

**Project Status Report**



**Project Name:** Cruz-Rabe Pharmacy Request System (CRPRS)

**Department:** Hospital Pharmacy

**Focus Area:** Pharmacy

**Product/Process:** Drugs, Pharmacy Request & Audit



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Carl Dominique Bueno | Project Manager / Developer |
| Glen Roy Rosales | Project Consultant / Documenter |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 06/09/16 | Carl Bueno & Glen Rosales | Preparing and reviewing the project for further changes and developments. |
| 2.0 | 06/13/16 | Carl Bueno & Glen Rosales | Creating Project Schedule for month of June.  Preparing Project Adviser & Consultant Forms Learning how to use *github* for repository |
| 2.1 | 06/16/16 | Carl Bueno & Glen Rosales | Project meeting.  Preparing Project Request Forms. |
| 3.0 | 06/20/16 | Carl Bueno | Consulting Project Adviser  Meeting with the Client. |
| 3.1 | 06/23/16 | Carl Bueno & Glen Rosales | Preparing APC Projects Wiki  Project Meeting |
| 3.2 | 06/25/16 | Carl Bueno | Meeting with the client. |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc77392557)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc77392558)

[2.1 Project Status Report Details 3](#_Toc77392559)

[2.2 Project Status Report Template 3](#_Toc77392560)

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

[4 APPENDICES 3](#_Toc77392562)

[4.1 Document Guidelines 3](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 3](#_Toc77392564)

PROJECT STATUS REPORT PURPOSE

This document provides progress timeline of documented project history. It serves as guide for the developer and consultants for the development of project that can be later on use for reviewing and evaluation. Therefore, it also tells us on what part of the project needs focus on analysis and necessary changes.

Here are the objectives of project status report.

* Provides historical report of progress for the developers.
* Provides basis for analysis for improvement of the project.
* Serves as tool for decision-making.
* Serves as time-based documentation.
* To determine the errors and conflicts on the part the project.
* To simplify the procedures of the execution of the project.



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

Cruz-Rabe Maternity and General Hospital is a private hospital located at 37 General Luna, Tukutukan Taguig City. Consequently, the Department of Health requires all hospital to apply information technology, specifically a system and a database on every department. Therefore, the scope of our projects is hosting a system for the manual process of pharmacy request and discharging. This document serves as project status report for the delivery of the system of the hosted project.

* + An online-database processing system, is dedicated to ease the way of accepting requests by pharmacists to process the prescription orders
  + In a better way. It will not only verify the information received, but also keep the records in a secured database which can be accessed for
  + Future preferences. Unlike the old-style of manual processes, PMS intended to improve the quality of work in the medical field by providing

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Carl Dominique Bueno | Date:  06/24/16 | Reporting Period:  06/16/16 to 06/13/16 |
| Project Overall Status:  The Project team prepared the necessary documents and forms. Furthermore, we review the if there is an existing changes on business flow hospital. | | |
| Project Summary:  This month of June, the Project team planned the schedule of execution of data gathering within the client. Moreover, the team uses github for web repository. The team also prepare the project adviser and consultants form requests. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Preparing and reviewing the project for further changes and developments. | 06/09/16 | 100% | On Schedule | | * Create Project Schedule for 3nd week of June | 06/13/16 | 100% | On Schedule | | * Preparing Project Adviser & Consultants Request Forms | 06/16/16 | 50% | On Schedule | | Milestone 2 | | | | | * Project Meeting with the Client | 06/20/16 | 100% | On Schedule | | * Making Changes on the Project | 06/22/16 | 50% | Behind the Schedule | | * Meeting with the Project Adviser and Consultant | 06/23 | 50% | Behind the Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Set schedule on meeting with the client. | 06/25/16 | 100% | Ahead the Schedule | | * Consultation with the Project Adviser | 06/23/16 | 50% | Behind the Schedule | | * Showing the progress of our project with the client. Having their feedbacks. | 06/25/16 | 50% | Ahead the Schedule | | Milestone 2 | | | | | * Project Meeting | 06/23/16 | 100% | On Schedule | | * Making Changes on the Projects | 06/20/16 | 70% | Behind Schedule | | * Signed Project Adviser and Consultants Request Forms | 06/23/16 | 1% | Behind Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | [Replace this text with a description of milestone and potential scope changes.] | [Replace this text with a brief description of any changes to the project schedule required as a result of the amended milestone(s).] | | | |
| **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** | | [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] | | [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | | |
| **Project Recommendations**   |  | | --- | | [Replace this text with a brief statement for the Steering Committee, Project Sponsor, or Senior Manager to consider or endorse. Other questions to consider for review with key project stakeholders are:   * Will the project be completed on time and on budget?  * Will the project deliverables be completed within acceptable quality levels?  * Are scope change requests being managed successfully?  * Are project issues and risks being addressed successfully and mitigated?  * Are all customer concerns being addressed successfully?] | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | [Replace this text with a brief outline of project expectations for key project stakeholders to consider for the next review.] | | | |
| **Related Project Information**   |  | | --- | | [Replace this text with an attachment or link to other relevant information that can be included with this project status report. Examples include:   * Github Repository * APC Projects Wiki * Progress Report Summary  * Project Work Plan * Timeline of Progress * Event Table * Use Case Full Description * Use Case Diagram * Entity Relationship Diagram * Data Dictionary * Context Flow Diagram * Data Flow Diagram | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Carl Dominique P. Bueno

Project Manager

**Approved by** Jayvee Cabardo

Project Adviser

Carmelita D. Buenaflor

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

