

**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 | **10/10/2016** | **Jairus Roguel** | Updated   * Request for Consultants * Revision on documents |
| 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 |
| 5.0 | **11/06/2016** | **Jairus Roguel** | Updated   * Started Cobalt Training * Created mockup for prototype |
| 6.0 | **11/21/2016** | **Angelica Ruiz** | Updated   * Undergoing Cobalt Training * Creating prototype * Currently revising documents |

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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 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.

## 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   * 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 | **11/28/16** | 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** Angelica Ruiz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

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

Project Advisor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

