

**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** |
| 2.0 | 08/01/16 | Romero, Jun Kimuel | Document created |
| 2.7 2.8  2.9 | 08/01/16  08/01/16  08/01/16 | Abrera, Jenna Ann  Romero, Jun Kimuel  Tomas, Gener Joseph | * finalizing for our paper for our final defense * finalizing for our paper for our final defense * finalizing for our paper for our final defense |

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# PROJECT STATUS REPORT PURPOSE

We target to finish finalizing our paper before the week of our defense.

# 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.
  + For now, we were finalizing our final paper for our defense.
* Budget Report

O to contribute at least 50 pesos each member per week for the expenses for the project.

* Risk Management Report

o If other members wasn’t able to do their specific task.

* Issues Report

o Pressure on how to present our project during the defense day.

* Project recommendations to ensure success including lessons learned.
  + We should at least meet with our adviser next week for the checking of our final paper so we can assure everything in our project.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| **APC Student Assistant System** | | |
| Prepared by:  Abrera, Romero, and Tomas | Date:  08/01/16 | Reporting Period:  08/01/16 to 08/04/16 |
| Project Overall Status:  Finalizing our paper for our final defense. (diagrams and papers) | | |
| 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 |  | | |
|  We let our professor check our revised diagrams. | 08/04/16 | 100% | **On Schedule** |
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|  We let our professor check our revised diagrams. | 08/04/16 | 100% | **On Schedule** |
|  | **Milestone Deliverables schedule** | **d for completion over next period** | | | |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |  |
| Milestone 1 |  | | |
|  Finalize the project paper. | 08/08/16 | 0% | **Behind Schedule** |
|  Finalize the project paper. | 08/08/16 | 0% | **Behind Schedule** |
|  Finalize the project paper. | 08/08/16 | 0% | **Behind Schedule** |
|  | **Project impact of milestones** | **success or failure for project remainder** | | | |
| Since the revised diagrams that our professor check was correct, our time for finalizing our paper will be an advantage for us. |  | We have a long period for finalizing our paper and diagrams. | |  |
|  | **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** |  |
|  Finalizing our paper | High | High | High | We should finish our paper before our defense, because if not we will not pass our subject. |
| * N/A | N/A | N/A | N/A | N/A |
|  | **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target**  **Due Date** | **Issue Status** | **Issue Resolution** | |  For the member who are not doing their task | High | 08/01/16 | Open | Since the given task for the member wasn’t able to do it we were delayed and no choice the other members just do it. | |  Time Conflict | Medium | 08/04/16 | Open | We should meet early for the members update. | | | | | | |
|  | **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. | | | | |  |

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# 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