Project Status Report

Project Name: Resort Reservation System

Department:

Focus Area:

Product/Process:

Prepared by:

Document Owner(s)	Project/Organization Role
Reyes, Hannah Mae E.	Project Manager/ Project Developer
Lee, Kyle Vincent V.	Project Developer
Belchez, Maica L.	Project Developer

Project Status Report Version Control

Version	Date	Author	Change Description
3.0	11/15/16	Reyes, Hannah Mae E. Lee, Kyle Vincent V. Belchez, Maica L.	Software Requirements Specifications
	11/15/16	Reyes, Hannah Mae E. Lee, Kyle Vincent V. Belchez, Maica L.	Updated System's Interface
1.0	11/15/16	Reyes, Hannah Mae E. Lee, Kyle Vincent V. Belchez, Maica L.	Change Management Plan

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1   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.

2   PROJECT STATUS REPORT TEMPLATE

2.1   Project Status Report Details

The developers continued to work and finish the Software Requirement Specifications that was started three weeks back. There are still holes and gaps that needs to be filled and finished.

The developers are ensuring that by the next consultation, the SRS will have minimal errors. Also, another document was presented by the subject professor and is also required to be passed in the finals. This is the Change Management Plan, which defines activities and roles, and also controls changes in the project.

The developers also updated the interface of the system, we have decided to change the look of the system entirely because the previous one looked dirty and disorganized.

2.2   Project Status Report Template

Resort Reservation System		
Prepared by: Reyes, Hannah Mae E.	**Date:** November 19, 2016	**Reporting Period:** November 14, 2016 to November 18, 2016
Project Overall Status: The Software Requirements Specifications was updated but still under development, the same can be said about the new required document which is the Change Management Plan. The developers also updated the system's interface.		
Project Summary: The developers need to finish all the documents needed before Friday, because they plan to have the papers proofread before Saturday hits.		

Milestone Deliverables performance reporting over last period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
Software Requirements Specifications	Finals Week	85%	On Schedule
System's Interface	Finals Week	50%	On Schedule
Change Management Plan	Finals Week	10%	On Schedule

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
Software Requirements Specifications	Finals Week	100%	On Schedule
Change Management Plan	Finals Week	100%	On Schedule
Project Vision and Scope	Finals Week	100%	On Schedule
Statement of Work	Finals Week	100%	On Schedule

Project impact of milestone success or failure for project remainder

Software Requirements Specifications Change Management Plan Project Vision and Scope	These documents are being required by the subject professor to be passed on the finals. Failure to complete these stated documents will result to a failing project and grade.

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
Changing the interface	Medium	Medium	High	N/A

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Pictures and information from the client are not yet provided	High	Finals Week	Open	Follow-up request for the needed images and information to be put on the application

Project Recommendations

[Replace this text with a brief statement for the Steering Committee, Project Sponsor, or Senior Manager to consider or endorse. Other questions to consider for review with key project stakeholders are:

- Will the project be completed on time and on budget?
- Will the project deliverables be completed within acceptable quality levels?
- Are scope change requests being managed successfully?
- Are project issues and risks being addressed successfully and mitigated?
- Are all customer concerns being addressed successfully?]
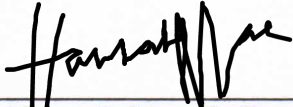
Objectives for Next Project Status Review

All documents must be finished by next week.

Related Project Information

- Software Requirements Specifications
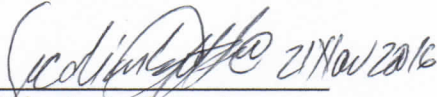- Change Management Plan

3   PROJECT STATUS REPORT APPROVALS

Prepared by:

_____
Hannah Mae E. Reyes
Project Manager

Approved by:

_____
Mr. Jojo Castillo
Project Advisor

_____
Mr. Alfredo L. Calimbo
Client Sponsor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted

- Project Budget Plan
- Project Recommendations