

**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 | 3/22/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop Activity Diagram |
| 2.0 | 3/25/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop Activity List |
| 2.0 | 3/27/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop WBS |
| 2.0 | 3/31/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Finalize Wiki |
| 2.0 | 4/5/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | Develop GUI |

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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. (Activity Diagram, Activity List, WBS, Wiki, and GUI)
* On the fourth week developing are made.
* Issue Report – Changing requirements because of different existing GPS system

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared by:  Jose Lorenzo G. Tadeo | Date:  **3/22/16** | Reporting Period:  3/22/16 to 4/10/16 |
| Project Overall Status:  Developing and finalizing requirements | | |
| Project Summary:  For this week, we develop and finalize the Activity Diagram, Activity List, WBS and GUI. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Draft of Activity Diagram | 3/24/16 | 55% | On Schedule | | * Draft of Activity List | 3/26/16 | 80% | Ahead of 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 | 4/02/16 | 100% | On Schedule | | * Finalize Wiki | 4/04/16 | 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 Activity Diagram, Activity List, WBS, Wiki and creating screenshots of proposed project | Project is all on schedule | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | | N/A |  |  |  | | N/A |  |  |  | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | Changing Requirements   * Activity Diagram | Low | 3/25/16 | Closed | Separate the user and admin activity flow | | | |
| **Related Project Information**   |  | | --- | | * Activity Diagram * Activity List * WBS * Wiki * GUI | | | |



# 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

