

**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** |
| 1.0 | 06/11/2016 | John Kenneth Ferrer | Client Interview |
| 1.0 | 06/13/2016 | Chamber Jose | Signed Project Adviser Request Form |
| 1.0 | 06/13/2016 | Rempson Dulitin | Signed Project Consultant Request Form |
| 1.0 | 06/23/2016 | John Kenneth Ferrer | General Objectives  Specific Objectives  Target Audience  Related Architecture  Project Description  Glossary  Event Table |

**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

Student Organization Office (SAO) is the one who is responsible on Student Organization in Asia Pacific College that aims to provide activities in different courses. One of the biggest problem of the SAO is the management of the documents of each org. It’s a big job to the SAO head to compile all the files of each org and in order to that it takes a lot of time to arrange it. An initial interview with the SAO head was done to further understand the process of the documents. Through that interview, the Event Table was created. The use case and use case full description fell behind the schedule. Furthermore, another interview needs to be done.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  John Kenneth Ferrer | Date:  June 23, 2016 | Reporting Period:  June 16, 2016 to June 23, 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 | 06/11/2016 | 40% | Ahead of Schedule | | * Signed Project Adviser Request Form * Signed Project Consultant Request Form | 06/13/2016 | 100% | Ahead of Schedule | | * General Objectives * Specific Objectives * Target Audience * Related Architecture * Project Description * Glossary * Event Table | 06/23/2016 | 85% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Event Table | 06/27/2016 | 100% | On Schedule | | * Use Case Diagram * Use Case Full Description | 06/27/2016 | 85% | On Schedule | | * Entity Relationship Diagram * Data Dictionary | 06/29/2016 | 85% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Client Interview done ahead of schedule | The creation of the required milestones in the first week of project making turned out successful because the client interview, which was a risk taken by the developers because the client has a very short time availability for the interview to be squeezed in, was successful because it was done ahead of schedule which resulted in a lot of time 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** | | Client has a short time for interview | Medium | High | High |  | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | Uncleared Business process | High | 06/23/2016 | Open | Must interview again | | | |
| **Project Recommendations**   |  | | --- | | The project will be completed and be ready for presentation on time if there would be no delays on anymore milestones. The first client interview only covered the business process of the company and is still not clear to the developers, the quality of the diagrams and the tables are dependent on the knowledge of the developers on their client. So in order to create quality project deliverables, the developers must further understand the process and work flow of the company. With that being said, the first version of the event table was still below quality levels because of lack of knowledge. Further study and research on the client will greatly increase the quality of the diagrams and tables’ outcome. The second interview must answer all of the questions that formed while creating the first stage of the diagrams and tables. Project risks that are taken are being carefully managed by the developers, so that it would have a higher chance of being successful. The completion of this project heavily relies on time management and communication between the developers and their client. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The second, detailed, interview with the client must be done. A more detailed and thoroughly explained event table will be finished. Revised Event Table, Use Case Diagram, and Use Case Full Description, creation of Data Flow Diagram (DFD), Context Flow Diagram (CFD), Entity Relationship Diagram (ERD) and Data Dictionary. | | | |
| **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**



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

