

**Project Status Report**



**Project Name:** SM Hotels: Service Request Management System

**Department:** School of Computing and Information Technology (SoCIT)

**Focus Area:** CSPROJ

**Product/Process:**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Lurenne Tangi | Project Manager / Documenter |
| Kenneth Abuel | Project Developer / Documenter |
|  |  |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 9/25/2017 | Lurenne Tangi  Kenneth Abuel | Document created |
| 1.1 | 9/25/2017 | Kenneth Abuel  Lurenne Tangi | * Added Communication Diagram Draft * Added Class Diagram Draft * Added Object Diagram Draft |
| 1.2 | 10/1/2017 | Kenneth Abuel | * Milestones Updated |
| 1.3 | 10/8/2017 | Kenneth Abuel | * Milestones Updated |

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# PROJECT STATUS REPORT PURPOSE

The purpose of Project Status Report is to keep track on what is happening on the project, it is used to give a formal reporting status for the key project stakeholders, like the client, sponsors and the development team. Project Status Reports are the most efficient way to produced procedural reports and give a better report timing and content.



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

[Replace this text with project status details for your key project stakeholders, focusing on milestone deliverables. This Report must include the following points, though more may be added:]

* The team started the development of the project since August 2017, but there are still some need of revisions with the documents and diagrams. The system development is in continuation.

* + [Milestone Deliverables for the last reporting period.]

* + [Project impact of success or failure of milestone deliverables for the remaining period of the project.]
* Budget Report N/A
* Risk Management Report
* Requirement Submissions

The diagrams and other requirements still needs to be consulted and revised.

* The team needs to develop the system without errors to satisfy the client.

* [Project recommendations to ensure success including lessons learned.]

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Kenneth Abuel | Date:  9/25/2017 | Reporting Period:  to |
| Project Overall Status:  The team is currently developing the system’s sub modules also there are minor revisions in our diagrams and documentation. | | |
| Project Summary:  Minor revisions for the documentations and drafts. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Draft of Diagrams | 10/1/2017 | 100% | Behind Schedule | | * Draft of Project Scope and Vision | 10/9/2017 | 60% | On Schedule | | Milestone 2 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Draft of Project Scope and Vision | 10/9/17 | 100% | On Schedule | | * Draft of Software Requirements Specification | 10/9/17 | 60% | On Schedule | | Milestone 2 | | | | |  | | | | |  |  |  |  | | | |
|  | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | [Replace this text with a description of milestone and potential scope changes.] | [Replace this text with a brief description of any changes to the project schedule required as a result of the amended milestone(s).] | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | | 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** | | * Revisions of Documentation and Diagrams | High | High | High | N/A | | * System Development | Medium | High | Medium | N/A | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | [Description of Risk] | [High/Medium/Low] |  | [Open/Closed] | [Description] | | | |
| **Project Recommendations**   |  | | --- | | [Replace this text with a brief statement for the Steering Committee, Project Sponsor, or Senior Manager to consider or endorse. Other questions to consider for review with key project stakeholders are:   * Will the project be completed on time and on budget?  * Will the project deliverables be completed within acceptable quality levels?  * Are scope change requests being managed successfully?  * Are project issues and risks being addressed successfully and mitigated?  * Are all customer concerns being addressed successfully?] | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | [Replace this text with a brief outline of project expectations for key project stakeholders to consider for the next review.] | | | |
| **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  * Issue Record Report  * Scope Change Report  * Project Work Plan  * Project Metrics/Statistics  * Quality Management Review.] | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lurenne Tangi

Project Manager

**Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor

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Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

