

**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 |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc77392557)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc77392558)

[2.1 Project Status Report Details 3](#_Toc77392559)

[2.2 Project Status Report Template 3](#_Toc77392560)

[3 PROJECT STATUS REPORT APPROVALS 3](#_Toc77392561)

[4 APPENDICES 3](#_Toc77392562)

[4.1 Document Guidelines 3](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 3](#_Toc77392564)

# 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, 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.

## 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**   |  |  |  |  | | --- | --- | --- | --- | | **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 | | * 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. | | | |
| **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**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. JV Roig

**Project Consultant**



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

