



# 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	11/09/2017	Charles Crisostomo	Project Status Report 6 created
1.0	11/09/2017	Charles Crisostomo Aldrian Benedicto Miggie Rodriguez Justine De Guzman Charles Baylon	<ul style="list-style-type: none"><li>• Revise diagrams</li><li>• Revised RRL</li><li>• Revise Mobile application</li></ul>

**Confidential**

Project Status Report 6

Last printed on 11/22/2017 7:19:00 PM

## TABLE OF CONTENTS

<b>1</b>	<b>PROJECT STATUS REPORT PURPOSE .....</b>	<b>3</b>
<b>2</b>	<b>PROJECT STATUS REPORT TEMPLATE .....</b>	<b>3</b>
2.1	Project Status Report Details .....	3
2.2	Project Status Report Template .....	3
<b>3</b>	<b>PROJECT STATUS REPORT APPROVALS .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>4</b>	<b>APPENDICES .....</b>	<b>6</b>
4.1	Document Guidelines .....	6
4.2	Project Status Report Sections Omitted .....	6

## 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.
  - Revise diagrams, application and revise RRL
  - Revision of document

### 2.2 Project Status Report Template

Project Name			
Prepared By: Charles Crisostomo	Date: 11/09/2017	Reporting Period: <b>11/06/2017 to 11/13/2017</b>	
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 will revise all diagrams and the mobile application and documentation			
<b>Milestone Deliverables performance reporting over last period</b>			
<b>Milestone Deliverables</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Deliverable Status</b>
Milestone 1			
• Revise RRL	11/09/2017	70%	[Behind Schedule]

• Revise mobile application	11/09/2017	20%	[Behind Schedule]
• Defense	11/06/2017	100%	[On Schedule]
Milestone 2			
• Meeting with the adviser	11/10/2017	0%	[Behind Schedule]
<b>Milestone Deliverables scheduled for completion over next period</b>			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Revise Activity Diagram	11/20/2017	0%	[Behind Schedule]
• Revise documentations	11/20/2017	0%	[Behind Schedule]
• Develop the mobile application	11/20/2017	50%	[Behind Schedule]
<b>Project impact of milestone success or failure for project remainder</b>			
The group finished the defense and will implement what the panelist want to see.			
<b>Project Budget/Financial Status</b>			
Budget Item	Planned Budget	Actual Cost	Variance/Explanation
Printing	15	15	For printing of this document
<b>Project Recommendations</b>			
<ul style="list-style-type: none"> <li>Budget report summary</li> <li>Subject record report</li> <li>Scope change report</li> <li>Project work plan</li> </ul>			

---

### 3 PROJECT STATUS REPORT APPROVALS

Prepared by Charles Constantino  
Project Manager

Approved by Jayvee Cabardo 11/21/17  
Project Advisor

\_\_\_\_\_  
Client Sponsor

---

### **3 APPENDICES**

#### **3.1 Document Guidelines**

#### **3.2 Project Status Report Sections Omitted**

---