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
1.1	07/03/2016	John Kenneth Ferrer	Client Interview
1.1	07/03/2016	Chamber Jose	Signed Project Adviser Request Form
1.1	07/03/2016	Rempson Dulitin	Signed Project Consultant Request Form
1.1	07/03/2016	John Kenneth Ferrer	General Objectives Specific Objectives Target Audience Related Architecture Project Description Glossary Event Table

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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

Student Organization Office (SAO) is the one who is responsible on Student Organization in Asia Pacific College that aims to provide activities in different courses. One of the biggest problem of the SAO is the management of the documents of each org. It's a big job to the SAO head to compile all the files of each org and in order to that it takes a lot of time to arrange it. An initial interview with the SAO head was done to further understand the process of the documents. Through that interview, the Event Table was created. The use case and use case full description fell behind the schedule. Furthermore, another interview needs to be done.

2.2 Project Status Report Template

Project Name		
Prepared By: John Kenneth Ferrer	Date: July 04, 2016	Reporting Period: June 23, 2016 **to** July 04, 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	07/04/2016	40%	Behind the Schedule

• Signed Project Adviser Request Form • Signed Project Consultant Request Form	07/04/2016	67%	Behind the Schedule
• General Objectives • Specific Objectives • Target Audience • Related Architecture • Project Description • Glossary • Event Table	07/04/2016	85%	Behind the Schedule

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Event Table	07/04/2016	60%	Behind Schedule
• Use Case Diagram • Use Case Full Description	07/04/2016	50%	Behind the Schedule
• Entity Relationship Diagram • Data Dictionary	07/04/2016	85%	Behind the Schedule

Project impact of milestone success or failure for project remainder

Client Interview done ahead of schedule	The creation of the required milestones in the first week of project making turned out successful because the client interview, which was a risk taken by the developers because the client has a very short time availability for the interview to be squeezed in, was successful because it was done ahead of schedule which resulted in a lot of time 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
Client has a short time for interview	Medium	High	High	

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Uncleared Business process	High	07/04/2016	Open	Must interview again

Project Recommendations

The project will be completed and be ready for presentation on time if there would be no delays on anymore milestones. The first client interview only covered the business process of the company and is still not clear to the developers, the quality of the diagrams and the tables are dependent on the knowledge of the developers on their client. So in order to create quality project deliverables, the developers must further understand the process and work flow of the company. With that being said, the first version of the event table was still below quality levels because of lack of knowledge. Further study and research on the client will greatly increase the quality of the diagrams and tables' outcome. The second interview must answer all of the questions that formed while creating the first stage of the diagrams and tables. Project risks that are taken are being carefully managed by the developers, so that it would have a higher chance of being successful. The completion of this project heavily relies on time management and communication between the developers and their client.

Objectives for Next Project Status Review

The second, detailed, interview with the client must be done. A more detailed and thoroughly explained event table will be finished. Revised Event Table, Use Case Diagram, and Use Case Full Description, creation of Data Flow Diagram (DFD), Context Flow Diagram (CFD), Entity Relationship Diagram (ERD) and Data Dictionary.

- 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