

**Project Status Report**



**Project Name:** Project LSC

**Department:** Registrar and Accounting Department

**Focus Area:** Enrollment System

**Product/Process:** Enroll 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 | 06/13/16 | Aira Joyce Carpio | Create Project Schedule for 2nd week of June |
| 1.0 | 06/14/16 | Aira Joyce Carpio | Prepare Project Adviser and Consultant Request Form |
| 1.0 | 06/16/16 | Aira Joyce Carpio  Danya Balcena  Florence Gail Haboc | * Project Meeting * Create Project Schedule for 3nd week of June |
| 1.0 | 06/17/16 | Aira Joyce Carpio  Danya Balcena  Florence Gail Haboc | Signed Project Adviser 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 (LSC) is a tutorial and review facility located on Katipunan Avenue. The institution tutors’ student from Kindergarten to Tertiary education. They also offer review programs such as Comprehensive College Entrance Test Review, High School Entrance Test Review, Civil Service Examination Review, Law Aptitude Examination (LAE)/Law School Admission Test (LSAT) Review, and National Medical Admission Test (NMAT) Review etc. Most of the transactions done in LSC such as enrollment is recorded on papers, due to this reason our team aims to provide website and mobile solution which is an Enrollment system for the institution. When students enroll themselves using the online enrollment system, all the information given by the student will be saved to the database so that the institution can easily manage and track all the transactions. In addition, it can also help the students enroll easily using their smartphones or computers.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Aira Joyce A. Carpio | Date:  6/17/16 | Reporting Period:  06/13/16 to 06/17/16 |
| Project Overall Status:  The project team planned for what will they need to do for the 2nd week of June (June 13-17,2016). They prepared the documents need for project adviser and consultant request also they have a short meeting with regards to the project. | | |
| Project Summary:  For the first week, the group planned for what will they need to do for the 2nd week of June that’s why they created a project schedule. Also they already prepared the documents for project adviser and consultant request. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Create Project Schedule for 2nd week of June | June 13,2016 | 100% | On Schedule | | * Prepare Project Adviser and Consultant Request Form | June 14,2016 | 100% | On Schedule | | * Project Meeting | June 16,2016 | 100% | On Schedule | | Milestone 2 | | | | | * Create Project Schedule for 3nd week of June | June 16,2016 | 50% | On Schedule | | * Signed Project Adviser Request Form | June 17,2016 | 100% | On Schedule | | * Signed Project Consultants Request Forms | June 23,2016 | 10% | Ahead Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Set an appointment to the client | June 20, 2016 | 5% | Ahead Schedule | | * Introduce to client the group that want to collaborate with our group | June 22, 2016 | 5% | Ahead Schedule | | * Signed Project Consultants Request Forms | June 23,2016 | 10% | Ahead Schedule | | Milestone 2 | | | | | * Provide Questionnaires | June 22, 2016 | 5% | On Schedule | | * Present MNSTDEV Project | June 22, 2016 | 5% | On Schedule | | * Conduct Interview | June 22,2016 | 0% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | The scope of the project was not really specified | The team decided to have a meeting with the client in order for them to be updated and specified the project’s scope | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | | N/A | N/A | N/A | N/A | | 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** | | The naming conventions in the Database and diagrams were not consistent. | Medium | Medium | high | The errors in the documents were corrected by the project team | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | Have a meeting with the client | High | June 22, 2016 | Open | Meeting with the Client | | Immediately finalized and analyzed the project requirements | High | June 23, 2016 | Open | Project Meeting | | | |
| **Project Recommendations**   |  | | --- | | * The Group should consult to their adviser and professor more often to ensure that all documentations created by the group is precise and it include legitimate information. Also the group should communicate to their client more often with regards to the proposed project that they are working, in order prevent possible issues that the group may encounter in doing the projects | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | • To provide LSC with a web application for the enrollment system and a database • To make it easier for the students of Loyola Student center to enroll and avail services LSC offers  • For LSC to have a fast and accurate access to the records • For LSC to easily manage records • To prevent the records of LSC on getting damaged by natural calamities • For LSC to avoid mishandling and redundancy of records | | | |
| **Related Project Information**   |  | | --- | | Related Project Information for this project:   * Event Table * Use Case Full Description * Use Case Diagram * Entity Relationship Diagram * Data Dictionary * Context Flow Diagram * Data Flow Diagram * Prototype/ Draft GUI * Loyola Student Center Transaction Details * Loyola Student Center Service Offered * Loyola Student Center Registration Forms * Loyola Student Center Terms and Conditions * Site   http://projects2.apc.edu.ph/wiki/index.php/Project\_-\_LSC | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Aira Joyce A. Carpio

Project Manager

**Approved by** Ms. Roselle Wednesday Gardon

Project Adviser

Ms. Joan\_

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

