

**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 | 09/17/16 | Aira Joyce Carpio  Danya Balcena  Florence Gail Haboc | * Meeting with client |
| 1.0 | 09/20/16 | Aira Joyce Carpio  Danya Balcena  Florence Gail Haboc | * Create an account in Bluemix |
| 1.0 | 9/23/16 | Danya Balcena  Florence Gail Haboc | * Prepare Project Adviser Request and Project Consultant Request Form |
| 1.0 | 9/26/16 | Aira Joyce Carpio  Danya Balcena  Florence Gail Haboc | * Signed Project Adviser Request Form and Project Consultant Request Form |

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# 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



# PROJECT STATUS REPORT TEMPLATE

## 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.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared by:  Aira Joyce Carpio | Date:  9/26/16 | Reporting Period:  9/17/16 to 9/26/16 |
| Project Overall Status:  The team member prepared the documents need for the project adviser and consultant request form. They also had a meeting with the client last September 17,2016 and they discussed the updates of the LSC System. | | |
| Project Summary:  The team member had a meeting with the client to finalized the changes on their system. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Meeting with client at Loyola Student Center | 9/17/16 | 100% | On Schedule | | * Introduction to CSPROJ | 9/20/16 | 100% | On Schedule | | * Create an account in Bluemix | 9/20/16 | 100% | On Schedule | | Milestone 2 | | | | | * Prepare Project Adviser and Project Consultant Request Forms | 9/23/16 | 100% | On Schedule | | * Signed Project Adviser and Project Consultant Request Forms | 9/26/16 | 50% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Signed Project Adviser and Project Consultant Request Forms | 9/27/16 | 100% | On Schedule | | * Prepare project requirements for CSPROJ | 9/27/16 | 50% | On Schedule | | * Create project plan for 2nd week | 9/27/16 | 100% | On Schedule | | Milestone 2 | | | | | * Assigning of tasks for 2nd week | 9/27/16 | 100% | On Schedule | | * Project Meeting | 9/30/16 | 100% | On Schedule | | * Prepare documents for Panel Request Form | 9/20/16 | 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 member were not high | Medium | Medium | High | The team member skill level in developing the system were not high | | | |
| **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 | | | |
| **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> | |  | | | |



# 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



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

