



# 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<br>Christian Carlos<br>Edric Caranto | <ul style="list-style-type: none"><li>• CMP finalize</li><li>• Quality Plan (draft)</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:<br>Christian Carlos  | Date:<br>11/25/16     | Reporting Period:<br><b>11/21/16 – 11/25/16</b>            |                             |                                |
| Project Overall Status:<br>Finished ERD, CMP and System Update                        |                       |  |                             |                                |
| Project Summary:<br>The project team finished Quality Plan and Change Management Plan |                       |  |                             |                                |
| <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   |                       |  |                             |                                |
| • CMP   | 11/14/16              | 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   |                       |  |                             |                                |
| • Quality Plan  | 11/15/16              | 80%  | On Scedule                  |                                |
| <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   |                       |  |                             |                                |
|   |                       |  |                             |                                |
|   |                       |  |                             |                                |
| <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**

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