



# Project Status Report

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**Project Name:** RDC-DMS  
**Department:** School of Computing and Information Technologies  
**Focus Area:** Document Management System  
**Product/Process:**

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**Prepared By:**

Document Owner(s)	Project/Organization Role
Edric Jon Cleon B. Caranto	Project Manager
Michael John S. Buan	Project Developer
Christian Aleck S. Carlos	Project Developer

**Project Status Report Version Control**

Version	Date	Author	Change Description
8.0	11/26/16	Michael Buan Christian Carlos Edric Caranto	<ul style="list-style-type: none"><li>• Proofread documents</li><li>• Finalize all documents</li><li>• System Update</li></ul>

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**Confidential**

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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.

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## **2 PROJECT STATUS REPORT TEMPLATE**

### **2.1 Project Status Report Details**

- Stakeholder processes collected
  - The database system will be for archiving and processing of papers through the office of the Research Development Centre of the Philippine Army.
- No budget expenditure so far.
- There will be a network and security risks since other documents are classified.
- Some users are not computer literate which is a challenge for the developers to create an interface that should be easily understood by all users.
- Regular consultation from professors and clients.

## 2.2 Project Status Report Template

<b>Project Name</b>				
Prepared By: Christian Carlos	Date: 12/2/16	Reporting Period: <b>11/28/16 – 12/2/16</b>		
Project Overall Status: Finalize Documents, Proofread Documents and System Update				
Project Summary: The project team finalized all the documents and submit it for Proofreading.				
<b>Milestone Deliverables performance reporting over last period</b>				
<b>Milestone Deliverables</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Deliverable Status</b>	
Milestone 1				
• Finalize Documents	12/14/16	100%	On Schedule	
<b>Milestone Deliverables scheduled for completion over next period</b>				
<b>Milestone Deliverables</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Deliverable Status</b>	
Milestone 2				
• Proofread Documents	12/14/16	80%	On Schedule	
<b>Milestone Deliverables scheduled for completion over next period</b>				
<b>Milestone Deliverables</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Deliverable Status</b>	
Milestone 3				
• System Update	12/14/16	90%	On Schedule	
<b>Project impact of milestone success or failure for project remainder</b>				
Quality plan		Project schedule pace may be faster because of corrections		
<b>Project Budget/Financial Status</b>				
<b>Budget Item</b>	<b>Planned Budget</b>	<b>Actual Cost</b>	<b>Variance/Explanation</b>	
N/A	N/A	N/A	N/A	
<b>Project Risk Management Status</b>				
<b>Risk and Description</b>	<b>Risk Chance</b>	<b>Risk Impact</b>	<b>Risk Priority</b>	<b>Change from Last Review</b>

Technical Feasibility	High	High	High	Connections for the proposed system must be ensured.
Security	High	High	High	Encryption should be enabled for all documents

#### Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
○				

#### Project Recommendations

The group should consult to their adviser and professor more often to ensure everything is on the right track. Also, to consult issues to the advisers for possible resolutions of issues.

#### Objectives for Next Project Status Review

- CMP and ERD finalized

#### Related Project Information

- Below are related project information for this project
  - Wiki page
    - [http://projects2.apc.edu.ph/wiki/index.php/Project\\_-\\_RDC\\_AFP\\_Library\\_System\\_-\\_103](http://projects2.apc.edu.ph/wiki/index.php/Project_-_RDC_AFP_Library_System_-_103)

### 3 PROJECT STATUS REPORT APPROVALS

**Prepared by**   
Edric Jon Cleon B. Caranto  
Project Manager

**Approved by** Mr. Jacob Catayoc  
Project Advisor

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Client Sponsor

## **4 APPENDICES**

### **4.1 Document Guidelines**

### **4.2 Project Status Report Sections Omitted**

