

**Project Status Report**



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

**Department:** SOCIT

**Focus Area:** Students and registration system

**Product/Process:** Online Pre-registration System



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Angelica Laurene S. Ruiz | Project Manager |
| Jairus Adrian Roguel | System Developer |
| Romulus 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 |
|  |  |  |  |

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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

Prototype making, data gathering and revision of diagrams and documents

* On-going
  + Diagrams are to be revised, prototype is being planned and data gathering is currently being done.
  + Project Impact – So far, successful
* Recommendations – Time management

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Romulus Diego P. Gloria | Date:  08/02/16 | Reporting Period:  08/02/16 to 08/02/16 |
| Project Overall Status:  So far, the flow is on track. | | |
| Project Summary:  Prototype making, data gathering and revisions are to be done. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Data Gathering | | | | | * Collected Data through interviewing in chat (4 people first) | 08/02/16 | 100% |  | | Prototype Making | | | | | * Planning | 08/05/16 | 10% |  | | * Get Framework from ITRO | 08/05/16 | 0% |  | | * Download Cobalt | 08/05/16 | 0% |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Start Prototype | | | | | * User Interface | 08/06/16 | 0% |  | | Revise Diagrams and Documents | | | | | * Diagrams | 08/07/16 | 0% |  | | * Documents | 08/07/16 | 0% |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | [Replace this text with a description of milestone and potential scope changes.] | [Replace this text with a brief description of any changes to the project schedule required as a result of the amended milestone(s).] | | | |
| **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** | |  |  |  |  |  | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | |  |  |  |  |  | | | |
| **Project Recommendations**   |  | | --- | | * Will the project be completed on time and on budget?  * Will the project deliverables be completed within acceptable quality levels?  * Are scope change requests being managed successfully?  * Are project issues and risks being addressed successfully and mitigated?  * Are all customer concerns being addressed successfully? | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | To practice time management and work as a team, not as a group. | | | |
| **Related Project Information**   |  | | --- | |  | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Angelica Ruiz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved by** Ms. Jennifer Arroyo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor

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Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

