Project Status Report

Project Name: Hotel Service Recovery Report System

Department: SoCIT

Focus Area: Hotels and Convention

Product/Process: Re-direction of Service and Generating Report

Prepared By:

Document Owner(s)	Project/Organization Role
John Rafael Furuya	Project Manager
Orly Chavez	Project Developer
Reinan Meer	Project Developer
John Neil Borlongan	Project Developer
Ralph Noelle Bonifacio	Project Developer
Francis Dodi Peralta	Project Developer

Project Status Report Version Control

Version	Date	Author	Change Description
1.0	11-22-117	John Rafael Furuya, Orly Chavez, Reinan Meer, Ralph Noel Bonifacio, Francis Dodi Peralta, John Neil Borlongan	Finalization of Documents -Diagrams
1.0	11-23-17	John Rafael Furuya, Orly Chavez, Reinan Meer, Ralph Noel Bonifacio, Francis Dodi	Group meeting for plan scheduling and deliverables

		Peralta, John Neil Borlongan	

TABLE OF CONTENTS

1 PROJECT STATUS REPORT PURPOSE

This project Status Report is a document that will help to track down the changes of their documents, for further improvement of the project, report the status of their project to client, professors and whoever needs it.

2 PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

This project status report details focus and give details to the weekly status, requirements and deliverables of the team.

- Finalization
    - Documentations
    - System

- Risk Management Report – Changes in the documentations.

- Issues Report – Connecting to mobile app is a long process.

- Project Recommendations – Advise from field experts or try some better report generating tools.

2.2 Project Status Report Template

Project Name			
Prepared By: John Rafael Furuya	Date: 12/4/17		Reporting Period: 11/28/17 to 12/4/17
Project Overall Status: Polishing the documentations and system for the final defense.			
Project Summary: The systems function is good, but still need a lot of improvement in terms of design and functionalities for better usage.			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	**Due Date**	**% Completed**	**Deliverable Status**
Milestone 1			
Fully Working System	11/30/17	40%	[**On Schedule**]
• Consultation with Project Adviser	11/26/17	100%	[**Ahead of Schedule**]

Milestone 2			
• Group Meeting and Discussion	11/26/17	100%	[**On Schedule**]

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Fully Working system	12/07/17	70%	[**On Schedule**]
Milestone 2			
• Revisions after proofreading of the designated professor	12/07/17	50%	[**Ahead of Schedule**]

Project impact of milestone success or failure for project remainder

Major changes on the documents.	

Project Budget/Financial Status

Budget Item	Planned Budget	Actual Cost	Variance/Explanation
-			
-			

Project Risk Management Status

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
• Major changes in the documentation after the documents are returned.	High	High	High	Ongoing revisions

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Connecting to mobile app	High	12/04/17	Open	This feature should fully be implemented to ue the mobile app.

Project Recommendations

- Crowd sourcing about the improving the system interface
- Concise documentations that resembles the system.
- Improved designed for the report generator and website design

Objectives for Next Project Status Review

The group should focus more on developing the system. Much faster pace for development.

Related Project Information

N/A

3   PROJECT STATUS REPORT APPROVALS

Prepared by   <u>John Rafael Furuya</u>
Project Manager

Approved by   <u>Mr. Jose Eugenio Quesada</u>
Project Advisor

4   APPENDICES

4.1   Document Guidelines

4.2   Project Status Report Sections Omitted