

**Project Status Report**



**Project Name:** Express Airfreight Movers Co., Inc. System

**Department:**

**Focus Area:**

**Product/Process:**



**Prepared by:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Reyes, Hannah Mae E. | Project Manager |
| Lee, Kyle Vincent V. | Project Developer |
| Belchez, Maica L. | Project Developer |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 03/30/16 | Hannah Mae Reyes  Kyle Vincent Lee  Maica Belchez | Project Wiki |
| 1.0 | 03/30/16 | Hannah Mae Reyes | Activity List |
| 1.0 | 03/30/16 | Hannah Mae Reyes | Work Breakdown Structure |
| 1.0 | 03/30/16 | Kyle Vincent Lee | Gantt Chart |
| 2.0 | 03/31/16 | Kyle Vincent Lee | Event Table (Revised) |
| 2.0 | 03/31/16 | Hannah Mae Reyes | Use Case Diagram (Revised) |
| 2.0 | 03/31/16 | Hannah Mae Reyes  Kyle Vincent Lee | Use Case Full Description (Revised) |
| 2.0 | 03/31/16 | Kyle Vincent Lee | Client Interview |
| 1.5 | 03/31/16 | Kyle Vincent Lee | Data Flow Diagram (Revised) |
| 1.5 | 03/31/16 | Hannah Mae Reyes | Context Flow Diagram (Revised) |
| 1.5 | 03/31/16 | Maica Belchez | Entity Relationship Diagram (Revised) |
| 1.5 | 03/31/16 | Maica Belchez | Data Dictionary (Revised) |

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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 second week of project making, many were accomplished. The revisions of the Event table and diagrams were created, and the Adviser Request Form signing was also one-hundred percent (100%) finished and is on schedule. A few diagrams were also added. All of this were fruits of the second client interview that was halfway finished during the week. Moving to the third week of project making, we have arranged, the final client interview which was a meeting. The developers have proposed to the client that they would go to the company, in Parañaque, so that the client, and the developers meet face to face and discuss further a few questions and queries. In this way, there would be no more room for confusion on the business process and there would be a higher chance of producing quality content. Just like in the first and second week, most milestone deliverables are dependent on the Event Table, in this case, another revision of the table and diagrams that were made in the second week. Note that, every time there would be a client interview or a client meeting, revisions are made in the table and diagrams. Unfortunately, all milestones to be completed during this week, are all behind schedule. Mainly because, the third and final client interview was also delayed just like the second one, all of the diagrams, excluding the Data Flow Diagram (DFD) and Entity Relationship Diagram (ERD, were finished nonetheless. The completion of project wiki depends on the status of the other milestone. If a milestone, isn’t fully completed yet, expect the Project Wiki to not be as well. The Work Breakdown Structure (WBS) and Gantt Chart are both dependent on the activity list since they both represent the contents of it. The event table revision not being on time is a risk to the developers. Since there are already a lot of diagrams tied to the event table, further delay on the revision would be harmful to the developers, but regardless of the delay, all diagrams were revised. The developers learned that, a simple delay on a milestone could harm the entire project. Executing a certain action on time pays a lot in the future.

## 2.2 Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared by:  Hannah Mae Reyes | **Date:**  March 26, 2016 | Reporting Period:  March 28, 2016 – March 29, 2016 |
| Project Overall Status:  An overall delay happened when the third and final client interview fell behind schedule. The third interview was supposed to be a meeting between the developers and the clients. The delay was caused by the busyness and tight schedule of the client making them unable to respond to our request. This delay, again, affected most milestone because of dependency. | | |
| Project Summary:  Revisions were made to the diagrams and table that were made in the second week of project making. Following that is the creation of Activity List, WBS, and Gantt Chart. Everything made are encoded into project wiki. A draft of the Graphical User Interface (GUI) was also made, but still not yet complete. The panelists’ schedule is also in progress. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | **Milestone 1** | | | | | Project Wiki | 03/29/2016 | 50% | Behind Schedule | | Activity List | 03/29/2016 | 70% | Behind Schedule | | Work Breakdown Structure | 03/29/2016 | 70% | Behind Schedule | | Gantt Chart | 03/29/2016 | 70% | Behind Schedule | | **Milestone 2** | | | | | Event Table | 03/18/16 | 100% | Behind Schedule | | Use Case Diagram | 03/18/16 | 100% | Behind Schedule | | Use Case Diagram Full Description | 03/18/16 | 100% | Behind Schedule | | Client Interview | 03/22/16 | 100% | Behind Schedule | | Data Flow Diagram | 03/22/16 | 50% | Behind Schedule | | Context Flow Diagram | 03/22/16 | 100% | Behind Schedule | | Entity Relationship Diagram | 03/22/16 | 80% | Behind Schedule | | Data Dictionary | 03/22/16 | 60% | Behind Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | **Milestone 1** | | | | | Draft of GUI | 04/05/16 | 50% | Behind Schedule | | Schedule of Panelist | 04/01/16 | 70% | Behind Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Third and Final Client Meeting | Just like what is mentioned before, this milestone holds the key to the completion of most milestones. The delay that happened in the third week of project making was mainly due to this milestone falling behind schedule. Client interview has a huge impact in this project. | | Project Wiki | This milestone is used by the professor for evaluation. Everything made in 3 weeks, including this week, is encoded into the Project Wiki for everyone to see. The success and completion of this milestone is dependent on the completion of every other milestones. | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | | 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 | 03/22/2016 | Close | Make the event table correctly | | | |
| **Project Recommendations**   |  | | --- | | 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. The quality of the project deliverables, in no doubt, better than what they were before. The developers also adjusted to the delay of the client meeting, rendering extra few hours in creating the revisions of the table and diagrams. The risk that turned into an issue was resolved by the developers. The project wiki, should be complete by the time of the presentation, therefore, the milestone deliverables should be one-hundred percent (100%) complete before the end of the fourth week. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The objectives for the next and possibly final Project Status Review are to complete the GUI draft, and finalize the schedule of the panelists. 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. | | | |
| **Related Project Information**   |  | | --- | | N/A | | | |



# 3 PROJECT STATUS REPORT APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hannah Mae E. Reyes

**Project Manager**

**Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Mr. Noel Anonas

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Ms. Maria Teresa Carmela Montemayor

**Project Adviser**



# 4 APPENDICES

## 4.1 Document Guidelines

## 4.2 Project Status Report Sections Omitted

