

**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 | 06/13/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | * Collaborate with the LSC group * Meeting |
| 1.0 | 06/14/16 | Jana Marie Gardon  Johanna Marisse Heramia | * Prepare Project Adviser and Consultant Request Form * Meeting |
| 1.0 | 01/17/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | * Project Planning * Signed Project Adviser Request Form |

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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 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:  **6/17/16** | Reporting Period:  **6/13/16 to 6/17/16** |
| 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** | | * Project Planning | 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 | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by**  Jana Marie Gardon

Project Manager

**Approved by** Ms. Roselle Wednesday Gardon

Project Advisor

Mr. Jojo Castillo

Project Consultant

Mr. Ernesto Boydon

Project Consultant

Mr. Jacob Catayoc

Project Consultant

Mr. Justine Pineda

Project Consultant

Mr. Manny Calimlim

Project Consultant