

**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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# 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.



# PROJECT STATUS REPORT TEMPLATE

## 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.

## 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**   |  | | --- | |  | | | |



# 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



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

