

**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 assigned project for further changes and developments. |
| 2.0 | 06/13/16 | Carl Bueno & Glen Rosales | Starting to organize project.  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.  Conceptualization of work flow.  Preparing Project Request Forms. |
| 3.0 | 06/20/16 | Carl Bueno | Consulting a Project Adviser on IT Professors  Meeting with the Client.  Project Meeting |
| 3.1 | 06/23/16 | Carl Bueno & Glen Rosales | Creating APC Projects Wiki  Project Meeting |
| 3.2 | 06/25/16 | Carl Bueno | Meeting with the client. |
| 4.0 | 06/27/16 | Carl Bueno &  Glen Rosales | Learning how to use repository  Discussing Project within the class |
| 4.1 | 06/28/16 | Carl Bueno &  Glen Rosales | Creating draft of Diagrams  Project Meeting |
| 4.2 | 06/29/16 | Carl Bueno | Signing of Project Adviser proposal. |
| 5.0 | 07/04/16 | Carl Bueno &  Glen Rosales | Data Gathering on Client.  Establishing diagrams.  Project Meeting  Scheduling of task in month of July. |
| 5.1 | 07/06/16 | Carl Bueno | Meeting with the Client. |
| 5.2 | 07/07/16 | Carl Bueno &  Glen Rosales | Project Meeting  Preparing project documentation |
| 5.3 | 07/08/16 | Carl Bueno | Discussing with other resources Updating Projects Wiki |
| 6.0 | 07/04/16 | Carl Bueno &  Glen Rosales | Checking drafts of Diagrams  Creating the remaining diagrams. Project Meeting |
| 6.1 | 07/07/16 | Carl Bueno &  Glen Rosales | Discussing drafts of Diagrams within the class Project Meeting |
| 7.0 | 07/11/16 | Carl Bueno &  Glen Rosales | Project Planning for Project Content |
| 7.1 | 07/14/16 | Carl Bueno &  Glen Rosales | Discussing drafts of Diagrams within the class Project Meeting Organizing Projects Wiki & other requirements |
| 8.0 | 07/18/16 | Carl Bueno &  Glen Rosales | Project Meeting Establishing Project Content |
| 8.1 | 07/19/16 | Carl Bueno | Discussion with Project Adviser |
| 8.2 | 07/20/16 | Carl Bueno &  Glen Rosales | Finalizing Project Contents  Uploading requirements on OneNote and Projects Wiki. |
| 9.0 | 07/21/16 | Carl Bueno &  Glen Rosales | Discussion with Project Adviser Project Presentation for Midterm. |
| 10.0 | 07/25/16 | Carl Bueno | Discussing with Project Adviser |
| 10.0.1 | 07/25/16 | Carl Bueno &  Glen Rosales | First Project Presentation |
| 10.0.2 | 07/25/16 | Carl Bueno &  Glen Rosales | Revision of Project. Project Content and Event Table |
| 10.1 | 07/27/16 | Carl Bueno | Meeting the client for reviews of the project |
| 10.2 | 07/28/16 | Carl Bueno &  Glen Rosales | Project Meeting  Discussing with project adviser |
| 11.0 | 08/01/16 | Carl Bueno &  Glen Rosales | Revision of Project Discussion with project professor |
|  |  |  |  |

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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 | | * Signing of Project Adviser proposal form | 06/29/16 | 100% | On 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** | | N/A | N/A | N/A | N/A | | N/A | N/A | N/A | N/A | | | |
| **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**   |  | | --- | | * Github Repository * APC Projects Wiki * UML Diagram 2.x * 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

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Carmelita D. Buenaflor

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

