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
1.3	07/13/2016	John Kenneth Ferrer Chamber Jose	Project Wiki
1.3	07/13/2016	John Kenneth Ferrer	Context Diagram Entity Relationship Diagram Activity Diagram Gantt Chart WBS Activity List
1.3	07/13/2016	Rempson Dulitin John Kenneth Ferrer	Use Case Full Description Data Flow Diagram Data Dictionary

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Project Status Report week 4.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 fourth 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. The process of the organization and all the transaction is clear. We did a flow which our client will understand the process of the system. Our client suggested some function to be added on the system.

2.2   Project Status Report Template

Project Name		
Prepared By: John Kenneth Ferrer	Date: July 18, 2016	Reporting Period: July 11, 2016 **to** July 18, 2016
Project Overall Status: The project is clear what our client wants to the system. In making a system we should really understand first the existing process of the organization so with the interviews that we've done. We clearly identify the roles and process of the organization		
Project Summary: Some diagrams are need to revise but we should start working on the proposed system which we going to next week.		
Milestone Deliverables performance reporting over last period		

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Client Interview	07/13/2016	60%	Behind Schedule
• Project Wiki	07/12/2016	75%	Behind the Schedule
• Context Diagram	07/11/2016	88%	Behind the Schedule

• Entity Relationship Diagram • Activity Diagram • Use Case Full Description • Data Flow Diagram			

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

Creation of the proposed system	Creation of the system is the hard part of making our system. We must clear all the process of the organization which make us easy to understand what our client want for their organization.

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	07/14/2016	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

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