

**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 |
| 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 | 09/21/16  09/21/16  09/21/16 | Abrera, Jenna Ann  Romero, Jun Kimuel  Tomas, Gener Joseph | * We let our adviser and consultant sign our request for them. * We let our adviser and consultant sign our request for them. * We let our adviser and consultant sign our request for them. |

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# PROJECT STATUS REPORT PURPOSE

To detail the things needed to do in order to complete the requirements for the subject.

# 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 will be having a problem if we don’t have an adviser and consultant as well because there will be no advice or anything that can help us to do our project well.

* 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:  09/20/16 | Reporting Period:  09/19/16 to 09/22/16 |
| Project Overall Status:  Since we haven’t started our topics yet in CSPROJ, we just finished the homework given by our professor which we let our adviser and consultant sign the request. | | |
| 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 project adviser and consultant to sign our request for them. | 09/21/16 | 100% | **Behind Schedule** |
|  We ask our professor if we can add a new member to the project | 09/21/16 | 100% | **Behind Schedule** |
|  We, the group mates started some a little planning since we haven’t discussed anything else. | 09/21/16 | 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 adviser and consultant signed the request. |  | It’s a success since it will be a lot of help for us to have an adviser and consultant that will guide us in our project. We will gain some knowledge through the challenges that we will be going through. | |  |
|  | **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** |  |
|  N/A | N/A | N/A | N/A | N/A |
| * 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