

**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 | 08/15/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | * Designing Prototype * Creating Database * Consultation |
| 1.0 | 08/18/16 | Jana Marie Gardon  Johanna Marisse Heramia  Jose Lorenzo Tadeo | * Consultation |

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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 designing prototype and creating database.

* Regular consultation on advisers for project recommendation and to keep our project on track.

Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared by:  Jana Marie Gardon | Date:  **08/15/16** | Reporting Period:  08/15/16 to 08/19/16 |
| Project Overall Status:  Prototype Design and Database | | |
| Project Summary:  Continue designing the system and its database. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Adding more functionalities | 8/15/16 | 40% | Above Schedule | | * Adding more design | 8/18/16 | 40% | Above Schedule | | Milestone 2 |  |  |  | | * Consultation | 8/18/16 | 60% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Adding more functionalities | 8/15/16 | 50% | Above Schedule | | * Adding more design | 8/18/16 | 50% | Above Schedule | | * Consultation | 8/22/16 | 65% | On Schedule | | Milestone 2 | | | | | * Consultation | 8/25/16 | 70% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Added functionalities, design and database for project completion. | 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 | | | |
| **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** | | * Creating database and designing prototype | Medium | 08/20/16 | Open | Consult with the adviser | | | |
| **Project Recommendations**   |  | | --- | | * Consultation with the advisers are important for guidance in the project and may resolve possible problems. | | | |
| **Objectives for Next Project Status Review**  Continue designing the system  Continue creating database  Consultation | | |
| **Related Project Information**   |  | | --- | | <https://github.com/seans888/Project---LSC-2>  <https://trello.com/b/T1k28pps/mi141-lsc-lms>  <http://projects2.apc.edu.ph/wiki/index.php/Project_-_LSC_Group_2_-101> | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by**  Jana Marie Gardon

Project Manager

**Approved by** Ms. Roselle Wednesday Gardon

Project Advisor

Johanna Joy Limos

Consultant Sponsor