



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
1.1	09/30/2016	John Kenneth Ferrer Chamber Jose Rempson Dulitin	IBM Bluemix Walkthrough and Testing

Confidential

Project_Status_Report_week_2.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

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: Chamber Jose	Date: October 3, 2016	Reporting Period: September 27, 2016 to October 3, 2016	
Project Overall Status: The UI design is already done. Some features are fully functional while some are partial and the team are still working on some technical aspects of the system to make those features fully functional			
Project Summary: The system is almost complete and 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			
• Client Interview	10/10/2016	10%	On Schedule
Project impact of milestone success or failure for project remainder			
Used the framework cobalt for our system		To make our system and to be able to use it in APC, we'll involve the use of Cobalt Framework	

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	High	High	
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	10/10/2016	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

Missed / delayed tasks stated from the previous progress report should be accomplished and system operation and features should have an improvement

- N/A

Related Project Information

3 PROJECT STATUS REPORT APPROVALS

Prepared by _____
John Kenneth H. Ferrer
Project Manager

Approved by _____
Mr. Jacob Catayoc
Project Advisor

Ms. Roselle Wednesday L. Gardon
Project Consultant

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
