

**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 1.2  1.3 | 06/20/16  06/20/16  06/20/16 | Abrera, Jenna Ann  Romero, Jun Kimuel  Tomas, Gener Joseph | * Signed for the Adviser’s Form * Update the Statement of the Problem * Change the Context Diagram |

**Confidential**

Project-Status-Report-Final.docx

Last printed on 6/24/2016 9:33:00 PM

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc15401)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc15402)

[2.1 Project Status Report Details 3](#_Toc15403)

[2.2 Project Status Report Template 3](#_Toc15404)

[3 PROJECT STATUS REPORT APPROVALS 6](#_Toc15405)

[4 APPENDICES 7](#_Toc15406)

[4.1 Document Guidelines 7](#_Toc15407)

[4.2 Project Status Report Sections Omitted 7](#_Toc15408)

# 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.

# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

* Project Description and Project impact of success or failure of milestone deliverables for the remaining period of the project.
  + Student Assistant who perform their given task for their scholar funding.
  + 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.
  + 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.

## 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** |
|  Signed the Adviser’s Request Form | 06/20/16 | 100% | **On Schedule** |
|  Change Diagrams | 06/20/16 | 90% | **On Schedule** |
|  | **Milestone Deliverables schedule** | **d for completion over next period** | | | |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |  |
| Milestone 1 |  | | |
|  Add Use Case Diagram | 06/30/16 | 0% | **Behind Schedule** |
|  Add Activity Diagram | 06/30/16 | 0% | **Behind Schedule** |
|  Add Event Table | 06/30/16 | 0% | **Behind Schedule** |
|  | **Project impact of milestones** | **success or failure for project remainder** | | | |
| The diagrams that we revised is specific and well determined. | more | 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** | | |
|  |  |  |

# PROJECT STATUS REPORT APPROVALS

**Prepared by** Romero, Jun Kimuel

Project Manager

**Approved by** Mr. Jacob Catayoc

Project Advisor

Mr. Mackie Dizon

Client Sponsor

# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted