



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	[mm/dd/yy]	[Document owner]	Document created
1.0	09/30/2017	Charles Crisostomo Aldrian Benedicto	<ul style="list-style-type: none">Added 4 diagramsIncluded previous diagrams

Confidential

Document2

Last printed on 10/2/2017 1:55:00 AM

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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
 - In order for the group to create an automated task sheet 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 lessen. 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.
 - Added Composite Structure Diagram, Timing Diagram, State Diagram.
 - Revise document.

2.2 Project Status Report Template

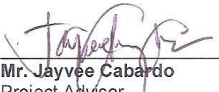
Project Name: Housekeeping Task-sheet system			
Prepared By: Charles Crisostomo	Date: 09/30/2017	Reporting Period: 09/25/2017 to 10/01/2017	
Project Overall Status: The documentation of the project is incomplete of 1 UML Diagram and prototype is still on development and several diagrams.			
Project Summary: The team added 3 UML Diagrams that was deliberated in class.			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Updated team members	09/21/2017	100%	[On Schedule]

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• Meeting with Adviser	09/23/2017	100%	[On Schedule]
• Updated Objectives	09/21/2017	100%	[On Schedule]
Milestone 2			
• Add Object Diagram	09/21/2017	100%	[Ahead of Schedule]
• Add Class Diagram	09/21/2017	100%	[Ahead of Schedule]
• Add Communication Diagram	09/21/2017	100%	[Ahead of Schedule]
Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Add State Diagram	10/01/2017	100%	[Ahead of Schedule]
• Add Timing Diagram	10/01/2017	100%	[Ahead of Schedule]
• Add Composite Diagram	10/01/2017	100%	[Ahead of 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 Crisostomo
Project Manager

Approved by  10/2/17
Mr. Jayvee Cabardo
Project Advisor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
