

**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** |
| 1.6 | 08/04/2016 | John Kenneth Ferrer  Chamber Jose | Client Interview |
| 1.6 | 08/04/2016 | Chamber Jose | Github Project Application |
| 1.6 | 08/04/2016 | Rempson Dulitin | Signed Project Consultant Request Form |

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# 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.



# PROJECT STATUS REPORT TEMPLATE

## 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.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  John Kenneth Ferrer | Date:  August 08, 2016 | Reporting Period:  August 05, 2016 to August 08, 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 | 08/04/2016 | 85% | Ahead of Schedule | | * Signed Project Consultant Request Form | 08/05/2016 | 100% | Behind of Schedule | | * Github Project Application | 08/04/2016 | 85% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Used the framework cobolt for our system | To make our system and able to use in APC. We use the framework of Cobolt which all the system in APC was made. | | | |
| **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 framework of Cobolt | High | 08/04/2016 | Open | Must consult sir JV Roig | | | |
| **Project Recommendations**   |  | | --- | | We must need to make consultation on the one who make the framework that we use. Because it takes time to understand the whole framework and to make our system running prior to the desire our client. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | We should done all the basic functionality of our system to able to test and run by our client. | | | |
| **Related Project Information**   |  | | --- | | * N/A | | | |



# 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**

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Mr. JV Roig

**Project Consultant**



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

