



# Project Status Report

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

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**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
1.7	11/11/16	Louise Lazaro	Updated Documentation
1.8	11/11/16	Jameiah Jauod	Update Milestones

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**Confidential**

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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 7-11, 2016, systems analyst and systems researcher are looking for algorithms that are really perfect for the system. Systems developer is currently updating necessary things for the prototype. Project Manager facilitates all activities. Quality assurance/control assigns all requirements to other team members, and checks all needed requirements if finished or not.

- Search for 2 algorithms
  - One for matching and another one for analytics – probability
- Update system
  - Add admin privilege, add regular user privilege
  - Admin – front end (can do all things)
  - Regular user (Faculty member) – can only view tentative load
- Meeting will all socit faculty regarding criteria for system

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: 11/11/16	Reporting Period: 11/7/16 to 11/11/16
Project Overall Status: The team members plan to update the proposed system and add other required documents.		
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			
• Prototype update	11/10/16	70%	On Schedule
• Estimation	11/10/16	70%	On Schedule
Milestone 2			

  

Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Add design & methodology document	11/16/16	30%	On Schedule
• Add results and discussions	11/16/16	30%	On Schedule
• SoCIT Meeting	11/9/16	70%	On Schedule
Milestone 2			
• Add other criteria	11/16/16	60%	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 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	11/16/16	Open	Revisions are to be made within the week and target day of completion is on Saturday Nov. 19, 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

**Related Project Information**

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### 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**

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