



Project Status Report

Project Name: Asia Pacific College Online Pre-Registration System

Department: SOCIT

Focus Area: Students and advisers

Product/Process: An online pre-registration system for students to have easier access in adding subject(s) to their load.

Prepared By:

Document Owner(s)	Project/Organization Role
Angelica Ruiz	Project Manager
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Project Status Report Version Control

Version	Date	Author	Change Description
1.0	9/27/2016	Angelica Ruiz	Document created

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TABLE OF CONTENTS

1	PROJECT STATUS REPORT PURPOSE	3
2	PROJECT STATUS REPORT TEMPLATE	3
2.1	Project Status Report Details	3
2.2	Project Status Report Template	3
3	PROJECT STATUS REPORT APPROVALS	5
4	APPENDICES	6
4.1	Document Guidelines	6
4.2	Project Status Report Sections Omitted	6

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.

2 PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

The next step for this project is to get the rules in manual pre-registering from the Program Director or the Registrar. Revisions in the paper and the design are on-going. Also, the team will request for an adviser and consultants.

- On-going
 - The team is currently planning for the next steps in developing the project.
 - Planning to request for a copy of the rules for the manual pre-registration
- Project Recommendations: Time management, prioritize the project to avoid problems

2.2 Project Status Report Template

Project Name			
Prepared By: Angelica Ruiz	Date: 9/27/2016	Reporting Period: 9/27/2016 to 9/27/2016	
Project Overall Status: The project is on-going because next steps for developing the project is being planned by the team.			
Project Summary: The next step planned is to get the rules for the manual pre-registration.			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Plan the next step			
• Planning the next step which is to get the rules	9/27/2016	100%	On Schedule

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Obtain the rules			
• Have a copy of the rules	9/30/2016	0%	Behind Schedule
Revision			
• Revise Documents	9/30/2016	10%	Behind Schedule
• Revise Design	9/30/2016	0%	Behind Schedule

Project impact of milestone success or failure for project remainder

As of now, the project is slowly continuing in developing the project by planning the next steps.	There are no revisions in the given schedule.
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Project Budget/Financial Status

Budget Item	Planned Budget	Actual Cost	Variance/Explanation
No item purchased/No money used.	None	None	None

Project Risk Management Status

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
As of now, there are no risks in this project.	None	None	None	None

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
As of now, there are no issues in this project.	None	None	None	None

Project Recommendations

<ul style="list-style-type: none"> Time Management Learn to prioritize More communication with the team
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Objectives for Next Project Status Review

<ul style="list-style-type: none"> Obtaining the rules Revision of documents and diagrams

Related Project Information

None

3 PROJECT STATUS REPORT APPROVALS

Prepared by Angelica Ruiz *10/10/2016*
Project Manager

Approved by Mr. Eric Salalima *10/10/2016*
Project Advisor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
