# Project Status Report

**Project Name: Student Assistant System**

**Department: Bachelor of Science and Computing and Information Technology**

**Focus Area: Student Assistant Students**

**Product/Process:** In progress of updating all general information of our system

**Prepared By:**

| Document Owner(s) | Project/Organization Role |
|---|---|
| Abrera, Jenna Ann B. | Project Documenter/Designer |
| Romero, Jun Kimuel C. | Project Manager/Web Developer |
| Tomas, Gener Joseph G. | Project Analyst/Developer |

**Project Status Report Version Control**

| Version | Date | Author | Change Description |
|---|---|---|---|
| 1.0 | 06/20/16 | Romero, Jun Kimuel | Document created |
| 1.1<br>1.2<br>1.3 | 06/20/16<br>06/20/16<br>06/20/16 | Abrera, Jenna Ann<br>Romero, Jun Kimuel<br>Tomas, Gener Joseph | • Update the Statement of the Problem<br>• Update the Background of the Problem<br>• Change the Context Diagram |

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# 1 PROJECT STATUS REPORT PURPOSE

To target and identify the problems need and to make sure the time of the things needed to pass and finish at the same time. We manage to clarify the things that we need to do first.

# 2 PROJECT STATUS REPORT TEMPLATE

## 2.1 Project Status Report Details

- Project Description and Project impact of success or failure of milestone deliverables for the remaining period of the project.
  - o Student Assistant who perform their given task for their scholar funding.
  - o The impact reflects on our schedule and it gives us more time to work on our project.
- Budget Report
  - o To contribute at least 50 pesos each member per week for the expenses for the project.
- Risk Management Report
  - o Identifying the specific new problems that may encounter by our project.
- Issues Report
  - o Cramming of the member to accomplish the given task.
- Project recommendations to ensure success including lessons learned.
  - o Maybe we should plan an evaluation for the task to determine the effectiveness, advantage and dis advantage for the project. We should specify the things that we should be done first. Avoid having a problem or at least correct them right away.

## 2.2 Project Status Report Template

| APC Student Assistant System | | |
|---|---|---|
| Prepared by: Abrera, Romero, and Tomas | Date: 06/24/16 | Reporting Period: 06/24/16 to 06/25/16 |
| Project Overall Status: Issues to update the diagrams and revise the papers, but can do it with the corrective actions. | | |
| Project Summary: This project will help the Disciplinary Office Head to minimize the time of checking the paper of each student and also to be able to record all the information that the student will pass for their Student Assistant task. | | |

**Milestone Deliverables performance reporting over last period**

| Milestone Deliverables | Due Date | % Completed | Deliverable Status |
|---|---|---|---|
| Milestone 1 | | | |
| • Update the Problem Statement | 06/20/16 | 80% | **On Schedule** |
| • Update the Background of the problem | 06/20/16 | 85% | **On Schedule** |
| • Change Diagrams | 06/20/16 | 90% | **On Schedule** |
| Milestone 2 | | | |
| • Change diagram 1 | 06/23/16 | 75% | **Behind Schedule** |
| • Change diagram 2 | 06/23/16 | 75% | **Behind Schedule** |
| • Change diagram 3 | 06/23/16 | 75% | **Behind Schedule** |

**Milestone Deliverables scheduled for completion over next period**

| Milestone Deliverables | Due Date | % Completed | Deliverable Status |
|---|---|---|---|
| Milestone 1 | | | |
| • Add Use Case Diagram | 06/30/16 | 80 | **Behind Schedule** |
| • Add Activity Diagram | 06/30/16 | 80 | **Behind Schedule** |
| • Add Event Table | 06/30/16 | 80 | **Behind Schedule** |

**Project impact of milestone success or failure for project remainder**

| | |
|---|---|
| The diagrams that we revised is more specific and well determined compared before. | We at least finish on time the diagrams that needed to be submitted however we were not sure if its already specific to the input -> output. |

**Project Budget/Financial Status**

| Budget Item | Planned Budget | Actual Cost | Variance/Explanation |
|---|---|---|---|
| Fare (estimated per day) | P 150.00 | P 120.00 | Fare expenses during meeting. |
| Printing | P 500.00 (colored basis) | P 350.00 – P 450.00 | Expenses for the documents during defense or need to submit. |

**Project Risk Management Status**

| Risk and Description | Risk Chance | Risk Impact | Risk Priority | Change from Last Review |
|---|---|---|---|---|
| • Revisions of the Diagrams | Medium | High | High | Diagrams are more specific and also it is based on the professor's requirement. |
| • Difficulty in analyzing the Professor's expectation. | High | High | High | Following the Professors template and expectations about the project. |

**Project Issue Management Status**

| Issue and Description | Project Impact | Target Due Date | Issue Status | Issue Resolution |
|---|---|---|---|---|
| • Time Management | High | 06/09/16 | Open | The task must be divided individually |
| • Time Conflict | Medium | 06/09/16 | Open | We should schedule the meeting according to our subject's time. |

**Project Recommendations**

- Will the project be completed on time and on budget? Yes
- Will the project deliverables be completed within acceptable quality levels? Yes
- Are scope change requests being managed successfully? Yes
- Are project issues and risks being addressed successfully and mitigated? Yes
- Are all customer concerns being addressed successfully? Yes

**Objectives for Next Project Status Review**

If we work with the emotions of guilt and laziness, but in the end work as together the outcome will be more analytical in different kind of perspective. We expect to finish the requirements behind the schedule to have more time to work in our project aside from passing it on time.

**Related Project Information**

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## 3    PROJECT STATUS REPORT APPROVALS

**Prepared by**    Romero, Jun Kimuel
Project Manager

**Approved by**    Mr. Jacob Catayoc
Project Advisor

Mr. Mackie Dizon
Client Sponsor

# 4    APPENDICES

## 4.1   Document Guidelines

Project Authors
- Class Professor
- Project Adviser
- Project Team

Introduction
- Background of the Problem
- Statement of the Problem

Objectives
- General Objectives
- Specific Objectives

Significance
Scope and Limitations
Related Literature
Project Description
List of Figures, List of Tables, List of Notations
- Context Diagram
- Entity Relationship Diagram
- Data Dictionary

Appendices

## 4.2   Project Status Report Sections Omitted