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	11/14/16	Aira Joyce Carpio Danya Balcena Florence Gail Haboc	• Improved the database • Added student's information attributes to user sign up form • Added admin login form • Meeting about planning to recreate the system and enumerate required extensions.
1.0	11/15/16	Aira Joyce Carpio Danya Balcena Florence Gail Haboc	• Updated documentations in wiki
1.0	11/16/16	Aira Joyce Carpio Danya Balcena	• Recreated the system. Created new application folder to less

		Florence Gail Haboc	the bugs or unnecessary code and downloaded extensions
1.0	11/17/16	Aira Joyce Carpio Danya Balcena Florence Gail Haboc	• Regenerated CRUD in backend and frontend. • Updated composer.phar
1.0	11/18/16	Aira Joyce Carpio Danya Balcena Florence Gail Haboc	• Assigning of works for third 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: 11/21/16	Reporting Period: **11/14/16** to **11/18/16**
Project Overall Status: The group is still recreating the system. The team members conducted a meeting to recreate the system to remove the bugs and unnecessary codes that were made in previous application folder.		
Project Summary: As of this week, the admin and student sign up form were able to separate and needed extensions to be downloaded or added was identified. The database was also improved and regenerated its model and CRUD in both backend and frontend. The website interface is also transferred from previous application folder to current system.		

Milestone Deliverables performance reporting over last period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Improved the database	11/14/16	100%	On Schedule
• Added student's information attributes to user sign up form	11/14/16	50%	On Schedule
• Added admin login form	11/14/16	100%	On Schedule

• Meeting about planning to recreate the system and enumerate required extensions	11/14/16	100%	On Schedule
• Updated documentations in wiki	11/15/16	100%	On Schedule
• Recreated the system. Created new application folder to less the bugs or unnecessary code and downloaded extensions	11/16/16	40%	On Schedule
• Regenerated CRUD in backend and frontend. • Import Admin LTE Extension • Import Template for frontend	11/17/16	100%	On Schedule
• Updated composer. phar	11/17/16	100%	On Schedule
• Continuation of recreating the system	11/18/16	45%	On Schedule
Milestone 2			
• Update Interface of frontend	11/21/16	80%	On Schedule
• Modified functionalities in Login and Sign Up Form in Frontend and Backend. • Update Interface of	11/22/16	100%	On Schedule

backend			
• Add Functionalities in Backend Buttons	11/23/16	80%	On Schedule

Milestone Deliverables scheduled for completion over next period

Milestone Deliverables	Due Date	% Completed	Deliverable Status
Milestone 1			
• Create Project Plan	11/21/16	100%	On Schedule
• Assigning of Tasks • Group Meeting	11/22/16	100%	On Schedule
• Add Functionalities on User Transaction	11/23/16	80%	On Schedule
Milestone 2			
• Add Functionalities in Backend Dashboard	11/24/16	80%	On Schedule
• Create Change Management System Documents	11/25/16	50%	On Schedule
• Update Wiki, Github, One Note and Trello	11/2616	100%	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
• Changing Legal Requirements	High	High	High	The client wants to change some of the features in the system
• 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
• Unnecessary codes and extensions that were included	High	High	High	Recreate the entire system

Project Issue Management Status

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
• 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
• 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
• Recreate the system to remove unnecessary codes and extensions	High		Open	The group must double time in recreating the system.

made from previous system				

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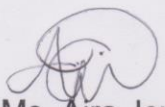- To add new features to the website.

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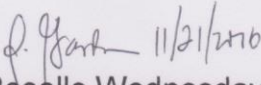- To create a database for the information inputted by the user from the enrollment system.

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

Prepared by   Ms. Aira Joyce Carpio
Project Manager

Approved by   Ms. Roselle Wednesday Gardon
Project Adviser

Ms. Johanna Joy Limos
Client Sponsor

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted