

**Project Status Report**



**Project Name:** The Effect of Palmar Hyperhidrosis on Smartphone Usage in Metro Manila

**Department:** School of Computing and Information Technology

**Focus Area:** Smartphone Manufacturers

**Product/Process:**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| JIMENEZ, Marc Adrian P. | Project Manager |
| CORONEL, Sherine Jane C. | Project Developer |
| DELA CRUZ, Joey Bernadette F. | Project Developer |
| LLANTOS, Joneil Thom T. | Project Developer |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 06/12/17 | Marc Jimenez | Document created |
| 1.1 | 06/19/17 | Joey Dela Cruz | * Add Milestone deliverables (Milestone 1) |
|  |  |  |  |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc77392557)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc77392558)

[2.1 Project Status Report Details 3](#_Toc77392559)

[2.2 Project Status Report Template 3](#_Toc77392560)

[3 PROJECT STATUS REPORT APPROVALS 3](#_Toc77392561)

[4 APPENDICES 3](#_Toc77392562)

[4.1 Document Guidelines 3](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 3](#_Toc77392564)

# PROJECT STATUS REPORT PURPOSE

[Replace this text with a summary of the report′s purpose in reference to your specific project needs, or use the sample text below.]

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 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:]

* [Status of the Project]
  + This research aims identify and solve the problems encountered by a palmar hyperhidrosis patient when using his smartphone.

* + [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—Write with respect to planned expenditure, actual expenditure and deficit/surplus.]

* [Risk Management Report—Specify any changes to the major risks identified since the previous report and modification to the strategies put in place to manage them, if appropriate.]
* Possibility of Topic Change due to the topic being more on the field of Medical Engineering rather than Computer Science

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

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Marc Jimenez | Date:  06/12/17 | Reporting Period:  to |
| Project Overall Status:  The topic of the project is subject to change, due to conflicts in final deliverables. | | |
| Project Summary:  [Replace this text with a brief statement of project performance not covered in the remainder of the report.] | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Migration of INTSDEV files to GitHub and OneDrive | 06/09/17 | 100% |  | | * The Github proficiency of all members | 06/19/17 | 80% | [On Schedule] | | * Had a project topic consultation with the Director of Computer Science, Mr. Ernesto B. Boydon. | 06/19/17 | 100% | [On Schedule] | | Milestone 2 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | 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** | |  |  |  |  | |  |  |  |  | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] | | [Description of Risk] | [High/Medium/Low] | [High/Medium/Low] | [High/Medium/Low] | [Description] | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Possibility of Topic Change | High | 06/23/17 | Open | * Possibility of Topic Change due to the topic being more on the field of Medical Engineering rather than Computer Science | | [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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

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

Project Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

