



Project Status Report

Project Name: Project LSC
Department: School of Computing and Information Technology
Focus Area: Reservation System
Product/Process: Reserve Slot for Review Class

Prepared By:

Document Owner(s)	Project/Organization Role
Aira Joyce Carpio	Project Manager
Danya Balcena	Project Developer
Florence Gail Haboc	Project Developer

Project Status Report Version Control

Version	Date	Author	Change Description
1.0	10/12/16	Aira Joyce Carpio Danya Balcena Florence Gail Haboc	<ul style="list-style-type: none">Meeting with the group for continuation of Project Vision and Scope DocumentationApplied changes in Entity Relationship Diagram
1.0	10/13/16	Aira Joyce Carpio Danya Balcena Florence Gail Haboc	<ul style="list-style-type: none">First Draft of Statement of Work Documentation
1.0	10/14/16	Aira Joyce Carpio Danya Balcena Florence Gail Haboc	<ul style="list-style-type: none">Continuation of Statement of Work Documentation
1.0	10/15/16	Aira Joyce Carpio	<ul style="list-style-type: none">Creating the Gantt chart and

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		Danya Balcena Florence Gail Haboc	Activity List
1.0	10/17/16	Aira Joyce Carpio Danya Balcena Florence Gail Haboc	<ul style="list-style-type: none"> Assigning of works for fifth week

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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. Project Status reports can also use to provide a documented history of the project. This can be applied to strengthen lessons learned and to evaluate, review and learn from how the project succeeded and where it may have had difficulties.

Objectives of effective project status reporting include.

- Improve communication of information within the project and across the organization
- To create a record of the project progress
- Improve organizational support for the project
- To determine the improvement of the project
- Simplify the process of gathering and disseminating project information

2 PROJECT STATUS REPORT TEMPLATE

2.1 Project Status Report Details

Loyola Student Center is a facility that offers various tutorial and review classes. LSC's students make a slot reservation or enrollment by filling out printed forms, scanning the document, and sending it via email. Because of this, LSC is lacking storage space when it comes to storing documents, they also spend money to buy papers to print application forms, and to manage the transaction.

The existing process of transaction seemed to be difficult, LSC has to spend money for printing forms or documents and because of the large volume of papers used for processing the student's reservation and enrollment, some problems occurred such as data redundancy, lack of storage space, and slow access to records.

Using the LSC Enrollment System, the students can easily create transactions using the facility's website, and the members of the facility can manage the records easily and efficiently.

Project LSC is a project that aims to improve the current website of Loyola Student Center and to add new features which are reservation and enrollment system where the student should create an account first before they can reserve a slot. All of the information inputted by the student will be automatically saved to the database of the institution which the faculty and instructors only have an access to it. The student will only be officially enrolled when they were able to pay all of their payments.

2.2 Project Status Report Template

Project Name			
Prepared by: Aira Joyce Carpio	Date: 10/10/16	Reporting Period: 10/04/16 to 10/10/16	
Project Overall Status: The group were able to start on the Project Vision and Scope and Statement of Work documentation.			
Project Summary: The team members prepared over the whole to week for incoming presentation and performance assessment of presenting the Project Vision and Scope and Statement of Work Document.			
Milestone Deliverables performance reporting over last period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
<ul style="list-style-type: none"> Meeting with the group for continuation of Project Vision and Scope Documentation Applied changes in Entity Relationship Diagram 	10/12/16	100%	On Schedule
<ul style="list-style-type: none"> First Draft of Statement of Work Documentation 	10/13/16	50%	On Schedule
<ul style="list-style-type: none"> Continuation of Statement of Work 	10/14/16	80%	On Schedule

Project Status Report

Documentation			
Milestone 2			
• Creating the Gantt chart and Activity List	10/15/16	50%	On Schedule
• Assigning of works for fifth week	10/17/16	100%	On Schedule
Milestone Deliverables scheduled for completion over next period			
Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Meeting with database consultant	10/18/16	100%	On Schedule
• Combine the group's database to Group 2's database	10/19/16	100%	On Schedule
• Create project plan for sixth week	10/24/16	50%	On Schedule
Milestone 2			
• Assigning of tasks for sixth week	10/24/16	50%	On Schedule
• Update Wiki	10/24/16	50%	On Schedule
Project impact of milestone success or failure for project remainder			
The team divides the task every week to each member to submit all the requirements on time.		As the project progresses, the team works together to make the project more successful.	
Project Budget/Financial Status			
Budget Item	Planned Budget	Actual Cost	Variance/Explanation

Project Risk Management Status

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
<ul style="list-style-type: none"> Changing Legal Requirements 	High	High	High	The client wants to change some of the features in the system
<ul style="list-style-type: none"> The knowledge and skill level of each team members were not high 	Medium	Medium	High	The team members' skill level in developing the system were not high
<ul style="list-style-type: none"> The database of were not yet combined to Group 2's database 	High	High	High	The both group was not able to finalize their database yet.

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
<ul style="list-style-type: none"> Set a meeting with the client to talk about some of the changes in their system 	High	9/17/16	Closed	Meeting with the client
<ul style="list-style-type: none"> The skill level of the team member when it comes to developing the system were not high 	High	9/27/16	Open	Request for a project adviser and project consultants
<ul style="list-style-type: none"> Set a consultation with database consultants 	High	10/18/16	Open	Meeting with consultant

Project Recommendations

- The Group should consult their adviser and professor more often to ensure that all documents created by the group is precise and includes legitimate information. The group should also communicate with their client more often about the proposed project that they are working to prevent possible issues that the group may encounter in doing the projects.

Objectives for Next Project Status Review

General Objectives

- To meliorate the current website of Loyola Student Center.
- To add new features to the website.

Specific Objectives


- To improve the website of Loyola Student Center with a user friendly and minimalist design
- To add a Reservation System
- To create a database for the information inputted by the user from the enrollment system.

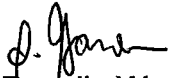
Related Project Information

Site

- <http://www.lsctutorials.com/>
- http://projects2.apc.edu.ph/wiki/index.php/Project_-_LSC_-_104
- <https://github.com/seans888/Project-LSC>

3 PROJECT STATUS REPORT APPROVALS


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Project Manager

 10/24/2016
Approved by Ms. Roselle Wednesday Gardon
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Client Sponsor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
