



Project Status Report

Project Name: Housekeeping Task-sheet

Department: Information Technology

Focus Area:

Product/Process:

Prepared By:

Document Owner(s)	Project/Organization Role
Charles Crisostomo	Project Manager
Aldrian Benedicto	Project Analyst
Miggie Rodriguez	Project Developer
Justine De Guzman	Project Developer
Charles Baylon	Project Developer

Project Status Report Version Control

Version	Date	Author	Change Description
1.0	10/22/17	Charles Crisostomo	Project Status Report 4 created
1.0	10/21/17	Charles Crisostomo Aldrian Benedicto Miggie Rodriguez Justine De Guzman Charles Baylon	<ul style="list-style-type: none">• Developing app• Added 3 documents

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1 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.

2 PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

This status report focuses on the variations needed to be made to the documentation from the previous term of project based learning.

- Update Documentation
 - For the group to create an automated time monitoring system, the group must know and understand the current housekeeping procedures. The main purpose of the proposed system is to provide the client a better and faster to accomplish task. Having said the proposed system of the group's project it would be efficient as well as the consuming of paper will be lessened. The housekeeping operatives will be able to login using a QR (Quick Response) code which is faster than before, and they can able to report to the manager and supervisor without a hassle.
 - Developing app, created Activity list, Vision scope, and Gantt Chart
 - Revision of document

2.2 Project Status Report Template

Project Name			
Prepared By: Charles Crisostomo	Date: 10/22/2017	Reporting Period: 10/23/2017 to 10/30/2017	
Project Overall Status: The documentation of the project is being changed by the new update of the client and prototype is still on development and several diagrams.			
Project Summary: The team created the new diagrams and developing the prototype to meet the clients demand.			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Mobile application	11/06/2017	70%	[Behind Schedule]
• Activity List	10/21/2017	100%	[Ahead of Schedule]
• Vision Scope	10/21/2017	100%	[Ahead of Schedule]
Milestone 2			
• Gantt Chart	10/21/2017	100%	[Ahead of Schedule]
Milestone Deliverables scheduled for completion over next period			

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Meeting with the Adviser	11/02/2017	0%	[Behind Schedule]
• Insert data on mobile application	11/06/2017	70%	[Behind Schedule]

Project impact of milestone success or failure for project remainder	
The group finished all the revision needed to be done in the document and it is still on progress to be checked by the adviser.	

Project Budget/Financial Status			
Budget Item	Planned Budget	Actual Cost	Variance/Explanation
Printing	15	15	For printing of this document

Project Recommendations
<ul style="list-style-type: none"> • Budget report summary • Subject record report • Scope change report • Project work plan

3 PROJECT STATUS REPORT APPROVALS

Prepared by Charles Insautano
Project Manager

Approved by [Signature] 1/2/12
Project Advisor

Client Sponsor

APPENDICES

2.3 Document Guidelines

2.4 Project Status Report Sections Omitted

