

**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 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 | 09/26/16 | Ramit, Jericho Marvin M.  Almuete, Mark Ferdinand  Seagan, Kathleen G. | * Meeting (Change Project) |
| 1.0 | 09/27/16 | Ramit, Jericho Marvin M.  Almuete, Mark Ferdinand  Seagan, Kathleen G. | * Meeting with PNP Camp Crame Technical Specialist |
| 1.0 | 09/28/16 | Ramit, Jericho Marvin M.  Almuete, Mark Ferdinand  Seagan, Kathleen G. | * Collaborate with Support Service Unit (SSU) Department of PNP Camp Crame |
| 1.0 | 09/29/16 | Ramit, Jericho Marvin M.  Almuete, Mark Ferdinand  Seagan, Kathleen G. | * Project Charter for new project |

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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:  09/26/16 | Reporting Period:  09/26/16 to 10/01/16 |
| Project Overall Status:  New client and project, project planning | | |
| Project Summary:  Look for a client, follow the business process and what system they desire and discuss among the group the improvements to the business. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Meeting | 09/21/16 | 100% | On Schedule | | * Meeting with client | 09/21/16 | 100% | On Schedule | | * Prepare Project Adviser | 09/21/16 | 100% | On Schedule | | * Signed Project Adviser | 09/21/16 | 100% | On Schedule | | Milestone 2 | | | | | * Meeting | 09/22/16 | 100% | On Schedule | | * Project Charter for PNP Mortuary | 09/24/16 | 100% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Meeting | 10/03/16 | 50% | On Schedule | | * Consult with the adviser | 10/05/16 | 50% | On Schedule | | Milestone 2 | | | | | * SWOT+ Business Analysis | 09/28/16 | 50% | Behind Schedule | | * Context Diagram | 09/25/16 | 50% | Behind Schedule | | * Class Diagram | 09/22/16 | 50% | Behind Schedule | | * Object Diagram | 09/23/16 | 50% | Behind Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Project planning is used for identifying and analyzing projects. The information discusses 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** | | 250 | 250 | 31 | Transportation | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | Client | Medium | High | High | There is no existing system. | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Client | High | 09/28/16 | Close | We already have a client and agreed on the process of proposed system. | | | |
| **Project Recommendations**   |  | | --- | | Consultation with the adviser are important for guidance in the project and may resolve possible problems. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Gather information for the system and identify process to create SWOT + Business Analysis, Context, Class and Object Diagram | | | |
| **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

