

**Project Status Report**

**Project Name: APC 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 |
| Cruz, Lorenz Matthew M. | Project Developer |
| 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 | 09/20/16 | Romero, Jun Kimuel | Document created |
| 1.1 1.2  1.3  1.4 | 08/28/16  08/28/16  08/28/16  08/28/16 | Abrera, Jenna Ann  Cruz, Lorenz Matthew  Romero, Jun Kimuel  Tomas, Gener Joseph | * We Tackled about each member’s idea to the system and the free time of each member. * We Tackled about each member’s idea to the system and the free time of each member. * We Tackled about each member’s idea to the system and the free time of each member. * We Tackled about each member’s idea to the system and the free time of each member. |

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# PROJECT STATUS REPORT PURPOSE

To make an adjustment and implement the plan for the new ideas of the members.

# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

* Project Description
  + Student Assistant who perform their given task for their scholar funding.
* Budget Report

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

* Risk Management Report

O We only tackled the free time of specific member for us to maximize it to lessen the cramming time of creating our project.

* Issues Report

o Pressure of the members to finish the project before or on schedule.

* Project recommendations to ensure success including lessons learned.
  + Always cooperate with your group mates to accomplish the task needed to do.

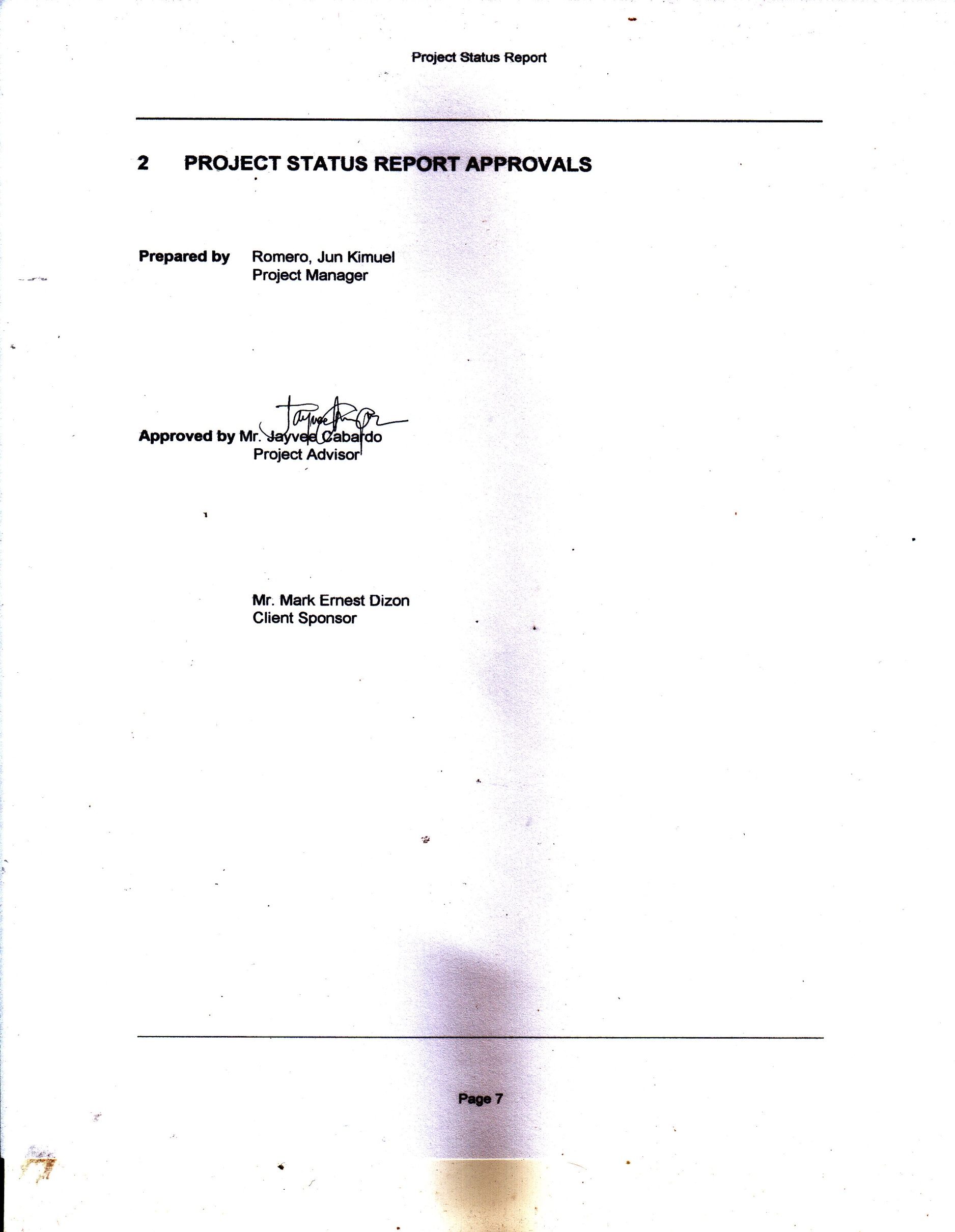
## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| **APC Student Assistant System** | | |
| Prepared by:  Abrera, Romero, and Tomas | Date:  09/28/16 | Reporting Period:  09/26/16 to 09/28/16 |
| Project Overall Status:  We started the system and planning about the thing we need to finish for us not to cram for the things that we need to pass. | | |
| 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 add a new member of our project and tackled about the things we need to finish. | 09/26/16 | 100% | **Behind Schedule** |
|  We updated our project planning for us to be have more time in creating our project and also we’ve talked about the free time of each member. | 09/26/16 | 100% | **Behind Schedule** |
|  We check the updates about the plans of each member and what are the status of the given task for each member. | 09/28/16 | 100% | **Behind Schedule** |
|  | **Milestone Deliverables schedule** | **for completion over next period** | | | |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |  |
| Milestone 1 |  | | |
|  N/A | N/A | N/A | N/A |
|  N/A | N/A | N/A | N/A |
|  N/A | N/A | N/A | N/A |
|  | **Project impact of milestones** | **success or failure for project remainder** | | | |
| Our members give some ideas about our project and distribute the specific task for each member. |  | It’s a success since it will help us to maximize the time of each member and for us to finish the things that we need to pass on/before the deadline. | |  |
|  | **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** |  |
|  Cramming for the project. | High | High | High | Since we were not yet starting to continue the project, we might cram as time goes by. |
| * 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** | |  N/A | N/A | N/A | N/A | N/A. | |  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. Jayvee Cabardo

Project Advisor

Mr. Mark Ernest Dizon

Client Sponsor

# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted