

**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 | 08/15/16 | Romero, Jun Kimuel | Document created |
| 3.4 3.5  3.6 | 08/15/16  08/15/16  08/15/16 | Abrera, Jenna Ann  Romero, Jun Kimuel  Tomas, Gener Joseph | * Still currently finalizing our presentation for the final defense * Still currently finalizing our presentation for the final defense * Still currently finalizing our presentation for the final defense |

**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

Currently we are finishing the finalizing for the defense since it will be held next week.

# 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.
  + Finishing the revise diagrams and paper for the next week 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 we cannot deliver well our defense well next week.

* Issues Report

o Pressure of the members to finish the project.

* Project recommendations to ensure success including lessons learned.
  + To cooperate with the group to finish it on schedule.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| **APC Student Assistant System** | | |
| Prepared by:  Abrera, Romero, and Tomas | Date:  08/15/16 | Reporting Period:  08/15/16 to 08/18/16 |
| Project Overall Status:  Still finalizing the paper and preparing for the defense next week. | | |
| 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 |  | | |
|  Meeting with client to discuss the project | 08/15/16 | 100% | **On Schedule** |
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|  Meeting with client to discuss the project | 08/15/16 | 100% | **On Schedule** |
|  | **Milestone Deliverables schedule** | **d for completion over next period** | | | |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |  |
| Milestone 1 |  | | |
|  To present our project well next week for our defense. | 08/25/16 | 0% | **Behind Schedule** |
|  To present our project well next week for our defense. | 08/25/16 | 0% | **Behind Schedule** |
|  To present our project well next week for our defense. | 08/25/16 | 0% | **Behind Schedule** |
|  | **Project impact of milestones** | **success or failure for project remainder** | | | |
| We set a meeting with our client for the project’s progress. |  | We were really pressured in everything since the defense is near. | |  |
|  | **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** |  |
|  Still finalizing our paper | High | High | High | Target date to finish everything next week before the defense. |
| * 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** | |  Pressure of the members. | High | 08/22/16 | Open | Everything should be settled to avoid not to forget something needed to do. | |  N/A | N/A | N/A | N/A | N/A | | | | | | |
|  | **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. Mark Ernest Dizon

Client Sponsor

# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted