

**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 |

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# 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.



# PROJECT STATUS REPORT TEMPLATE

## 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

## 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. | | | |
| **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 with the team | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | * Obtaining the rules * Revision of documents and diagrams | | | |
| **Related Project Information**   |  | | --- | | None | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Angelica Ruiz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved by** Mr. Eric Salalima\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

