



Project Status Report

Project Name: Faculty Loading System

Department: SoCIT

Focus Area: Sysadd1

Product/Process:

Prepared By:

Document Owner(s)	Project/Organization Role
Rafael Ochotorena	Project Manager
Louise Gabrielle Lazaro	Project Analyst/Researcher
Jameiah Nicole Jauod	Project Analyst/Researcher
Von Matthew Alfafara	Project Developer
Allen Baldovino	Project Developer

Project Status Report Version Control

Version	Date	Author	Change Description
3.0	8/3/16	Louise Lazaro	Update project context
3.1	8/3/16	Jameiah Jauod	Update scope and limitations
3.2	8/3/16	Von Alfafara	Update project objectives

Confidential

Status Report Aug 8 2016.docx

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1 PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document that Project Managers may use as a means of formal regular reporting on the status of a project to key project stakeholders, including the Steering Committee, Project Sponsor, and Senior Manager.

2 PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

[The team is currently focusing on researching to related projects. Due to alternate schedules between the members, conflict to time has been common lately and meetings were less likely happening. The team is now managing a schedule in order for us to present the report and revisions on schedule.]

- [Ongoing Project]
 - [The Faculty Loading System is a system where algorithm and analytics will be used in order for the schedule of professors be utilized and loaded systematically.]
 - [On the Milestone Deliverables, we are now focusing on updating each part in the documentation.]
 - [We are currently behind schedule due to the alternate schedules the team members have.]
- [Budget Report— N/A]
- [Risk Management Report—No specific changers so far but focusing on finishing reports and revisions on schedule]
- [Issues Report—Time management has become a major problem especially now that the team have uneven schedules. We can only hold meetings every Wednesday and Saturday. We may be planning on finalizing a specific schedule of meetings in order to finish reports and revisions as soon as possible.]
- [The team should focus on revising the project context, project purpose & description, objectives, scope & limitations and related literature.]

2.2 Project Status Report Template

Project Name		
Prepared By: Louise Gabrielle Lazaro	Date: 08/08/16	Reporting Period: 8/1/16 to 8/6/16
Project Overall Status: [The project manager assigned a each member to do a specific part in the documentation.]		

Project Summary:

[Researchers are updating and revising all documents.]

Milestone Deliverables performance reporting over last period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Update project context	8/10/16	90%	On Schedule
• Update objectives	8/10/16	90%	On Schedule
• Revise scope and limitations	8/10/16	50%	On Schedule
Milestone 2			
• Revise local related literature	8/10/16	50%	On Schedule
•			
•			

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Update data flow diagram	8/17/16	30%	On Schedule
• Update activity diagram	8/17/16	40%	On Schedule
• Add data dictionary for ERD	8/17/16	20%	On Schedule
Milestone 2			
•			
•			
•			

Project impact of milestone success or failure for project remainder

According to the milestone deliverable status, we are able to finished one portion of the documentation each day and still on the process of working with the other	
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parts
based on its respective schedules.

Project Budget/Financial Status

Budget Item	Planned Budget	Actual Cost	Variance/Explanation
Printing	P100	P21	

Project Risk Management Status

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
Revisions	Medium	High	High	Revise documentation

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
Revisions	Medium	08/15/16	Open	Changes made this week were made

Project Recommendations

- Will the project be completed on time and on budget?
According to the current status and completion of the above milestone deliverables, the project is on track. There are instances of conflict of schedules, however, the team ensures that online correspondence for status reports are made. Status reports are made every weekend. Budget is not a concern at the moment.

- Will the project deliverables be completed within acceptable quality levels?
The team is trying to ensure acceptable quality levels in docu and required diagrams by regular weekly meeting with adviser. A quality person is assigned to monitor deliverables.

Objectives for Next Project Status Review

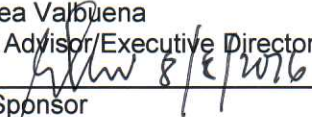
- To update all the proposed diagrams
- To add more diagrams
- To conduct a research on different related projects

Related Project Information

- Budget Report Summary – N/A
- Issue Record Report – N/A
- Scope Change Report – N/A
- Project Work Plan
- Project Metrics/Statistics
- Quality Management Review.]

3 PROJECT STATUS REPORT APPROVALS

Prepared by Louise Gabrielle Lazaro
Project Analyst/Researcher

Approved by Ms. Rhea Valbuena
Project Advisor/Executive Director

Client Sponsor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
