

**Project Status Report**



**Project Name:** Project A5MMS

**Department:** School of Computing and Information Technology

**Focus Area:** HR and Payroll System

**Product/Process:** Human Resource and Payroll



**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 | 02/01/17 | Earl Jerome Romero | Estimates Created |
| 1.0 | 02/01/17 | Jayson Naperi | Analysis and update of diagrams |
| 1.0 | 02/01/17 | Carlucenne Lopez | Start system development |

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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.

* Status of the project
  + Detailed schedules of every tasks and activities that the project needs or goals.
  + Estimated man – hours as the team create the project relating to the schedule of every tasks and activities.
  + Start developing of the system.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project A5MMS | | |
| Prepared By:  Carlucenne Lopez | Date:  **02/02/17** | Reporting Period:  02/02/17 to 02/06/17 |
| Project Overall Status:  The team is done in analyzing the more detailed, scope and limitations of the project and starting the development of the system. | | |
| Project Summary:  The team is starting developing the system of the project. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Estimates | 02/01/17 | 80% | On Schedule | | * Analyzed, Updated Diagrams and Scope | 02/01/17 | 70% | On Schedule | | * System Development | 02/01/17 | 10% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Estimates | 02/01/17 | 100% | On Schedule | | * Analyzed, Updated Diagrams and Scope | 02/01/17 | 100% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Analyzing and updating the diagrams for the system development has a big impact of success of the project. | Updated diagrams following o ten project schedule is considered. | | | |
| **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** | | * N/A | N/A | N/A | N/A | N/A | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | Analysis of updated diagrams | HIGH | 02/01/17 | Closed | Team Collaboration | | Programming language used | HIGH | 02/02/17 | Closed | Team Technical Skills or Knowledge Focus | | | |
| **Project Recommendations**   |  | | --- | | The team should consult or get advises from the adviser regarding on the system analysis and development. Also the programming language the adviser has as a skill for him to help the team’s project. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The next objective of the team is continue developing the system. | | | |
| **Related Project Information**   |  | | --- | | N/A | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Carlucenne Lopez

Project Manager

**Approved by** Jose Quesada

Project Advisor

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Client Sponsor