

**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 | 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
| 1.0 | 02/09/17 | Carlucenne Lopez | Front End Home Page  Front End Employee Login Page |
| 1.0 | 02/14/17 | Carlucenne Lopez | Back End Admin Login Page  Back End Admin CRUD DA |
| 1.0 | 02/15/2017 | Jayson Naperi | Software Requirements Specification Document Created |
| 1.0 | 02/15/2017 | Earl Jerome Rocero | Finishing the project’s documentation |
| 1.0 | 02/15/2017 | Carlucenne Lopez | Continue system development |
| 1.0 | 02/17/2017 | Georgette Dela Cuesta | Updating the wiki |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 4](#_Toc77392557)

[2 PROJECT STATUS REPORT TEMPLATE 4](#_Toc77392558)

[2.1 Project Status Report Details 4](#_Toc77392559)

[2.2 Project Status Report Template 4](#_Toc77392560)

[3 PROJECT STATUS REPORT APPROVALS 6](#_Toc77392561)

# 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:  **02/15/17** | Reporting Period:  02/15/17 to 02/20/17 |
| Project Overall Status:  The team is started creating the project’s documentation and continue the system development. | | |
| Project Summary:  The team continue the system development and project’s documentation. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * SRS | 02/15/17 | 0% | On Schedule | | * Continue System Development | 02/17/17 | 0% | On Schedule | | * Project’s Documentation | 02/15/17 | 30% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * SRS | 02/15/17 | 70% | On Schedule | | * Continue System Development | 02/17/17 | 10% | On Schedule | | * Project’s Documentation | 02/15/17 | 50% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Updating the diagrams and business case inside the project’s documentation due to the scope changes the team recognize. | Change in schedule of updating the diagrams and business case of the documentation, because the team are more focused on the system development. | | | |
| **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** | | Updated Diagrams and Business Case | HIGH | 02/17/17 | Open | Team Collaboration (Projects Discussion) | | Programming language used | HIGH | 02/17/17 | Closed | Deal with the team members programming skill comfortable | | | |
| **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. Lastly, team collaboration is a big impact to the project’s success. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Continue the system development using the pure PHP development and finish the documentation and diagrams. | | | |
| **Related Project Information**   |  | | --- | | N/A | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Carlucenne Lopez

Project Manager

**Approved by** Jose Quesada

Project Advisor

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

Client Sponsor