

**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** |
| 1.2 | 07/08/2016 | John Kenneth Ferrer  Chamber Jose | Project Wiki |
| 1.2 | 07/08/2016 | John Kenneth Ferrer | Context Diagram  Entity Relationship Diagram  Activity Diagram  Gantt Chart WBS Activity List |
| 1.2 | 07/08/2016 | Rempson Dulitin  John Kenneth Ferrer | Use Case Full Description  Data Flow Diagram  Data Dictionary |

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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

On the 3rd 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. Moving to the fourth week of project making. 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.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  John Kenneth Ferrer | Date:  July 11, 2016 | Reporting Period:  July 04, 2016 to July 11, 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 | 07/08/2016 | 60% | Behind Schedule | | * Project Wiki | 07/06/2016 | 75% | Behind the Schedule | | * Context Diagram * Entity Relationship Diagram * Activity Diagram * Gantt Chart * WBS * Activity List * Use Case Full Description * Data Flow Diagram * Data Dictionary | 07/06/2016 | 85% | Behind the Schedule | | | |
| **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**   |  |  | | --- | --- | | Client Interview done behind of schedule | 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 projecttime 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** | | 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 | 07/04/2016 | 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. | | | |
| **Related Project Information**   |  | | --- | | * N/A | | | |



# PROJECT STATUS REPORT APPROVALS

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

John Kenneth H. Ferrer

**Project Manager**

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

Mr. Jacob Catayoc

**Project Advisor**

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Ms. Roselle Wednesday L. Gardon

**Project Consultant**



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

