



# Project Status Report

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**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.

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## 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 <ul style="list-style-type: none"><li>• Revisions on Onenote, Wiki</li><li>• Approval of Adviser Request</li><li>• Bluemix accounts</li></ul>

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### Confidential

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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.

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## 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
  - Planning to request for a copy of the rules for the manual pre-registration
  - Familiarization of Cobalt IV framework
  - Revisions of wiki, OneNote, documents and diagrams
- Project Recommendations: Time management, more team communication

### 2.2 Project Status Report Template

Project Name			
Prepared By: <b>Diego Gloria</b>	Date: <b>10/03/2016</b>	Reporting Period: <b>10/03/2016 to 10/03/2016</b>	
Project Overall Status: The current process of getting future needs and requirements is on-going.			
Project Summary: The first steps of developing our project is currently being done.			
<b>Milestone Deliverables performance reporting over last period</b>			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Revision			
• <b>Revised Wiki</b>	<b>10/03/2016</b>	<b>100%</b>	<b>On Schedule</b>

• Revised OneNote	10/03/2016	100%	On Schedule
• Request for Mr. Eric Salalima as Project Adviser approved	10/03/2016	100%	On Schedule
• Organized IBM Bluemix accounts	10/03/2016	100%	On Schedule
• Familiarization of Cobalt IV Framework	10/03/2016	15%	Behind Schedule

Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Revision			
• Revise Diagrams	10/07/2016	0%	Behind Schedule
Obtain the rules			
• Consult Miss Rhea	10/07/2016	0%	Behind Schedule
• Have a copy of the rules	10/07/2016	0%	Behind Schedule

Project impact of milestone success or failure for project remainder	
Most of the milestone deliverables are on schedule, which makes the project status a success but more improvements are to be done.	There are no changes in the schedule.

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**

- Time Management
- Learn to prioritize
- More communication
- Work Management/Distribution

**Objectives for Next Project Status Review**

- Revisions of documents and diagrams
- Obtaining of rules in pre-registering

**Related Project Information**

None

**3 PROJECT STATUS REPORT APPROVALS**

Prepared by

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Project Manager

*DIEGO GLORIA*  
PROJECT ANALYST

Approved by

*Mr. Eric Salalima*  
Project Advisor

## **4 APPENDICES**

### **4.1 Document Guidelines**

### **4.2 Project Status Report Sections Omitted**

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