Project Status Report

Project Name: SAO Document Library Management System

Department: Student Organization Office

Focus Area: Manila, Philippines

Product/Process: Document Library Management System

Prepared By:

Document Owner(s)	Project/Organization Role
John Kenneth Ferrer	Project Manager
Chamber Jose	Project Developer
Rempson Dulitin	Project Developer

Project Status Report Version Control

Version	Date	Author	Change Description
1.2	07/08/2016	John Kenneth Ferrer Chamber Jose	Project Wiki
1.2	07/08/2016	John Kenneth Ferrer	Context Diagram Entity Relationship Diagram Activity Diagram Gantt Chart WBS Activity List
1.2	07/08/2016	Rempson Dulitin John Kenneth Ferrer	Use Case Full Description Data Flow Diagram Data Dictionary

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Project Status Report week 3.docx
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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

On the 3rd week of project making, many were accomplished. The revisions of the Event table and diagrams were created. A few diagrams were also added. All of this were fruits of the third client interview that was halfway finished during the week. Moving to the fourth week of project making. The developers meet face to face and discuss further a few questions and queries. In this way, there would be no more room for confusion on the business process and there would be a higher chance of producing quality content. Just like in the first and second week, most milestone deliverables are dependent on the Event Table, in this case, another revision of the table and diagrams that were made in the second week. Note that, every time there would be a client interview or a client meeting, revisions are made in the table and diagrams. Unfortunately, all milestones to be completed during this week, are all behind schedule. Mainly because, the third and final client interview was also delayed just like the second one, all of the diagrams, excluding the Data Flow Diagram (DFD) and Entity Relationship Diagram (ERD, were finished nonetheless. The completion of project wiki depends on the status of the other milestone. If a milestone, isn't fully completed yet, expect the Project Wiki to not be as well. The Work Breakdown Structure (WBS) and Gantt Chart are both dependent on the activity list since they both represent the contents of it. The event table revision not being on time is a risk to the developers. Since there are already a lot of diagrams tied to the event table, further delay on the revision would be harmful to the developers, but regardless of the delay, all diagrams were revised. The developers learned that, a simple delay on a milestone could harm the entire project. Executing a certain action on time pays a lot in the future.

2.2   Project Status Report Template

Project Name		
Prepared By: John Kenneth Ferrer	Date: July 11, 2016	Reporting Period: July 04, 2016 **to** July 11, 2016
Project Overall Status: The project situation is determined by the completion of each milestone and the time of completion. The first interview was done but few details gathered, just to understand the process of documents. The signing of the project adviser and consultant was done ahead of schedule. The Use Case Diagram, and Use Case Full Description fell behind schedule.		
Project Summary:		

The project fell slightly behind schedule because of a delay in a milestone which was the use case and use case full description. The first version Event Table was created and to be revised in the future. The target milestones to be completed in the first week was achieved, although delayed.

Milestone Deliverables performance reporting over last period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Client Interview	07/08/2016	60%	Behind Schedule
• Project Wiki	07/06/2016	75%	Behind the Schedule
• Context Diagram • Entity Relationship Diagram • Activity Diagram • Gantt Chart • WBS • Activity List • Use Case Full Description • Data Flow Diagram • Data Dictionary	07/06/2016	85%	Behind the Schedule

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Propose Event Table	07/15/2016	60%	Behind Schedule
• Propose Use Case Diagram • Propose Use Case Full Description	07/15/2016	50%	Behind the Schedule
• Propose Entity Relationship Diagram	07/15/2016	85%	Behind the Schedule

Project impact of milestone success or failure for project remainder

Client Interview done behind of schedule	Just like what is mentioned before, this milestone holds the key to the completion of most milestones. The delay that happened in the third week of project making was mainly due to this milestone falling behind schedule. Client interview has a huge impact in this projecttime for the client to respond. Every other milestone is

	dependent on the event table which is dependent on the client interview. Evidently, the first week of project making which heavily relied on the interview was successful. This milestone which was done ahead of its due time, contributed heavily to the success of the other milestones.

Project Budget/Financial Status

Budget Item	Planned Budget	Actual Cost	Variance/Explanation
N/A	N/A	N/A	N/A
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
Event Table needs to be revised	Medium	High	High	

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Revised all submitted requirements	High	07/04/2016	Open	Must interview again

Despite of the delay that happened in the third week, the project will still be completed on time, fortunately. The hardwork and determination that was put in the meeting with the client payed off. The third client meeting resulted in major revisions of the table and diagrams. The developers, by this time, fully understood the business process of the company.

Objectives for Next Project Status Review

The objectives for the next and possibly final Project Status Review are to complete the GUI draft and Prototype. All milestone deliverables should also be fully completed by then. If there were, in any case, a revision or update in the event table, all milestone tied to it should also be queued for revising.

- N/A

Related Project Information

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3   PROJECT STATUS REPORT APPROVALS

Prepared by _____

John Kenneth H. Ferrer
Project Manager

Approved by _____

Mr. Jacob Catayoc
Project Advisor

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Ms. Roselle Wednesday L. Gardon
Project Consultant

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4   APPENDICES

4.1   Document Guidelines

4.2   Project Status Report Sections Omitted