela Cuesta | Work Breakdown Structure Created |
| 1.0 | 01/25/17 | Jayson Naperi | Gantt Chart 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:  **01/27/17** | Reporting Period:  01/30/17 |
| 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 | | * WBS Created | 01/25/17 | 100% | Completed | | Milestone 2 | | | | | * Gantt Chart Created | 01/25/17 | 100% | Completed | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Carlucenne Lopez

Project Manager

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

Project Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

