



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
7.0	11/11/16	Michael Buan Christian Carlos Edric Caranto	<ul style="list-style-type: none">• SRS• System development

Confidential

wk7

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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: Christian Carlos	Date: 10/30/16	Reporting Period: 10/24/16 – 10/28/16		
Project Overall Status: WBS and Activity list update				
Project Summary: The project team finished WBS and Activity list				
Milestone Deliverables performance reporting over last period				
Milestone Deliverables	Due Date	% Completed	Deliverable Status	
Milestone 1				
• SRS	11/14/16	80%	On Schedule	
Milestone Deliverables scheduled for completion over next period				
Milestone Deliverables	Due Date	% Completed	Deliverable Status	
Milestone 2				
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				
System Requirements specification		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

- WBS and Activity list 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

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
