



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

Confidential

6thStatusReport-APCPrereg--Gloria,Roguel,Ruiz.docx

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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"> • Revisions on Onenote, Wiki • Approval of Adviser Request • Bluemix accounts
3.0	10/10/2016	Jairus Roguel	Updated <ul style="list-style-type: none"> • Request for Consultants • Revision on documents
4.0	10/16/2016	Angelica Ruiz	Updated <ul style="list-style-type: none"> • Revisions on Wiki • Approval of Consultants Request • Presentation on first draft of Statement of work & Vision and Scope
4.1	10/22/2016	Diego Gloria	Changed <ul style="list-style-type: none"> • Dates in milestone deliverables over last period due to typographical errors (Milestone: Consultant Requests) Updated <ul style="list-style-type: none"> • Gathering of manual pre-registration system rules
5.0	11/06/2016	Jairus Roguel	Updated <ul style="list-style-type: none"> • Started Cobalt Training • Created mockup for prototype
6.0	11/21/2016	Angelica Ruiz	Updated <ul style="list-style-type: none"> • Undergoing Cobalt Training • Creating prototype • Currently revising documents

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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 is currently working on the prototype of the project. Consultations and cobalt trainings are also done to help with the development of the prototype. Documents are currently being revised for final compilations to be presented.

- On-going
 - Prototype-making
 - Revisions on documents
 - Consultation with the adviser and consultants.
- Risk Management Report – The team might not fully complete the project due to minimal progress and lack of focus by the team.
- Issues Management Report – The issue is still the same, the team acquires the needed requirements for the project but they need to be faster in getting what is needed.
- If possible, needed requirements should be gathered as fast as possible so that the only problem that the team will encounter in the future is the making of the system itself.

2.2 Project Status Report Template

Project Name		
Prepared By: Angelica Ruiz	Date: 11/21/2016	Reporting Period: 11/21/2016 to 11/21/2016
Project Overall Status: The team currently undergoing Cobalt training while developing the prototype. The training can be helpful because the project uses cobalt as its framework.		
Project Summary: The team is working on the prototype, while looking at the risks, the team must still be working together to finish the prototype.		
Milestone Deliverables performance reporting over last period		

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Cobalt Framework			
• Undergo Cobalt Training	11/25/16	45%	On Schedule
Application of rules to the system			
• Consult adviser	11/24/16	100%	On Schedule
• Seek help from consultants	11/24/16	100%	On Schedule
Prototype Making			
• Create prototype	12/14/16	10%	On Schedule

Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Cobalt Framework			
• Undergo Cobalt Training	11/25/16	45%	On Schedule
Consultation			
• Consult adviser	11/25/16	0%	On Schedule
• Seek help from consultants	11/25/16	0%	On Schedule
Prototype Making			
• Create prototype	12/14/16	10%	On Schedule

Project impact of milestone success or failure for project remainder	
The milestone deliverables are currently worked on and there is a progress, especially on the training. But, it is a failure on the prototype because not much has been done.	The schedule changed because there is an additional milestone which is the making of the prototype.

Project Budget/Financial Status			
Budget Item	Planned Budget	Actual Cost	Variance/Explanation
No money used.	None	None	None

Project Risk Management Status				
Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review

Minimal Progression <ul style="list-style-type: none"> Lack of action may cause delay 	Medium	High	Medium	None
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Project Issue Management Status				
Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Needs more efficiency <ul style="list-style-type: none"> Lacking team communication Expedite action for gathering of requirements 	High	11/28/16	Open	The team shall meet more often than before.

Project Recommendations
<p>Project requirements should be gathered as fast as possible.</p> <ul style="list-style-type: none"> Prioritization On time assigning of tasks Team communication

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 11/21/16
Project Manager

Approved by Mr. Eric Salalima
Project Advisor

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4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted

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