

**Project Status Report**



**Project Name: APC Pre-Registration System**

**Department: SoCIT**

**Focus Area: Students and Registration System**

**Product/Process: Online APC Pre-Registration System**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Angelica Ruiz | Project Manager |
| Jairus Roguel | System Developer |
| Diego Gloria | System Analyst |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 |  | Angelica Ruiz | Document created |
| 1.1 | 08/02/16 | Diego Gloria | * Revised Diagrams * Added a task: Prototype making * Added a task: Data Gathering |
| 1.2 | 08/09/16 | Jairus Roguel | Completed a task: Download Cobalt |
| 1.3 | 08/16/16 | Angelica Ruiz | * Fixed a problem in Cobalt * Signed forms by Mr. Eric Salalima as an adviser and Ms. Jeniffer Arroyo as a consultant * Consulted adviser and consultant |
| 1.4 | 08/23/16 | Diego Gloria | * Revised Review of Related Literatures * Made a temporary prototype * Finishing Final Research Paper |

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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

* On-going
  + Final Paper is to be revised.
  + Prototype is currently being done.
  + Project Impact – Better than before
* Time management and group presence is needed.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Diego Gloria | Date:  08/23/16 | Reporting Period:  08/23/16 to 08/23/16 |
| Project Overall Status:  Almost finished with all the requirements, just needs to be revised and finalized. | | |
| Project Summary:  The focus now is finishing the final paper and configuring the prototype. | | |
| **Milestone Deliverables scheduled for completion over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Consult more about Cobalt | | | | | * Consult further problems encountered to adviser and consultant | 8/19/16 | 100% |  | | Finish Prototype using Cobalt | | | | | * Apply Designs | 8/21/16 | 100% |  | | * Apply Table Structures received from FLAVIO | 8/21/16 | 100% |  | | Interview more that will serve as data | | | | | * Interview | 8/21/16 | 10% |  | | Finalize |  |  |  | | * Finalize research paper | 8/26/16 | 100% |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Finish Prototype using Cobalt | | | | | * Finish configuring the prototype | 8/28/16 | 20% |  | | * Apply Table Structures received from FLAVIO | 8/28/16 | 10% |  | | Interview more that will serve as data | | | | | * Gather more data from APC students | 8/30/16 | 10% |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | For now, there are no changes for the scope. | No changes are scheduled. | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | |  |  |  |  | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | Lack of Data   * There will be no basis for having a prototype if there is a lack of data. | High | High | High |  | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | |  |  |  |  |  | | | |
| **Project Recommendations**   |  | | --- | | * More efficient time management and working presence as a team * Configure Cobalt * Collect more data | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | * Submit all requirements on time | | | |
| **Related Project Information**   |  | | --- | |  | | | |



# 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

