



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
1.4	08/20/2016	John Kenneth Ferrer Chamber Jose	Client Interview
1.4	08/21/2016	John Kenneth Chamber Jose Rempson Dulitin	Github for Project
1.4	08/21/2016	John Kenneth Chamber Jose Rempson Dulitin	Proposed Event Table, Activity Diagram, ERD

Confidential

Project Status Report week 5.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, decided to make process which can help the organization lessen the manual transaction in the organization. Creating an event table that could easily identify the process of the system make us more efficient to build the system. Also, the online collaboration using github is very helpful to update our project.

2.2 Project Status Report Template

Project Name																			
Prepared By: John Kenneth Ferrer	Date: July 25, 2016	Reporting Period: July 18, 2016 to July 25, 2016																	
Project Overall Status: The interview help us create the process which will lessen the work of the organization and more efficient. By creating the event table and activity diagrams help us to clear the process for our system.																			
Project Summary: The project needs to be more efficient and effective to the user. We must have clarify the process for our client to able to do the system.																			
Milestone Deliverables performance reporting over last period																			
<table border="1"><thead><tr><th>Milestone Deliverables</th><th>Due Date</th><th>% Completed</th><th>Deliverable Status</th></tr></thead><tbody><tr><td colspan="4">Milestone 1</td></tr><tr><td>• Client Interview</td><td>07/22/2016</td><td>90%</td><td>Ahead of Schedule</td></tr><tr><td>• Github for Project</td><td>07/22/2016</td><td>100%</td><td>On Schedule</td></tr></tbody></table>				Milestone Deliverables	Due Date	% Completed	Deliverable Status	Milestone 1				• Client Interview	07/22/2016	90%	Ahead of Schedule	• Github for Project	07/22/2016	100%	On Schedule
Milestone Deliverables	Due Date	% Completed	Deliverable Status																
Milestone 1																			
• Client Interview	07/22/2016	90%	Ahead of Schedule																
• Github for Project	07/22/2016	100%	On Schedule																

<ul style="list-style-type: none"> Proposed Event Table, Activity Diagram, ERD 	07/22/2016	85%	On Schedule	
Project impact of milestone success or failure for project remainder				
System Process		To make our system more efficient. We must clarify the process to able to make a function on our system		
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
Clarification on the event table	High	08/23/2016	Open	Must consult the project to the adviser and consultant
Project Recommendations				
We must need to make our event table to be clarify to able to process the functionality of the system.				
Objectives for Next Project Status Review				
We should clarify all the basic functionality of our system to able to test and run by our client.				

- N/A

Related Project Information

3 PROJECT STATUS REPORT APPROVALS

Prepared by

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Project Manager

Approved by


Mr. Jacob Catayoc
Project Advisor

Ms. Roselle Wednesday L. Gardon
Project Consultant

Mr. JV Roig
Project Consultant

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
