

**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 | 07/08/16 | Romero, Jun Kimuel | Document created |
| 1.1  1.2  1.3 | 07/05/16  07/05/16  07/05/16 | Abrera, Jenna Ann  Romero, Jun Kimuel  Tomas, Gener Joseph | * Revise Diagrams * Revise Diagrams * Revise Diagrams |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc455223447)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc455223448)

[2.1 Project Status Report Details 3](#_Toc455223449)

[2.2 Project Status Report Template 3](#_Toc455223450)

[3 PROJECT STATUS REPORT APPROVALS 6](#_Toc455223451)

[4 APPENDICES 7](#_Toc455223452)

[4.1 Document Guidelines 7](#_Toc455223453)

[4.2 Project Status Report Sections Omitted 7](#_Toc455223454)

# PROJECT STATUS REPORT PURPOSE

We should at least present the 13 diagrams required by our professor for our presentation.

# 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.
* Due to the failure of our milestone last meeting, it is time consuming for the revisions again.
* The impact reflects on our schedule; we need to give extra time to our revisions.
* Budget Report
* To contribute at least 50 pesos each member per week for the expenses for the project.
* Risk Management Report
* We go deep in thinking the possible problems and solutions due to our revisions.
* Issues Report
* We, the members are conflicting due to not agreeing to each other. Cramming of the member to accomplish the given task.

* Project recommendations to ensure success including lessons learned.
* We should maybe do the task or assigned task to each member together so it wont be complicated to the members to analyse it.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| APC Student Assistant System | | |
| Prepared by:  Abrera, Romero, and Tomas | Date:  07/08/16 | Reporting Period:  06/24/16 to 06/25/16 |
| Project Overall Status:  Revisions of the Diagrams. | | |
| Project Summary:  The requirements that will be needed to submit on Monday is the continuation of last meeting’s presentation. | | |
|  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Revised the Diagrams | 07/04/16 | 100% | **On Schedule** | | * Revised the Diagrams | 07/04/16 | 100% | **On Schedule** | | * Revised the Diagrams | 07/04/16 | 100% | **On Schedule** | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Revise the Diagrams | 07/07/16 | 0% | **Behind Schedule** | | * Revise the Diagrams | 07/07/16 | 0% | **Behind Schedule** | | * Revise the Diagrams | 07/07/16 | 0% | **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. | | N/A | N/A | N/A | N/A | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | * Revisions of the Diagrams | High | High | High | Diagrams were change to at least meet the expectation of the professor. | | * Difficulty in analyzing the Professor’s expectation. | High | High | High | We may misunderstood the professor. | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Lack of time | High | 07/04/16 | Open | We should focus on the target before the schedule to finish the task. | | * Member’s Disagreements | Medium | 07/04/16 | Open | We should at least defend and explain each other’s side to express our self in a good way. | |
| **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**   |  | | --- | | The revised diagrams should now be correct. | |

|  |  |
| --- | --- |
| **Related Project Information**   |  | | --- | | N/A | |

# 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