

**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 |
| 1.4 | 10/16/2017 | 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

The project details contains the necessary information needed by the SM Hotel group in order to keep track on what is happening to the development of the system.

* 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
* System Development

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:  10/16/2017 | Reporting Period: |
| Project Overall Status:  The team is currently starting the development of the system sub-modules and the documentation and diagrams needs to be consulted and revised | | |
| Project Summary:  The team’s top priority is the development of the system also there is still a minor revision in our diagrams and documentation | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Draft of Project Vision and Scope Document | 10/9/17 | 100% | On Schedule | | Milestone 2 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Draft of System Requirement Software | 10/16/17 | 75% | 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**   |  | | --- | | The teams objective is the revised documentation and diagrams that are needed. | | | |
| **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

