

**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 |

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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
  + 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

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  **Diego Gloria** | Date:  **10/03/2016** | Reporting Period:  10/03/2016 to 10/03/2016 |
| 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. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Revision | | | | | * **Revised Wiki** | **10/03/2016** | **100%** | **On Schedule** | | * **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 | | | |



# 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

