

**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 |
| 7.0 | **11/25/2016** | **Diego Gloria** | Updated   * Prototype modification * Arranging of database * Revision of 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 database of the system, and is also gathering tools for easier modification of the prototype. Consultations with the team’s adviser is also done the past few days. The creation of the prototype has begun.

* On-going
  + Prototype modification
  + Revisions on document
  + Acquiring of tools to be used for the system
* Risk Management Report – The project may be finished on time but minor bugs may occur.
* Issues Management Report – Prototype creation has been started late, due to minimal progress there might be some delay for the project.
* 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:  **11/25/2016** | Reporting Period:  11/25/2016 to 11/25/2016 |
| Project Overall Status:  The team is currently seeking help from their adviser. The creation of the prototype has a slow progress but requirements are already met. | | |
| 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 | | | | | * **Modification of prototype** | **11/23/16** | **100%** | **On Schedule** | | Arranging the database system | | | | | * **Consult adviser** | **11/24/16** | **100%** | **On Schedule** | | * **Seek help from consultants** | **11/24/16** | **100%** | **On Schedule** | | Documents | | | | | * Minor revisions * Quality plan draft * One Note | **12/24/16** | **10%** | **On Schedule** | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Cobalt Framework | | | | | * **Undergo Cobalt Training** | **11/28/16** | **45%** | **On Schedule** | | Consultation | | | | | * **Consult adviser** | **11/29/16** | **0%** | **On Schedule** | | * **Gathering of tools to be used for database** | **11/29/16** | **0%** | **On Schedule** | | Prototype | | | | | * **Modifications** | **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 | **12/2/16** | Open | The team shall meet more often than before. | | | |
| **Project Recommendations**   |  | | --- | | Project requirements should be gathered as fast as possible.   * Tools needed for easier modification * Time management * 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

