

**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** |
| 1.3 | 07/13/2016 | John Kenneth Ferrer  Chamber Jose | Project Wiki |
| 1.3 | 07/13/2016 | John Kenneth Ferrer | Context Diagram  Entity Relationship Diagram  Activity Diagram  Gantt Chart WBS Activity List |
| 1.3 | 07/13/2016 | 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 fourth 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. The process of the organization and all the transaction is clear. We did a flow which our client will understand the process of the system. Our client suggested some function to be added on the system.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  John Kenneth Ferrer | Date:  July 18, 2016 | Reporting Period:  July 11, 2016 to July 18, 2016 |
| Project Overall Status:  The project is clear what our client wants to the system. In making a system we should really understand first the existing process of the organization so with the interviews that we’ve done. We clearly identify the roles and process of the organization | | |
| Project Summary:  Some diagrams are need to revise but we should start working on the proposed system which we going to next week. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Client Interview | 07/13/2016 | 60% | Behind Schedule | | * Project Wiki | 07/12/2016 | 75% | Behind the Schedule | | * Context Diagram * Entity Relationship Diagram * Activity Diagram * Use Case Full Description * Data Flow Diagram | 07/11/2016 | 88% | 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**   |  |  | | --- | --- | | Creation of the proposed system | Creation of the system is the hard part of making our system. We must clear all the process of the organization which make us easy to understand what our client want for their organization. | | | |
| **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 | 07/14/2016 | 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

