

**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 | 10/26/17 | John Rafael Furuya, Orly Chavez, Reinan Meer, Ralph Noel Bonifacio, Francis Dodi Peralta, John Neil Borlongan | Finalization of the ff:   * Diagrams * Documentations |
| 1.0 | 10/26/17 | John Rafael Furuya, Orly Chavez, Reinan Meer, Ralph Noel Bonifacio, Francis Dodi Peralta, John Neil Borlongan | * Revised the forms for the web application * Designing of frontend * Component of dashboard |

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# PROJECT STATUS REPORT PURPOSE

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



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

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

* On Progress
  + Web Application
  + Finalization of document
  + Diagrams
* Risk Management Report – Improvement on the Web application form for faster request.
* Project Recommendations – Continuous consultation with the field expert .

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  John Rafael Furuya | Date:  10/05/17 | Reporting Period:  10/23/17 to 10/29/17 |
| Project Overall Status:  Documents were slowly being finalized for the midterm defense next week. Some additional features were added to the web application. | | |
| Project Summary:  The team is continuously developing the website, additional features were slowly added such as dashboard. Documents were also finalized for the upcoming midterm defense. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Group Meeting | 10/25/17 | 100% | On schedule | |  |  |  |  | | * Consultation with Project adviser | 10/26/17 | 100% | On Schedule | | Milestone 2 | | | | | * Finalization of Documents | 10/26/17 | 70% | On Schedule | | * 70% Working System | 10/26/17 | 60% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * 80% Functioning System | 11/4/17 | 50% | On Schedule | |  |  |  |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Potential scope changes might have happened after the midterm defense. |  | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | * Form need some more improvement | High | High | High | Currently, filling up the system’s form isn’t really that quick | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | |  |  |  |  |  | | | |
| **Project Recommendations**   |  | | --- | | * Continues advice from the field expert * In preparation for the midterm defense, the team must meet more than 70% functionality of the system. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The next project status report should focus more on the additional features of the system. | | | |
| **Related Project Information**   |  | | --- | | N/A | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** John Rafael Furuya

Project Manager

**Approved by** Mr. Jose Eugenio Quesada

Project Advisor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted