



# 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
1.0	1/17/17	Almuete, Mark Altea, Rollie Ramit, Jericho Seagan, Kathleen	<ul style="list-style-type: none"><li>Practice reporting of Vision and Scope</li></ul>
1.1	1/18/17	Almuete, Mark Altea, Rollie Ramit, Jericho Seagan, Kathleen	<ul style="list-style-type: none"><li>Revise Vision and Scope</li></ul>
1.0	1/19/17	Almuete, Mark Altea, Rollie Ramit, Jericho Seagan, Kathleen	<ul style="list-style-type: none"><li>Create Statement of Work</li></ul>

**Confidential**

Document1

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Project Status Report

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1.0	1/21/17	Almuete, Mark Ramt, Jericho Seagan, Kathleen	<ul style="list-style-type: none"><li>• Visit Client</li></ul>
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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

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## 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.

- Project Planning
  - Project Planning
  - Organizing schedule and requirements
- Documentation
  - Statement of Work
  - Revising Vision and Scope Document

- Regular consultation on advisers and client for project recommendation.

## 2.2 Project Status Report Template

Project Name			
Prepared By: Ramt, Jericho Marvin M.	Date: 1/22/17	Reporting Period: 1/16/17 to 1/22/17	
Project Overall Status: Creating the Statement of work and revising the Vision and Scope			
Project Summary: 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.			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Consult to the adviser	1/16/17	100%	On Schedule
• Group Meeting	1/17/17	100%	On Schedule
• Document Reporting	1/18/17	100%	On Schedule
Milestone 2			
• Prepare Group Presentation (Vision and Scope Document)	1/17/17	100%	On Schedule
Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Consult to the adviser	1/23/17	70%	On Schedule
• Meeting	1/24/17	80%	On Schedule
• Visiting Client	1/28/17	50%	On Schedule
Milestone 2			
• Starting to develop the system	1/23/17	20%	Ahead of 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.			
<b>Project Budget/Financial Status</b>				
<b>Budget Item</b>	<b>Planned Budget</b>	<b>Actual Cost</b>	<b>Variance/Explanation</b>	
Printing	30	18	For Project Status Report	
<b>Project Risk Management Status</b>				
<b>Risk and Description</b>	<b>Risk Chance</b>	<b>Risk Impact</b>	<b>Risk Priority</b>	<b>Change from Last Review</b>
N/A	N/A	N/A	N/A	N/A
<b>Project Issue Management Status</b>				
<b>Issue and Description</b>	<b>Project Impact</b>	<b>Target Due Date</b>	<b>Issue Status</b>	<b>Issue Resolution</b>
<ul style="list-style-type: none"> <li>Project Planning</li> </ul>	High	2/17/17	Open	Create Project Schedule
<b>Project Recommendations</b>				
<ul style="list-style-type: none"> <li>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.</li> </ul>				
<b>Objectives for Next Project Status Review</b>				
Complete all the requirements on time				
<b>Related Project Information</b>				

N/A

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### 3 PROJECT STATUS REPORT APPROVALS

**Prepared by** Jericho Marvin M. Ramit  
Project Manager

**Approved by**   
Jacob Catayoc  
Project Advisor