

**Project Status Report**



**Project Name:** Resort Reservation System

**Department:**

**Focus Area:** Reservation

**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** |
| 2.0 | 08/17/16 | Reyes, Hannah Mae E. Lee, Kyle Vincent V. Belchez, Maica L. | Finalized Documents |
| 1.0 | 08/17/16 | Reyes, Hannah Mae E. Lee, Kyle Vincent V. Belchez, Maica L. | Improved Prototype Design |

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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 REPORT TEMPLATE

## Project Status Report Details

Since the day of project defense and presentation is closing in, the developers finalized all of the required and needed documents for the presentation. The documents contains all of the contents that needs to be presented in front of the panellists, including the client. In that way, it would be easier to follow through the whole presentation. Besides that, the developers are starting to apply designs to the generated forms. Like what we said in the past reports, the project aims to provide user-friendly interface so that everybody won’t have a hard time using the system. The project documents, in this time, is very critical to the success of the project, mainly because it will be the basis for the project advisors and panellists for the content of the project, not everything will be presented and flashed in front, some contents are left out but are included in the project document. Without the documents, the developers will not be allowed to present the project.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Resort Reservation System | | |
| Prepared by:  Reyes, Hannah Mae E. | **Date:**  August 20, 2016 | Reporting Period:  August 15, 2016 to August 19, 2016 |
| Project Overall Status:  The project just needs to be designed and it will be ready for the presentation. The forms have been generated and the database is working. The design is the only thing missing, as of now. Some documents have been also finalized. | | |
| Project Summary:  The developers needs to present the project in front of the project advisor, panelists and the client. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | **Milestone 1** | | | | | * Finalized Documents | 08/25/16 | 80% | On Schedule | | * Improved Prototype Design | 08/25/16 | 50% | On Schedule | |  | | | | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | **Milestone 1** | | | | |  |  |  |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Finalized Documents | The documents are very important since they are required to be given and presented to the project advisor and panelists before presenting the project. | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | |  |  |  |  | |  |  |  |  | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | * Finalized Documents | Medium | High | High | The documents now are finalized, revisions were made to further improve the previous documents. | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | | |
| **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**   |  | | --- | | [Replace this text with a brief outline of project expectations for key project stakeholders to consider for the next review.] | | | |
| **Related Project Information**   |  | | --- | | [Replace this text with an attachment or link to other relevant information that can be included with this project status report. Examples include:   * Budget Report Summary  * Issue Record Report  * Scope Change Report  * Project Work Plan  * Project Metrics/Statistics  * Quality Management Review.] | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by**:

Hannah Mae E. Reyes

Project Manager

**Approved by**:

Mr. Jojo Castillo

Project Advisor

Mr. Alfredo Calimbo

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

