

**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 |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc77392557)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc77392558)

[2.1 Project Status Report Details 3](#_Toc77392559)

[2.2 Project Status Report Template 3](#_Toc77392560)

[3 PROJECT STATUS REPORT APPROVALS 3](#_Toc77392561)

[4 APPENDICES 3](#_Toc77392562)

[4.1 Document Guidelines 3](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 3](#_Toc77392564)

# 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, project planning and meeting with the client.

* Project Planning
* 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 02/24/16 |
| 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. | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Jana Marie Gardon

Project Manager

**Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ms. Roselle Wednesday Gardon

Project Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor

