Project Status Report

Project Name: Project LSC

Department: School of Computing and Information Technology

Focus Area: E-learning System

Product/Process:

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	06/20/16	Jana Marie Gardon Johanna Marisse Heramia Jose Lorenzo Tadeo	Meeting about the project
1.0	06/22/16	Jana Marie Gardon Johanna Marisse Heramia Jose Lorenzo Tadeo	Meeting with the client
1.0	06/23/16	Jana Marie Gardon Johanna Marisse Heramia Jose Lorenzo Tadeo	• Consult with consultants and adviser • Preparing for the requirements(wiki)

1.0	06/24/16	Jana Marie Gardon Johanna Marisse Heramia Jose Lorenzo Tadeo	Meeting about the project

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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

2   PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

This status report focuses on gathering of information about the system, project planning and meeting with the client.
- Project Planning

  o Project planning, organizing schedule and requirements, and meeting with the client.

- Regular consultation on advisers for project recommendation.

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

Project Status Report Template

Project Name			
Prepared by: Jana Marie Gardon	Date: **06/20/16**	Reporting Period: **06/20/16** to **06/24/16**	

Project Overall Status:
Found a client and planning of projects.

Project Summary:
Look for a client, follow the system they desire and discuss among the group the improvements to add on existing system.

Milestone Deliverables performance reporting over last period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Meeting	6/20/16	100%	On Schedule
• Meeting with the client	6/22/16	100%	On Schedule
• Consult with the adviser and consultants	6/23/16	100%	On Schedule
Milestone 2			
• Preparing for the requirements (wiki)	6/23/16	20%	On Schedule
• Meeting	6/24/16	100%	On Schedule

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Event Table (existing)	6/30/16	50%	Behind Schedule
• Use case description (existing)	6/30/16	50%	Behind Schedule
• Use case diagram (existing)	6/30/16	50%	Behind Schedule
Milestone 2			

• Consult with the consultants and advisor	6/30/16	80%	On Schedule
• Meeting	6/30/16	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
400	400	397	Transportation

Project Risk Management Status

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
Client	Medium	High	High	There is no existing system.

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
• Client	High	06/22/16	Close	We already got a client and agreed on the process of the proposed system.

Project Recommendations

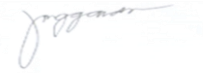| |
|---|
| Consultation with the advisers are important for guidance in the project and may resolve possible problems. |

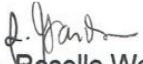**Objectives for Next Project Status Review**

Gather information for the system and identify process to create event table, use case full description and use case diagram.

Related Project Information

There is no document created on this week.

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