Project Status Report

Project Name: Student Activities Management System

Department: Student Activities 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
1.0	10/18/2016	John Kenneth Ferrer Chamber Jose Rempson Dulitin	Project Vision and Scope
1.1	10/18/2016	Chamber Jose	'Sign up' and 'Forgot Password' modules improvement
1.0	10/18/2016	John Kenneth Ferrer Chamber Jose Rempson Dulitin	Statement of Work

TABLE OF CONTENTS

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

As we interview our client, we suggest a new user in our system which involve the Student Affair Head and Adviser. Because we want to make sure that all the process of the documents will be monitored by the administrator and the organization.

2.2 Project Status Report Templates

Project Name			
Prepared By: John Kenneth Ferrer	Date: October 18, 2016		Reporting Period: October 18, 2016 to October 25, 2016
Project Overall Status: To able to deploy our system. We should estimate the time when we're going to release our system. We should make it more real to able to process the documents needed. We improve our system to able to enhance the efficiency of the transaction.			
Project Summary: We're still working on some technicalities on the system to add some new features and to provide better system operation			
Milestone Deliverables performance reporting over last period			

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Added customized modules	10/18/2016	60%	On Schedule
• Project Consultation	10/19/2016	30%	Behind the Schedule

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Modular issue resolution	10/21/2016	20%	Ahead of Schedule

• Project Consultation	10/21/2016	40%	On Schedule

Project impact of milestone success or failure for project remainder

Technical issue(s) resolution	Some part of the problems will be solved by the Project Team where some issues may require consultation with the team's consultants and adviser for resolution

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
Client Availability	Medium	Low	Medium	
Technical Issues	High	High	High	

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Familiarization on Cobalt Framework	High	10/18/2016	Open	Must consult Sir JV Roig

Project Recommendations

We must need to take consideration of having a consultation with the framework developer to be more familiarized and knowledgeable on the overall functionalities and operations of the framework. Moreover, putting urgent attention on the resolution of the technical issues is also important in this project because we only have limited time to finish the project and this problems can affect the overall operation of the system

Objectives for Next Project Status Review

Some problems on system modules must be addressed on the next reporting phase and the project team should be knowledgeable on the framework's coding structure

Related Project Information
N/A

3   PROJECT STATUS REPORT APPROVALS

Prepared by   _____
John Kenneth H. Ferrer
Project Manager

Approved by   _____

Digitally signed by Jacob A. Catayoc
Date: 2016.10.18 13:17:48 +08'00'

Mr. Jacob Catayoc
Project Advisor

_____
Ms. Roselle Wednesday L. Gardon
Project Consultant

_____
Mr. Justin David Pineda
Project Consultant

4   APPENDICES

4.1   Document Guidelines

4.2   Project Status Report Sections Omitted