

**Project Status Report**



**Project Name:** Improving Customer Service

**Department:** School of Computing and Information Technologies

**Focus Area:** System Software

**Product/Process:**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Brugada, Jesus Jr. P. | Project Manager |
| Oribiana, Denzel | Project Analyst |
| Serrano, Manuel | Project Designer |

**Project Status Report Version Control**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 |  |  | Document created |
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# PROJECT STATUS REPORT PURPOSE

[Replace this text with a summary of the report′s purpose in reference to your specific project needs, or use the sample text below.]

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

[Replace this text with project status details for your key project stakeholders, focusing on milestone deliverables. This Report must include the following points, though more may be added:]

* [Status of the Project]

* + [Project Description.]

* + [Milestone Deliverables for the last reporting period.]

* + [Project impact of success or failure of milestone deliverables for the remaining period of the project.]

* [Budget Report—Write with respect to planned expenditure, actual expenditure and deficit/surplus.]

* [Risk Management Report—Specify any changes to the major risks identified since the previous report and modification to the strategies put in place to manage them, if appropriate.]

* [Issues Report—Include areas of concern, specific problems, and any action/decision that needs to be taken by the Steering Committee.]

* [Project recommendations to ensure success including lessons learned.]

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Brugada, Jesus  Oribiana, Denzel  Serrano, Victor Manuel | Date:  8/2/16 | Reporting Period:  7/26/16 to 8/2/16 |
| Project Overall Status:  The project is still pending for approval, but the prototype is now being required | | |
| Project Summary:  The project is torn between different solutions, but the team decided to stick with its original goal which is to develop a mobile POS that will be carried by waiters. To be followed is the research about those solutions and the prototype of the project itself. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Requirements in documentions being compiled | | | | | * Github | 8/2/16 | 100% | Ahead of Schedule | | * Wiki | 8/2/16 | 70% | Ahead of Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Prototype | | | | | * Codes in Github | 8/23/16 | 0% | Ahead of Schedule | | Data Dictionary | | | | | * Wiki Update First Draft | 8/23/16 | 0% | Ahead of Schedule | | | |
| **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** | | [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] | | [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | | |
| **Project Recommendations**   |  | | --- | | [Replace this text with a brief statement for the Steering Committee, Project Sponsor, or Senior Manager to consider or endorse. Other questions to consider for review with key project stakeholders are:   * 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**   |  | | --- | | [Replace this text with a brief outline of project expectations for key project stakeholders to consider for the next review.] | | | |
| **Related Project Information**   |  | | --- | | [Replace this text with an attachment or link to other relevant information that can be included with this project status report. Examples include:   * Budget Report Summary  * Issue Record Report  * Scope Change Report  * Project Work Plan  * Project Metrics/Statistics  * Quality Management Review.] | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Jesus P. Brugada

Project Manager

**Approved by**

Project Advisor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

