



Project Status Report

Project Name: Enhanced APC Faculty Loading System
Department: School of Computing and Information Technologies (SoCIT)
Focus Area: Applied Project 2 (Csproj)
Product/Process:

Prepared By:

| Document Owner(s) | Project/Organization Role |
|--------------------------|-----------------------------|
| Ochotorena, Rafael | Project Manager |
| Lazaro, Louise Gabrielle | Quality Assurance/Control |
| Jauod, Jameiah Nicole | Systems Designer/Researcher |
| Alfara, Von Matthew | Systems Developer |
| Baldovino, Allen | Systems Analyst |

Project Status Report Version Control

| Version | Date | Author | Change Description |
|---------|---------|---------------|-----------------------|
| 1.0 | 9/21/16 | Louise Lazaro | Initial Documentation |
| | | | |
| | | | |

Confidential

Sept 26 - Status Report.docx

Last printed on 9/21/2016 8:05:00 PM

TABLE OF CONTENTS

| | | |
|-----|---|---|
| 1 | PROJECT STATUS REPORT PURPOSE..... | 3 |
| 2 | PROJECT STATUS REPORT TEMPLATE..... | 3 |
| 2.1 | Project Status Report Details | 3 |
| 2.2 | Project Status Report Template | 3 |
| 3 | PROJECT STATUS REPORT APPROVALS..... | 6 |
| 4 | APPENDICES | 7 |
| 4.1 | Document Guidelines | 7 |
| 4.2 | Project Status Report Sections Omitted..... | 7 |

1 PROJECT STATUS REPORT PURPOSE

This report is used by the team to monitor progress in the Enhanced APC Faculty Loading System Project. The APC Faculty Loading System is a system where a matching algorithm will be developed and an analytics tool will be used for a more systematic and optimized scheduling of the School of Computing and Information Technologies (SoCIT) faculty teaching assignments.

2 PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

- Team Member Tasks Update

For the period of September 19-23, 2016, team members focused on gathering ideas on how to design the proposed system. Also, team members plan to add more data in the prototype.

- Change the color and font of the prototype. It should be patterned in the information system of APC – Flavio System
- Add other specifications for each faculty member

These updates were based from the weekly discussions with the adviser/client.

2.2 Project Status Report Template

| | | | |
|---|------------------|---|---------------------------|
| Project Name | | | |
| Prepared By: Louise Gabrielle Lazaro | Date: 9/21/16 | Reporting Period: 9/19/16 to 9/23/16 | |
| Project Overall Status: The team members plan to update the proposed system. | | | |
| Project Summary: The gathered ideas about the proposed system should be presented to the adviser/client. | | | |
| Milestone Deliverables performance reporting over last period | | | |
| Milestone Deliverables | Due Date | % Completed | Deliverable Status |
| Milestone 1 | | | |
| • Update prototype | 9/28/16 | 30% | On Schedule |
| • Add other specifications | 9/28/16 | 40% | On Schedule |

Project Status Report

| | | | |
|-------------|--|--|--|
| | | | |
| Milestone 2 | | | |
| | | | |
| | | | |
| | | | |

Milestone Deliverables scheduled for completion over next period

| Milestone Deliverables | Due Date | % Completed | Deliverable Status |
|-------------------------|----------|-------------|--------------------|
| Milestone 1 | | | |
| • Specifications added | 9/30/16 | 70% | On Schedule |
| • Update color and font | 9/30/16 | 70% | On Schedule |
| | | | |
| Milestone 2 | | | |
| | | | |
| | | | |
| | | | |

Project impact of milestone success or failure for project remainder

| | |
|--|--|
| | |
|--|--|

Project Budget/Financial Status

| Budget Item | Planned Budget | Actual Cost | Variance/Explanation |
|-------------|----------------|-------------|----------------------|
| Printing | P200.00 | P0.00 | |
| | | | |

Project Risk Management Status

| Risk and Description | Risk Chance | Risk Impact | Risk Priority | Change from Last Review |
|---------------------------|-------------|-------------|---------------|---------------------------------|
| Proposed System revisions | Medium | Medium | High | Update the design of the system |
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Project Issue Management Status

| Issue and Description | Project Impact | Target Due Date | Issue Status | Issue Resolution |
|---------------------------|----------------|-----------------|--------------|--|
| Proposed System revisions | High | 10/1/16 | Open | Revisions are to be made within the week and target day of completion is on Saturday Oct. 1, 2016. |
| | | | | |

Project Recommendations

- Will the project be completed on time and on budget?
The project is on currently on track, although prioritization on the development of diagrams will be made. The team is ensuring that every milestone should be completed on the target day of completion.
- Will the project deliverables be completed within acceptable quality levels?
The team is trying to ensure acceptable quality levels in the whole documentation, all required diagrams, and development of the proposed system by having a scheduled meeting with adviser. A quality person is assigned to monitor all deliverables.
- Are scope change requests being managed successfully?
Yes. All changes are discussed with the adviser.
- Are project issues and risks being addressed successfully and mitigated?
Yes. Alternative options are made.
- Are all customer concerns being addressed successfully?
N/A

Objectives for Next Project Status Review

- To present updated proposed system to adviser
- To plan for other documentations in the paper

Related Project Information

3 PROJECT STATUS REPORT APPROVALS

Prepared by Louise Gabrielle Lazaro
Quality Assurance/Control

Approved by  Ms. Rhea Valbuena
Project Advisor

Client Sponsor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
