



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	10/15/17	Charles Crisostomo	Project Status Report 3 created
1.0	10/14/17	Charles Crisostomo Aldrian Benedicto Miggie Rodriguez Justine De Guzman Charles Baylon	<ul style="list-style-type: none">• Developing app• Created new Context Diagram• Created new Use Case Diagram• Created new Sequence Diagram• Revised Review Related Literature• Changed the Title of the project

TABLE OF CONTENTS

1	PROJECT STATUS REPORT PURPOSE.....	3
2	PROJECT STATUS REPORT TEMPLATE	3
2.1	Project Status Report Details	3
2.2	Project Status Report Template	3
3	PROJECT STATUS REPORT APPROVALS	ERROR! BOOKMARK NOT DEFINED.
4	APPENDICES.....	5
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.
 - Developing app, created new Context Diagram, created new Use Case Diagram, created new Sequence Diagram, revised Review Related Literature, changed the Title of the project
 - Revision of document

2.2 Project Status Report Template

Project Name			
Prepared By: Charles Crisostomo	Date: 10/15/2017	Reporting Period: 10/09/2017 to 10/16/2017	
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			
• Changed the title	10/16/2017	100%	[On Schedule]
• Created new Context Diagram	10/14/2017	100%	[Ahead of Schedule]
• Created new Use Case Diagram	10/14/2017	100%	[Ahead of Schedule]
Milestone 2			

• Created new Sequence Diagram	10/14/2017	100%	[Ahead of Schedule]
• Revised Review Related Literature	10/14/2017	100%	[Ahead of Schedule]
• Meeting with the client	10/10/2017	100%	[On Schedule]

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Meeting with the Adviser	09/16/2017	0%	[Behind Schedule]
• Input a scanner on Application	09/16/2017	50%	[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
--

Prepared by Charles Casestom
Project Manager

Approved by [Signature] 11/2/17
Project Advisor

Client Sponsor

APPENDICES

2.3 Document Guidelines

2.4 Project Status Report Sections Omitted

