

**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** |
| 2.0 | 03/10/16 | Jana Marie Gardon  Johanna Marisse Heramia | Develop Context Diagram |
| 2.0 | 03/15/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop Data Flow Diagram |
| 2.0 | 03/18/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop Entity Relationship Diagram |
| 2.0 | 03/21/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop Data Dictionary |

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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 developing context diagram, developing Data flow diagram, developing Entity Relationship Diagram and developing Data Dictionary based on the existing processes of GPS.

* Project Analyzing
  + Developing requirements. (CFD, DFD, ERD, and Data Dictionary)
* On the third week developing are made.
* Issue Report – Changing requirements because of changing the client

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared by:  Johanna Marisse C. Heramia | Date:  **3/10/16** | Reporting Period:  3/10/16 to 3/21/16 |
| Project Overall Status:  Developing and finalizing requirements | | |
| Project Summary:  For this week, we develop and finalize the Context Diagram, Data Flow Diagram, Entity Relationship diagram and data dictionary. | | |
| **Milestone Deliverables performance reporting over last 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 | | | | | * Finalize Context Diagram | 3/13/16 | 100% | On Schedule | | * Finalize Data Flow Diagram | 3/17/16 | 100% | On Schedule | | * Finalize ERD | 3/20/16 | 100% | On Schedule | | * Finalize Data Dictionary | 3/21/16 | 100% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 2 | | | | | * Draft of Activity Diagram | 3/24/16 | 55% | On Schedule | | * Draft of Activity List | 3/26/16 | 80% | On Schedule | | * Draft of WBS | 3/30/16 | 75% | On Schedule | | * Develop Wiki | 4/04/16 | 50% | On schedule | | * Draft of GUI | 4/11/16 | 90% | On schedule | |  | | | | | Milestone 2 | | | | | * Finalize Activity Diagram | 3/25/16 | 100% | On Schedule | | * Finalize Activity List | 3/26/16 | 100% | On Schedule | | * Finalize WBS | 4/2/16 | 100% | On Schedule | | * Finalize Wiki | 4/9/16 | 100% | On Schedule | | * Finalize GUI | 4/10/16 | 100% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | This milestone is finalizing the Context Diagram, Data Flow Diagram, ERD, and Data Dictionary of proposed project | Project is all on schedule | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | Changing Project | High | 3/21/16 | Closed | Found a client | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Develop the needed requirements. | | | |
| **Related Project Information**   |  | | --- | | * Context Flow Diagram * Data Flow Diagram * Entity relationship Diagram * Data Dictionary | | | |



# 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

