



## Project Status Report

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**Project Name:** Project LSC  
**Department:** School of Computing and Information Technology  
**Focus Area:** E - learning system  
**Product/Process:**

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### Prepared by:

Document Owner(s)	Project/Organization Role
Jana Marie Gardon	Project Manager
Johanna Marisse Heramia	Project Developer
Jose Lorenzo Tadeo	Project Developer

### Project Status Report Version Control

Version	Date	Author	Change Description
1.0	06/13/16	Jana Marie Gardon Johanna Marisse Heramia Jose Lorenzo Tadeo	<ul style="list-style-type: none"><li>• Collaborate with the LSC group</li><li>• Meeting</li></ul>
1.0	06/14/16	Jana Marie Gardon Johanna Marisse Heramia	<ul style="list-style-type: none"><li>• Prepare Project Adviser and Consultant Request Form</li><li>• Meeting</li></ul>
1.0	06/17/16	Jana Marie Gardon Johanna Marisse Heramia Jose Lorenzo Tadeo	<ul style="list-style-type: none"><li>• Project Planning</li><li>• Signed Project Adviser Request Form</li></ul>

**TABLE OF CONTENTS**

<b>1</b>	<b>PROJECT STATUS REPORT PURPOSE.....</b>	<b>4</b>
<b>2</b>	<b>PROJECT STATUS REPORT TEMPLATE.....</b>	<b>4</b>
2.1	Project Status Report Details .....	4
2.2	Project Status Report Template .....	5
<b>3</b>	<b>PROJECT STATUS REPORT APPROVALS.....</b>	<b>8</b>

## 1 PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document that Project Managers may use as a means of formal regular reporting on the status of a project to key project stakeholders, including the Steering Committee, Project Sponsor, and Senior Manager. Project Status reports can also use to provide a documented history of the project. This can be applied to strengthen lessons learned and to evaluate, review and learn from how the project succeeded and where it may have had difficulties.

Objectives of effective project status reporting include.

- Improve communication of information within the project and across the organization
  - To create a record of the project progress
  - Improve organizational support for the project
  - To determine the improvement of the project
  - Simplify the process of gathering and disseminating project information
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## 2 PROJECT STATUS REPORT TEMPLATE

### 2.1 Project Status Report Details

This status report focuses on gathering of information about the system or related to the system of LSC.

- Project Planning
  - Project planning, organizing schedule and requirements.
- Regular consultation on advisers for project recommendation.

This project status covers planning process, requirements, consultation with the consultants and adviser.

### 2.2 Project Status Report Template

Project Name		
Prepared by: Jana Marie Gardon	Date: <b>6/17/16</b>	Reporting Period: <b>6/13/16 to 6/17/16</b>
Project Overall Status:		

New client and project, and project planning

Project Summary:

Arranging the requirements, consultants and adviser.

**Milestone Deliverables performance reporting over last period**

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Create Project Schedule	6/13/16	100%	On Schedule
• Project planning	6/13/16	100%	On Schedule
• Prepare Project Adviser and Consultant Request Form	6/14/16	100%	On Schedule
Milestone 2			
• Meeting	6/14/16	100%	On Schedule
• Project Planning	6/14/16	100%	On Schedule
• Signed Project Adviser and Consultant Request Form	6/17/16	100%	On Schedule

**Milestone Deliverables scheduled for completion over next period**

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Meeting	3/20/16	70%	On Schedule
• Meeting with the client	6/22/16	80%	On Schedule
• Consult with the adviser and consultants	6/23/16	80%	On Schedule
Milestone 2			
• Preparing for the requirements	6/23/16	70%	On Schedule
• Meeting	6/23/16	80%	On Schedule

**Project impact of milestone success or failure for project remainder**

Project planning is used for identifying and analyzing projects. All information discussed and planned in this week will be based on the next report.

As we progress with the project, different ideas were being added to the system.

**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
N/A	N/A	N/A	N/A	N/A
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
<ul style="list-style-type: none"> <li>Project Planning</li> </ul>	High	2/17/16	Open	Create Project Schedule

**Project Recommendations**

Consultation with the adviser and consultant are important for guidance in the project and may resolve possible problems. Be organized in project schedule and requirements.

**Objectives for Next Project Status Review**

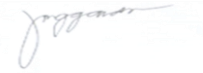
Complete all the requirements on time.


**Related Project Information**

N/A

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### 3 PROJECT STATUS REPORT APPROVALS

  
Prepared by Jana Marie Gardon  
Project Manager

  
Approved by Ms. Roselle Wednesday Gardon  
Project Adviser

Ms. Johanna Joy Limus  
Client Sponsor

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