

**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 |
| 4.1 | **10/22/2016** | **Diego Gloria** | Changed   * Dates in milestone deliverables over last period due to typographical errors (Milestone: Consultant Requests)   Updated   * Gathering of manual pre-registration system rules |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc77392557)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc77392558)

[2.1 Project Status Report Details 3](#_Toc77392559)

[2.2 Project Status Report Template 3](#_Toc77392560)

[3 PROJECT STATUS REPORT APPROVALS 3](#_Toc77392561)

[4 APPENDICES 3](#_Toc77392562)

[4.1 Document Guidelines 3](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 3](#_Toc77392564)

# 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

After acquiring the rules from the school’s Program Director, the team will be requesting interviews and consultations to their adviser and consultants. If application of the rules in the system is done immediately, design and further improvement of algorithms will be studied by the team.

* On-going
  + Reviewing of the acquired rules of the manual pre-registration system.
  + Preparation of design after applying rules to the system.
  + Planning to add more functionalities.
  + 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.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  **Diego Gloria** | Date:  **10/22/2016** | Reporting Period:  10/22/2016 to 10/22/2016 |
| Project Overall Status:  The team already acquired the rules for the school’s manual pre-registration system. The factors that the project should deal with is the application of the rules to the system. | | |
| Project Summary:  The team are now looking forward for tips and recommendations from the adviser and consultants for the application of the rules to the system. | | |
| **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** | | Obtaining the rules | | | | | * **Consult Program Director in SOCIT** | **10/13/16** | 100% |  | | Team Forums | | | | | * **Consultation for team encouragement** | **10/13/16** | **100%** |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Cobalt Framework | | | | | * **Consult Mr. JV Roig for tutorial in Cobalt** | **10/25/16** | **0%** | **On Schedule** | | Application of rules to the system | | | | | * **Consult adviser** | **10/25/16** | **0%** | **On Schedule** | | * **Seek help from consultants** | **10/25/16** | **0%** | **On Schedule** | | Team Forums | | | | | * **Team meeting** | **10/25/16** | **0%** | **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 money used. | None | None | None | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | Minimal Progression   * Lack of action may cause delay | Medium | High | Medium | None | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | Needs more efficiency   * Lacking team communication * Expedite action for gathering of requirements | High | **10/28/16** | Open | The team shall meet more often than before. | | | |
| **Project Recommendations**   |  | | --- | | Project requirements should be gathered as fast as possible.   * Prioritization * On time assigning of tasks * Team communication | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | More milestone deliverables to be achieved | | | |
| **Related Project Information**   |  | | --- | | None | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Diego Gloria\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Analyst

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

Project Advisor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

