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
Alfafara, Von Matthew	Systems Developer
Baldovino, Allen	Systems Analyst

Project Status Report Version Control

Version	Date	Author	Change Description
2.3	12/1/16	Louise Lazaro	Updated Documentation
2.4	12/1/16	Jameiah Jauod	Update Milestones

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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 November 28 – December 3, 2016, project team had a meeting with the adviser and consultant.

  Regarding the meeting with the adviser, the project team presented ideas for the matching algorithm. Systems analyst pointed out that the project would make a flowchart of the algorithm to better understand the flow or process. Systems developer asked about what specific subjects would be matched to a specific specialization.

  Regarding the meeting with the consultant, the project team presented the code from Php. The consultant told the team that there should be a sample output of the algorithm. Systems analyst and systems developer tried coding the sample output in java.

  - System updates
    - Subjects related to the specialization
  - Document updates
    - Revisions for technical background
    - Revisions for design & methodology
    - Revisions for results & discussion
    - Revisions for Conclusion & recommendations

  - 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: 12/1/16	Reporting Period: 11/28/16 to 12/3/16
Project Overall Status:		

The team members plan to update the working system and add other required documents.

Project Summary:

The gathered ideas about the working system should be presented to the adviser/client.

Milestone Deliverables performance reporting over last period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Added SRS	11/30/16	100%	On Schedule
• Added user/admin manuals	12/1/16	100%	On Schedule
• Added technical background	11/30/16	80%	On Schedule
Milestone 2			
• Added design & methodology	12/1/16	80%	On Schedule
• Added results & discussion	12/1/16	80%	On Schedule
• Added conclusion & recommendations	12/2/16	90%	On Schedule

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Revise technical background	12/5/16	80%	On Schedule
• Revise design & methodology	12/5/16	80%	On Schedule
• Revise results & discussion	12/5/16	80%	On Schedule
Milestone 2			
• Revise conclusion & recommendations	12/5/16	80%	On Schedule
• Add flowchart for algorithm	12/5/16	70%	On Schedule
• Defense	12/7/16	0%	On Schedule

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	P126.00	

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	12/9/16	Open	Revisions are to be made within the week and target day of completion is on Saturday Dec. 9, 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 – SOW, Project vision and scope, Gantt Chart, Activity List, Work breakdown, estimation, Change management plan document, quality plan document, system requirements specifications, user/admin manuals

Related Project Information

3   PROJECT STATUS REPORT APPROVALS

Prepared by   Louise Gabrielle Lazaro
                   Quality Assurance/Control

Approved by   Ms. Rhea Valbuena
                   Project Advisor

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                   Client Sponsor

4   APPENDICES

4.1   Document Guidelines

4.2   Project Status Report Sections Omitted