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	09/22/2016	John Kenneth Ferrer Chamber Jose Rempson Dulitin	IBM Bluemix Walkthrough and Testing
1.0	09/22/2016	John Kenneth Ferrer	Signed Project Adviser Request Form
1.0	09/26/2016	Chamber Jose	Signed Project Consultant Request Form

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 monitor by the administrator and the organization.

2.2 Project Status Report Template

Project Name		
Prepared By: Chamber Jose	Date: September 26, 2016	Reporting Period: September 19, 2016 to September 26, 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	09/29/2016	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	

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Familiarization on Cobalt Framework	High	09/29/2016	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

Objectives for Next Project Status Review

Some technical issues must be fixed and features and operation of the system 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