

**Project Status Report**



**Project Name:** IPS Project

**Department:** School of Computing and Information Technology

**Focus Area:**

**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 | 03/10/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Gather information |
| 1.0 | 03/15/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop Event Table |
| 1.0 | 03/18/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop Use Case Full Description |
| 1.0 | 03/21/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop Use Case Diagram |

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# 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



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

This status report focuses on gathering of information about the system or related to the system, the creation of the event table, use case full descriptions and use case diagram based on the existing processes of GPS.

* Project Planning
  + Develop requirements (ERD, Use Case Full Description and Use Case Diagram)
  + On the second week, plans were made
* Risk Management Report – one of the problems that we encountered is that IPS has no specific company and no related literature.
* Issues Report – problems we encountered are: IPS has no specific company, no related literature and no client.
* Regular consultation on advisers to ensure that the group is on the right track.

This project status covers planning process, looking for client and consultation with the advisers as a guide to make sure that we are doing it right.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared by:  Jana Marie Gardon | Date:  **2/09/16** | Reporting Period:  2/09/16 to 3/08/16 |
| Project Overall Status:  The group gather information about the existing to help create and improve the proposed app. | | |
| Project Summary:  For the second week, the group formulated the event table and use cases for Indoor Positioning System. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Draft of Event Table | 2/29/16 | 70% | On Schedule | | * Draft of Use Case Full Description | 3/04/16 | 80% | On Schedule | | * Draft of Use Case Diagram | 2/08/16 | 90% | On Schedule | | Milestone 2 | | | | | * Finalize Event Table | 3/09/16 | 100% | On Schedule | | * Finalize Use Case Full Description | 3/11/16 | 100% | On Schedule | | * Finalize Use Case Diagram | 3/12/16 | 100% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Draft of Context Diagram | 3/10/16 | 75% | On Schedule | | * Draft of Data Flow Diagram | 3/15/16 | 70% | On Schedule | | * Draft of ERD | 3/18/16 | 70% | On Schedule | | * Draft of Data Dictionary | 3/21/16 | 90% | On Schedule | | Milestone 2 | | | | | * Context Flow Diagram | 3/13/16 | 100% | On Schedule | | * Data Flow Diagram | 3/17/16 | 100% | On Schedule | | * Entity Relationship Diagram | 3/20/16 | 100% | On Schedule | | * Finalize Data Dictionary | 3/21/16 | 100% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Gathered information are used to identify how GPS works and it was used for the basis of event table and use cases. | The existing GPS was fully analyzed in the Event table and use cases. | | | |
| **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** | | Organizational and Cultural Feasibility   * Event Table * Use Case | Medium | High | Medium | Added update on both event table and use cases. | | Schedule Feasibility   * Project Schedule | Low | Low | Medium | We rushed to complete the requirements for the reason that we changed the project. | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Project Schedule | Low | 3/08/16 | Open | We still managed to pass all the requirements on time. Consultations to advisers is a big help. | | | |
| **Project Recommendations**   |  | | --- | | * Consultation with the advisers are important for guidance in the project and may resolve possible problems. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Related project information for this project   * Event Table * Use Case Full Description * Use Case Diagram   http://projects2.apc.edu.ph/wiki/index.php/IPS | | | |
| **Related Project Information**   |  | | --- | | N/A | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by**  Jana Marie Gardon

Project Manager

**Approved by** Mr. Paolo Oblepias

Project Advisor

Ms. Maria Teresa Montemayor

Project Advisor

Ms. Roselle Wednesday Gardon

Project Advisor

Mr. Jojo Castillo

Project Advisor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

