

**Project/Research Progress Report**



**Project Name: Registrar Services System**

**Department: SoCIT**

**Focus Area: CSPROJ**

**Product/Process:**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Neil Orven Cueto | Project Manager |
| Jonathan Abalon | Project Researcher |
| Aaron Dagatan | Project Editor |
| Carl Joshua Lavarro | Project Editor |

**Project/Research Progress Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 10/02/16 | Neil Cueto | Document created |
| 1.1 | 10/02/16 | Jonathan Abalon  Aaron Dagatan  Carl Joshua Lavaroo | * Update diagrams * Adding more functionality in prototype system |
|  |  |  |  |

**TABLE OF CONTENTS**

[1 PROJECT/RESEARCH PROGRESS REPORT PURPOSE 3](#_Toc77392557)

[2 PROJECT/RESEARCH PROGRESS REPORT TEMPLATE 3](#_Toc77392558)

[2.1 Project/Research Progress Report Details 3](#_Toc77392559)

[2.2 Project/Research Progress Report Template 3](#_Toc77392560)

[3 PROJECT/RESEARCH PROGRESS REPORT APPROVALS 3](#_Toc77392561)

[4 APPENDICES 3](#_Toc77392562)

[4.1 Document Guidelines 3](#_Toc77392563)

[4.2 Project/Research Progress Report Sections Omitted 3](#_Toc77392564)

# PROJECT/Research Progress PURPOSE

The Project/Research Progress Report is a document that Project Managers may use as a means of formal regular reporting on the progress of a project to key project stakeholders, including the Steering Committee, Project Sponsor, and Senior Manager.



# PROJECT/RESEARCH PROGRESS REPORT TEMPLATE

## Project/Research Progress Report Details

The team is now focused in analysing and understanding related systems that will serve as a guide in improving the prototype system the we are developing. We are now managing communications and interview schedules on client for us to show the iterations of our project.

* [Status of the Project]
  + The project will focused on services that the Registrar of the school offers to its students mainly the enrolment and grading part.
  + On the Milestone Deliverables, we are focusing on some of the changes in the diagrams and the next iteration of the prototype system.

* [Budget Report— N/A]
* Risk Management Report – N/A
* Issue Report – No specific issue so far, just applying the changes for some diagrams and prototype system.

## Project/Research Progress Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Neil Orven Cueto | Date:  10/02/16 | Reporting Period:  10/3/16 to 10/06/16 |
| Project Overall Status:  Project is now on schedule. We are just applying some changes on diagrams and in the prototype system for its next iteration. | | |
| Project Summary:  The team is focused in applying some changes in our diagrams and prototype system’s next iteration. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Understand the client’s problem | 06/22/16 | 100% | on schedule | | * Change the statement of the problem | 06/22/16 | 100% | Behind schedule | | * Change the objective of project | 06/22/16 | 100% | Behind schedule | | Milestone 2 | | | | | * Change the scope of the project | 06/22/16 | 100% | Behind schedule | |  |  |  |  | |  |  |  |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Added information in event table | 08/11/16 | 95% | Behind schedule | | * Added information in ERD Diagram | 08/11/16 | 95% | Behind schedule | | * Added information in Data Dictionary | 08/11/16 | 95% | Behind schedule | |  |  |  |  | Behind schedule | | Milestone 2 | | | | | * Start of prototype project (first iteration) | 08/13/16 | 25% | Behind schedule | | * Prototype’s next iterations | 09/21/16 | 5% | On schedule | | * Added functionality in prototype system | 09/29/16 | 20% | On schedule | | * Updated the database | 0926/16 | 80% | On schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Based on our project milestone, the team is currently behind in changing the system model, erd diagram and data dictionary. | The team is having a hard time revising the diagrams in meeting its due date. | | | |
| **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** | |  |  |  |  |  | |  |  |  |  |  | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Changes in some diagrams | Medium | 09/29/16 | Open | Second milestone is on process. | | * Completion of prototype system second iteration | Medium | 10/8/16 | Open | Second iteration of prototype still on process. | | | |
| **Project Recommendations**   |  | | --- | | * Will the project be completed on time and on budget?   Based on the milestone deliverable, the project can be completed on time.   * Will the project deliverables be completed within acceptable quality levels?   Still not clarified that the project deliverable is on with its acceptable quality levels.   * Are all customer concerns being addressed successfully?]   Yes, all of the client’s concern are addressed properly and successfully | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | * To apply all the changes in some diagrams. * To start the second iteration of the prototype system. | | | |
| **Related Project Information**   |  | | --- | | [Replace this text with an attachment or link to other relevant information that can be included with this project status report. Examples include:   * Budget Report Summary: N/A  * Issue Record Report: NA  * Scope Change Report: N/A  * Project Work Plan: N/A  * Project Metrics/Statistics: N/A  * Quality Management Review] | | | |



# PROJECT/RESEACH PROGRESS REPORT APPROVALS

**Prepared by** Neil Orven Cueto

Project Manager

**Approved by** Mr. Jayvee Cabardo

Project Advisor

# APPENDICES

## Document Guidelines

## Project/Research Progress Report Sections Omitted

