Project Status Report

Project Name: APC Faculty Loading System

Department: School of Computing and Information Technologies (SoCIT)

Focus Area: MSYADD1

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
4.2	8/22/16	Louise Lazaro	Document Updates
4.3	8/22/16	Jameiah Jauod	Document Updates

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1 PROJECT STATUS REPORT PURPOSE

This report is used by the team to monitor progress in the 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 August 14-19, 2016, still, two (2) team members focused on updating the documentation, specifically, the sections on:

  - Purpose and Description
  - Related Literature

  Team members are planning to go back to MAPUA and IHMC to conduct another interview about their manual processing of Faculty Loading in their schools.

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

  Other team members are focusing to update all required diagrams.

- Budget Report

  The team allotted P200.00 for the printing of documents

- Risk Management Report

  Major updates were made to the document specifically on the areas of purpose and description, and related literature.

- Issues Report

  The team has managed a preferred common schedule, where all of the members could attend the weekly meeting. Weekly meetings were held Wednesday and Saturday. However, due to the number of diagrams to be developed, the need for more common meetings are necessary. At the moment, online correspondences are held for updates.

  The team should ensure that all comments and suggestions from their adviser be put into the paper. All necessary revisions should be made.

2.2 Project Status Report Template

Project Name		
Prepared By: Louise Gabrielle Lazaro	Date: **8/21/16**	Reporting Period: **8/14/16** to **8/19/16**

Project Overall Status:

The project manager assigned 2 members to revise the documents and also assigned 3 members to revise the necessary diagrams.

Project Summary:

All documents and diagrams should be revised. Event table should be a guide for all other diagrams to be made.

Milestone Deliverables performance reporting over last period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Update purpose and description	8/23/16	80%	On Schedule
• Update related literature	8/24/16	80%	On Schedule
• Update CFD	8/22/16	90%	On Schedule
Milestone 2			
• Update ERD	8/22/16	90%	On Schedule
• Update Use Case diagram	8/22/16	90%	On Schedule
•			

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Add more related literature	8/29/16	50%	On Schedule
• Add package diagram	8/29/16	50%	On Schedule
• Add composite structure diagram	8/29/16	50%	On Schedule
Milestone 2			
• Add Technical Background	8/30/16	40%	On Schedule

• Add interaction overview diagram	8/30/16	40%	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	P63.00	

Project Risk Management Status

Risk and Description	Risk Change	Risk Impact	Risk Priority	Changes since Last Review
Revisions	Medium	Medium	High	Updated all parts of the document
Diagrams	High	High	High	Changed diagrams and updated all other diagrams

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Revisions	High	8/27/16	Open	Revisions are to be made within the week and target day of completion is on Saturday Aug 27, 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 and in all required diagrams 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 documents to adviser
- To have a mock defense to adviser

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