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
Jairus Roguel	Project Developer
Diego Gloria	Project Analyst

Project Status Report Version Control

Version	Date	Author	Change Description
1.0	9/27/2016	Angelica Ruiz	Document created
2.0	10/03/2016	Diego Gloria	Updated • Revisions on Onenote, Wiki • Approval of Adviser Request • Bluemix accounts
3.0	10/09/2016	Jairus Roguel	Started to set-up Bluemix and phpMyAdmin
4.0	10/16/2016	Angelica Ruiz	Updated • Revisions on Wiki • Approval of Consultants Request • Presentation on first draft of Statement of work & Vision and Scope

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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.

2   PROJECT STATUS REPORT TEMPLATE

2.1   Project Status Report Details

The team now has one adviser and two consultants to be working with the project for this 3rd term, A.Y. 2016-2017. More interviews and consultations will be made about the next steps in the project. The step that the team is currently on is the acquiring of rules. Also, a consultation will be scheduled to our consultant for more information about Cobalt and how to apply it to our project.

- On-going
  - o The project is an online pre-registration system for Asia Pacific College integrated with FLAVIO and is created using the Cobalt framework. It eliminates inconveniences experienced during manual pre-registration like
  - o The milestone deliverables for the last reporting period were to have the approval of requests in our consultants, to update our wiki page and acquire the rules in pre-registration which is not met.
  - o On the development of the project, as of now it is a failure because the needed actions are not met which is to acquire the rules for the pre-registration system to an adviser or any expert in that system.
- Risk Management Report – There is a major risk which is the incompletion of this project due to minimal progress made by the team.
- Issue Management Report – The issue is the slow progress of the team. Motivation and determination are needed and in order to acquire those, more team forums will be scheduled to learn how to communicate more and take action in doing the project and also to talk about other actions needed to be taken in order to fulfil the milestone deliverables.
- Hopefully in the scheduled team forums, there would be more realizations and encouragement in creating this project. Prioritization must be practiced by the team and elimination of laziness must be done to ensure that there would be progression in this project.

2.2 Project Status Report Template

Project Name		
Prepared By: **Angelica Ruiz**	Date: **10/16/16**	Reporting Period: **10/16/16** to **10/16/16**

Project Overall Status:
As of now, the project has many factors to deal with like chasing the schedule planned in acquiring the rules and planning the next steps in order to not be lost while creating the project.

Project Summary:
The project has very slow progress and there is a high-level risk because time is wasted. But despite that, there were still tasks done which were acquiring the approval of request in consultants and updating the wiki page.

Milestone Deliverables performance reporting over last period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Consultant Requests			
• **Request approved by Mr. JV Roig**	**00/00/2016**	**100%**	**On Schedule**
• **Request approved by Mr. Joe Gene Quesada**	**00/00/2016**	**100%**	**On Schedule**
Wiki			
• **Update in Wiki**	**10/16/2016**	**100%**	[**On Schedule**]

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Obtaining the rules			
• **Consult Program Director in SOCIT**	**10/13/2016**	**0%**	**Behind Schedule**
Team Forums			
• **Consultations for team encouragement**	**10/20/16**	**10%**	**On Schedule**

Project impact of milestone success or failure for project remainder

Many scheduled milestone deliverables are not met. But, the team will learn from that and will take action and be responsible for the needed tasks.	The schedule changed is in obtaining the rules because there is still no progress despite scheduling it at the start of the project status report for this term.

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
Minimal Progress • May lead to incompletion of project	High	High	High	None

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Lack of team effort • No prioritization • Lacking team communication and determination	High	**10/20/16**	Open	Have team forums in order to have communication and be able to create the project with more progress as a team

Project Recommendations

- More team communication
- Prioritization
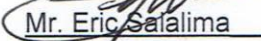- Team forums

Objectives for Next Project Status Review

- More milestone deliverables to be achieved

Related Project Information

None

3   PROJECT STATUS REPORT APPROVALS

Prepared by   Angelica Ruiz _____
                     Project Manager

Approved by   Mr. Eric Salalima _____
                     Project Advisor

4   APPENDICES

4.1   Document Guidelines

4.2   Project Status Report Sections Omitted