



Project Status Report

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

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
5.0	10/22/16	Michael Buan Christian Carlos Edric Caranto	<ul style="list-style-type: none">• Project Vision and Scope• WBS• Activity List

Confidential

wk5

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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

- 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

Project Name			
Prepared By: Michael Buan	Date: 10/22/16	Reporting Period: 10/17/16 – 10/21/16	
Project Overall Status: Project Vision and Scope update and WBS and Activity list update			
Project Summary: The project team updated project Vision and Scope and created WBS and Activity list			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Project Vision and Scope	10/18/16	95%	On Schedule
Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 2			
• WBS	10/21/16	20%	On Schedule
• Activity list	10/21/16	20%	On Schedule
Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 3			
Project impact of milestone success or failure for project remainder			
Project Vision and Scope WBS and Activity list		Project schedule pace may be faster because of corrections	
Project Budget/Financial Status			
Budget Item	Planned Budget	Actual Cost	Variance/Explanation
N/A	N/A	N/A	N/A

Project Risk Management Status

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
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

- Project Vision and Scope must be finalized
- WBS and Activity list must be finalized

Related Project Information

- Here are related project information for this project
 - Request for panel form
 - Screenshots for the proposed system
 - Site
 - Project Charter

3 PROJECT STATUS REPORT APPROVALS


Prepared by Edric Jon Cleon B. Caranto
Project Manager

Approved by Mr. Jacob Catayoc
Project Advisor

Client Sponsor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted

