

**Project Status Report**



**Project Name:** PNP Camp Crame Mortuary System

**Department:** School of Computing and Information Technologies

**Focus Area:** Mortuary System

**Product/Process:** Reserve Room



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Ramit, Jericho Marvin M. | Project Manager |
| Almuete, Mark Ferdinand | Project Developer |
| Seagan, Kathleen G. | Project Developer |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 09/21/16 | Ramit, Jericho Marvin M.  Almuete, Mark Ferdinand  Seagan, Kathleen G. | * Meeting * Prepare Project Adviser * Signed Project Adviser Request Form |
| 1.0 | 09/22/16 | Ramit, Jericho Marvin M.  Almuete, Mark Ferdinand  Seagan, Kathleen G. | * Meeting with client |
| 1.0 | 09/24/16 | Ramit, Jericho Marvin M.  Almuete, Mark Ferdinand  Seagan, Kathleen G. | * Project Charter |

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PROJECT STATUS REPORT PURPOSE

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



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

This status report focuses on gathering of information about the system, project planning and meeting with the client.

* Project Planning
  + Project planning, organizing requirements and schedule, and meeting with the client.
* Regular consultation on adviser for project recommendation.

This project status covers planning process, requirements, consultations with the consultants and adviser.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Jericho Marvin M. Ramit | Date:  09/21/16 | Reporting Period:  09/21/16 to 09/23/16 |
| Project Overall Status:  The group planned for what they will need to do. They prepared the documents need for project adviser and consultant request form and have a meeting with regards to the project and started the documentation. They also had a meeting with the client. | | |
| Project Summary:  Arranging the requirements, adviser and consultants. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Create Project Schedule | 09/21/16 | 100% | On Schedule | | * Project Planning | 09/21/16 | 100% | On Schedule | | * Prepare Project Adviser and Consultant Request Form | 09/21/16 | 90% | On Schedule | | * Signed Project Adviser and Consultant Request Form | 09/21/16 | 90% | On Schedule | | Milestone 2 | | | | | * Meeting | 09/22/16 | 100% | On Schedule | | * Project Planning | 09/22/16 | 100% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Meeting | 09/22/16 | 50% | On Schedule | | * Consult with the adviser and consultants | 09/28/16 | 70% | On Schedule | | * Meeting with the client | 09/25/16 | 70% | On Schedule | | Milestone 2 | | | | | * Preparing for the requirements | 09/22/16 | 70% | On Schedule | | * Meeting | 09/23/16 | 70% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Project planning is used for identifying and analyzing projects. The information discuss and planned in this week will be based on the next report. | 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 | | 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 | | 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** | | * Project Planning | High | 09/23/16 | Open | Create Project Schedule | | | |
| **Project Recommendations**   |  | | --- | | Consultation with the consultant and adviser are important for guidance in the project and may resolve possible problems. Be organize in project schedule and requirements. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Complete all the requirements on time. | | | |
| **Related Project Information**   |  | | --- | | N/A | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Jericho Marvin M. Ramit

Project Manager

**Approved by** Ms. Roselle Wednesday Gardon

Project Advisor

