

**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** |
| 3.0 | 08/08/16 | Romero, Jun Kimuel | Document created |
| 3.1 3.2  3.3 | 08/08/16  08/08/16  08/08/16 | Abrera, Jenna Ann  Romero, Jun Kimuel  Tomas, Gener Joseph | * We continue finalizing our presentation for the final defense * We continue finalizing our presentation for the final defense * We continue finalizing our presentation for the final defense |

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# PROJECT STATUS REPORT PURPOSE

Since we were not yet done finalizing the paper we must at least finish it on schedule.

# 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.
  + Still finalizing the paperand we were pressure to finish it on schedule.
* Budget Report

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

* Risk Management Report

o If we didn’t finish our paper on schedule and if we didn’t present it well.

* Issues Report

o Laziness of the members to their given task and the suspended classes lead us to delay what we suppose to do.

* Project recommendations to ensure success including lessons learned.
  + We should meet our client next week for the checking of the paper.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| **APC Student Assistant System** | | |
| Prepared by:  Abrera, Romero, and Tomas | Date:  08/08/16 | Reporting Period:  08/08/16 to 08/11/16 |
| Project Overall Status:  Still 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 |  | | |
|  Our professor asked about our project status report. | 08/08/16 | 100% | **On Schedule** |
|  Our professor asked about our project status report. | 08/08/16 | 100% | **On Schedule** |
|  Our professor asked about our project status report. | 08/08/16 | 100% | **On Schedule** |
|  | **Milestone Deliverables schedule** | **d for completion over next period** | | | |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |  |
| Milestone 1 |  | | |
|  To continue finalizing the paper. | 08/15/16 | 0% | **Behind Schedule** |
|  To continue finalizing the paper. | 08/15/16 | 0% | **Behind Schedule** |
|  To continue finalizing the paper. | 08/15/16 | 0% | **Behind Schedule** |
|  | **Project impact of milestones** | **success or failure for project remainder** | | | |
| Since our professor let us finish our paper it will be favor to us to finish it on time. |  | We were pressured to finish it on time even though we have a long period to it. We were bothered as well on how to present it during the defense. | |  |
|  | **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** | |  Laziness of the members to their given task. | High | 08/15/16 | Open | Laziness of the members caused us to extend the given task to finish it. We should focus on it and do it right away to avoid being delay. | |  Suspended days | High | 08/15/16 | Open | We were able to meet due to suspended days which we have something to do about it. So the members should adjust just to finish the task. | | | | | | |
|  | **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