

**Project Status Report**



**Project Name: Resort Reservation System**

**Department:**

**Focus Area:**

**Product/Process:**



**Prepared by:**

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

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 4.0 | 7/16/16 | Hannah Mae E. Reyes Kyle Vincent V. Lee | Event Table |
| 2.0 | 7/16/16 | Hannah Mae E. Reyes Kyle Vincent V. Lee | Activity Diagram |
| 3.0 | 7/16/16 | Hannah Mae E. Reyes | Class Diagram |
| 2.0 | 7/16/16 | Maica L. Belchez | Communication Diagram |
| 2.0 | 7/16/16 | Maica L. Belchez | Component Diagram |
| 2.0 | 7/16/16 | Maica L. Belchez | Composite Structure Diagram |
| 1.0 | 7/16/16 | Hannah Mae E. Reyes | Context Flow Diagram |
| 1.0 | 7/16/16 | Kyle Vincent V. Lee | Data Flow Diagram |
| 2.0 | 7/16/16 | Hannah Mae E. Reyes Kyle Vincent V. Lee Maica L. Belchez | Deployment Diagram |
| 2.0 | 7/16/16 | Maica L. Belchez | Entity Relationship Diagram |
| 2.0 | 7/16/16 | Kyle Vincent V. Lee | Interaction Overview Diagram |
| 2.0 | 7/16/16 | Kyle Vincent V. Lee | Object Diagram |
| 2.0 | 7/16/16 | Maica L. Belchez | Package Diagram |
| 2.0 | 7/16/16 | Hannah Mae E. Reyes | Sequence Diagram |
| 2.0 | 7/16/16 | Maica L. Belchez | State Machine Diagram |
| 2.0 | 7/16/16 | Kyle Vincent V. Lee | Timing Diagram |
| 2.0 | 7/16/16 | Hannah Mae E. Reyes | Use Case Diagram |

**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 REPORT TEMPLATE

## Project Status Report Details

The developers, after consulting to advisers, revised all of the diagrams that were made the past week. The reason behind the changes is because the event table where all of these diagrams are based on, was changed. There were corrections that were made to the event table, like the destinations and such. With that being said, the diagrams have to be changed as well. All the diagrams that will be made or was made within the week are final prior to the midterm presentation. Any changes that will be suggested and has to be implemented will happen on the 2nd half of project making, alongside with creating a working prototype of the proposed system. As always, the success of the event table will have a huge impact with the success of the project, every aspect of the project, flows, etc. will be based upon what is written on the event table. Furthermore, the diagrams are very crucial as well. Failure in creating a correct event table or diagrams will also lead to failure of the project.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Resort Reservation System | | |
| Prepared By:  Hannah Mae E. Reyes | **Date:**  July 17, 2016 | Reporting Period:  July 11, 2016 – July 15, 2016 |
| Project Overall Status:  All diagrams are on schedule, completed and ready for defense. | | |
| Project Summary:  There are two different kinds of Activity Diagrams that were made, concerning two different activities that the customer might do. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | **Milestone 1** | | | | | * Event Table | 07/18/16 | 100% | On Schedule | | * Activity Diagram | 07/18/16 | 100% | On Schedule | | * Class Diagram | 07/18/16 | 100% | On Schedule | | * Context Flow Diagram | 07/18/16 | 100% | On Schedule | | * Data Flow Diagram | 07/18/16 | 100% | On Schedule | | * Deployment Diagram | 07/18/16 | 100% | On Schedule | | * Entity Relationship Diagram | 07/18/16 | 100% | On Schedule | | * Interaction Overview Diagram | 07/18/16 | 100% | On Schedule | | * Object Diagram | 07/18/16 | 100% | On Schedule | | **Milestone 2** | | | | | * Communication Diagram | 07/18/16 | 100% | On Schedule | | * Component Diagram | 07/18/16 | 100% | On Schedule | | * Composite Structure Diagram | 07/18/16 | 100% | On Schedule | | * Package Diagram | 07/18/16 | 100% | On Schedule | | * Sequence Diagram | 07/18/16 | 100% | On Schedule | | * State Machine Diagram | 07/18/16 | 100% | On Schedule | | * Timing Diagram | 07/18/16 | 100% | On Schedule | | * Use Case Diagram | 07/18/16 | 100% | 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**   |  |  | | --- | --- | | Event table | The event table is crucial because there are diagrams that are dependent on the event table. | | Object Diagram | The object diagram is also like the event table, there are other diagram that depends on this particular diagram. | | | |
| **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** | | Event Table | High | High | High | There are revisions with the last event table. We replaced one use case since there was also an additional activity that the user can do. | | | |
| **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**   |  | | --- | | The diagrams and other deliverables will be changed according to what the panelists suggest after the defense. | | | |
| **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

