

**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 |
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**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 06/21/17 | 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 project had started with data gathering on the client requirements, development also had started, along with the different documentation needs for the project.

* Project started, 10% 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 delivered the proposal, consultant and advise form, as well as the project vision and scope document. The said documents were reviewed and will serve as guide for further developments.

* + 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 expected to spend 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 are still non-existent as we are on the planning and initial development phase. Stating the scope of the project have also helped to lower the risks of project failures and proper scheduling of activities and milestones will lower the risk of project failure.

* Issues Report
  + - No Issues as of the moment.

* 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:  06/21/17 | Reporting Period:  06/14/17 to 06/21/2017 |
| Project Overall Status:  Project data gathering and planning and development had started. | | |
| Project Summary:  [Replace this text with a brief statement of project performance not covered in the remainder of the report.] | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Project Consultation | 06/16/17 | 100% |  | | * Data Gathering | 06/21/2017 | 100% |  | | * Design Analysis | 06/21/2017 | 100% |  | | Milestone 2 | | | | | * Database Design | 06/28/2017 | 50% |  | | * Website Development | 07/12/2017 | 10% |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Project Consultation | 06/24/17 | 0% |  | | * Client Visit/Brainstorming | 06/24/17 | 0% |  | | Milestone 2 | | | | | * Document Analysis | 06/28/17 | 0% |  | | * Website Development | 06/28/17 | 10% |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Web development schedule may be affected due to brainstorming with clients. 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 | 300 | Have not spended for the whole term yet | | Manpower monthly allowance | 210, 000 | 70, 000 | One month allowance for the team | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | Project Schedule   * Timely submission of deliverables | Medium | Medium | Medium | None | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | |  |  |  |  |  | | | |
| **Project Recommendations**   |  | | --- | | The project is on time and on budget at this point. 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**   |  | | --- | | Key Project Stakeholders would be expecting a prototype on our next client visit on June 24/2017. Any scope changes and recommendations form client would be taken for review and be approved and implemented on the next project status review. | | | |
| **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

