



Project Status Report

Project Name: PNP Camp Crame Sports Center Reservation System

Department: School of Computing and Information Technologies

Focus Area: Reservation System

Product/Process: Reservation of Facilities

Prepared By:

Document Owner(s)	Project/Organization Role
Ramit, Jericho Marvin	Project Manager
Almuete, Mark Ferdinand	System Developer
Altea, Rollie	System Developer
Seagan, Kathleen	System Developer

Project Status Report Version Control

Version	Date	Author	Change Description
1.1	2/6/17	Almuete, Mark Ramit, Jericho Seagan, Kathleen	<ul style="list-style-type: none">Developing System
1.0	2/8/17	Almuete, Mark Altea, Rollie	<ul style="list-style-type: none">Software Requirements Specifications

Confidential

Document1

Last printed on 2/15/2017 2:37:00 PM

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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. The Project Status Report can be used to provide a documented history of the project. This can be applied to strengthen the lessons learned and to evaluate, review and learn from how the project succeeded and where it may have had difficulties.

Objectives of effective project status reporting include.

- Improve communication of information within the project and across the organization
- To create a record of the project progress
- Improve organizational support for the project
- To determine the improvement of the project

Simplify the process of gathering and disseminating project information

2 PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

This status report focuses on gathering information about the system and starting to create the documentation.

- Documentation
 - Software Requirements Specifications
- System
 - Developing
 - Designing

2.2 Project Status Report Template

Project Name			
Prepared By: Ramit, Jericho Marvin M.	Date: 1/22/17	Reporting Period: 2/6/17 to 2/12/17	
Project Overall Status: Creating the Statement of work and revising the Vision and Scope			
<p>Project Summary:</p> <p>The project team doing the documents, requirements and they are also assigning tasks for each member in order to finish the requirements for the week and for the project.</p>			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Software Requirements Specifications	2/8/17	100%	On Schedule
Milestone 2			
• Visit Client	2/8/17	100%	On Schedule
• Consult Adviser	2/11/17	20%	Behind Schedule
• Develop System	2/6/17	40%	Behind Schedule
Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• 50% Working prototype	2/15/17	20%	On Schedule
Milestone 2			
• Consult with adviser	2/16/17	20%	Behind Schedule
Project impact of milestone success or failure for project remainder			
Creating Project Schedule for next week is used to identify what the project team needs to do. Also, giving tasks for each member can finish the project requirements on time.		Different ideas were being added to the system as we progress with the project.	

Project Budget/Financial Status

Budget Item	Planned Budget	Actual Cost	Variance/Explanation
N/A	N/A	N/A	N/A

Project Risk Management Status

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
N/A	N/A	N/A	N/A	N/A

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Client <ul style="list-style-type: none"> Commitment Schedule 	HIGH	2/8/17	Open	Client's schedule is hard to meet

Project Recommendations

- The group should consult to their adviser, consultant and professor more often to ensure that all documentation created by the group is right. Also, they should communicate to their client more often with regards to the proposed project.


Objectives for Next Project Status Review

Complete all the requirements on time

Related Project Information

N/A

3 PROJECT STATUS REPORT APPROVALS

Prepared by 
Jericho Marvin M. Ramit
Project Manager

Adviser's comment:

I need to see all deliverables ASAP. Please schedule a meeting with me and present all deliverables.

Approved by Jacob Catayoc
Project Advisor