

**Project Status Report**



**Project Name:** DrDentAssist

**Department:**

**Focus Area:**

**Product/Process:** Website for CSPROJ2



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Reimarie Princess Quirante | Project Manager/Dev |
| Maria Kristina Punla | Document Analyst |
| Chloe Tañada | Document Analyst/ Control Analyst/Dev |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 07/05/17 | Reimarie Princess Quirante | Document created |

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# PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document is to provide a progress report to key project stakeholders regarding the design and development of DrDentAssist.

# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

The team has worked together to formulate the UML diagrams needed to design the project. It further analysed the user requirements and system functions that the system will have.

* Project ongoing, 25% completed
  + DrDentAssist is a website aimed to get more customers for Happy Clinique by providing an easy and flexible means for the online community to reach the clinic and book appointments with them.
  + The team had prepared the necessary UML diagrams to support the design and development of the website. A client visit was scheduled and further data and feedback was gathered from client.
  + The project aims to get to the targeted milestones on time in order to deliver customer requirements with quality and efficiency. Failure to do so will increase project cost and decrease our client’s satisfaction.
* Budget Report
  + Planned Expenditure
    - The team is has spent on transportation allowances from visiting stakeholders throughout the project and reporting progress.
    - The team will also be provided their respective regular allowance while working on the project.
    - The team also has documentation costs which include printing and supplies.
  + Actual Expenditure
* The team has spent already on transportation costs and documentations costs.
* Risk Management Report

At this phase, risks of not meeting the targeted time to completion is becoming. Further collaboration with the team in order to assist and provide information to each member about the system is very critical.

* Issues

Diagrams are still not complete at this point but each team member is doing their best to catch up with the assigned schedule.

The Project needs to consistently deliver deliverables on time. Getting a document or plan early can give more time for it to be scrutinized and perfected before the actual development or implementation process.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| **Project Name** | | |
| Prepared By:  Reimarie Princess Quirante | Date:  07/05/17 | Reporting Period:  06/28/17 to 07/05/2017 |
| Project Overall Status:  Project analysis, design and development are ongoing. | | |
| Project Summary:  The project aims to develop this website with minimal corrections or alterations from what is planned. Continuous input from client and reporting is necessary to keep everything in check. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Project Consultation | 07/02/17 | 100% | On schedule | | * + - Team Brainstorming | 07/05/17 | 100% | On schedule | | Milestone 2 | | | | | * Document Analysis | 07/05/17 | 40% | Behind schedule | | * Website Development | 07/05/17 | 20% | Behind schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Project Consultation | 06/24/17 | 0% | Not yet started | | * + Client Visit/Brainstorming | 06/24/17 | 0% | Not yet started | | Milestone 2 | | | | | * Document Analysis | 06/28/17 | 50% | In progress | | * Website Development | 06/28/17 | 50% | In progress | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Web development schedule may be affected due to brainstorming with clients.  The team has put more time into analysing the requirements prior to system development in order to provide a better quality system. We are targeting minimal changes in reference to the proposed plan. | As we are using the Laravel framework, easy coding, even with changes in the requirements can get us off-track only to about 10% of the web development schedule. | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | | Transportation | 3, 000 | 600 | Have not spended for the whole term yet | | Manpower monthly allowance | 210, 000 | 70, 000 | One month allowance for the team | | Supplies and Printing | 1, 000 | 250 | Forms and diagrams were printed | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | Project Schedule   * Timely submission of deliverables | Medium-High | Medium | Medium | Design and Analysis Phase is behind schedule | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | System Requirements have only been finalized as per last reporting, analysis and design is ongoing but development is lagging behind. | Deliverables might not be met on time | 7/12/2017 | Resolution underway | Triple time on development | | | |
| **Project Recommendations**   |  | | --- | | The project is on budget at this point. Development is behind schedule but mitigation processes are in place to keep up with the schedule. Brainstorming processes are in place in order to deliver the highest quality of output. Scope change requests will be reviewed and is subject for approval from both the key project stakeholders and the project team. Possible project issues and risks will be managed and addressed by effective and open communication with within the project team itself and with the key project stakeholders. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Web Development should be close to 50%. Any alterations on initial plans will be carefully reviewed and is subject for approval by the client and project development team. | | | |
| **Related Project Information**   |  | | --- | | * Budget Report Summary * Issue Record Report * Scope Change Report * Project Work Plan * Project Metrics/Statistics * Quality Management Review. | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Reimarie Princess Quirante

Project Manager

**Approved by** Jacob Catayoc

Project Advisor

Wealthea E. Ingeniero

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

