

**Project Status Report**



**Project Name:** Mary Kay Inventory System

**Department:**

**Focus Area:**

**Product/Process:**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Ruby Elizabeth Bisbal | Project Manager |
| Henley McCoy M. Macagba |  |
| Princess Hannah Bangibang |  |
| Kevin Matthew Austria |  |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 |  |  | Document created |
|  |  |  |  |
|  |  |  |  |

**TABLE OF CONTENTS**

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

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc77392558)-6

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

[2.2 Project Status Report Template 3](#_Toc77392560)-6

3 PROJECT STATUS REPORT APPROVALS 6

APPENDICES 7

4.1 Document Guidelines 7

4.2 Project Status Report Sections Omitted 7

# 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. Its purpose is to provide the Company, the Professor, and the Project Adviser and the project team with a consistent, concise and informative summary of the project status on a daily basis.



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

Event table, Use Case Full Description, Context Flow Diagram, Data Flow Diagram are to be accomplish on this week focusing on the system of our client Mary Kay.

* [Status of the Project]

* + [Project Description.]
    - Mary Kay Purchase Ordering System with Inventory program that helps vendors manage their inventories, allowing the user to add products into and remove products from the inventory, and also can add the quantity of products available in the inventory.

* + [Milestone Deliverables for the last reporting period.]
    - Last week’s deliverables such as Project Proposal, Project Budget, Budget Proposal and Adviser List are all on schedule.

* + [Project impact of success or failure of milestone deliverables for the remaining period of the project.]
    - If one of these deliverables are not submitted, then succeeding documents to be submitted might be delayed.
* [Budget Report- Printing Cost 75.00

* [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.]
* [Issues Report – No issues Report ]

* [Project recommendations - cooperation from all the team members and taking responsibilities for the sake of the project]

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name: Mary Kay Inventory System | | |
| Prepared By:  Ruby Elizabeth Bisbal  Henley McCoy M. Macagba  Princess Hanna Bangibang  Kevin Matthew Austria | Date:  7/1/2014 | Reporting Period:  to |
| Project Overall Status:  All deliverables are on schedule at the moment. | | |
| Project Summary:  Establish communication with the company/agency Manager and IT personnel to ensure accuracy in all the process aspects. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Proposal Letter | 6/20/14 | 100% |  | | * Budget Proposal | 6/27/14 | 100% |  | | * Project Adviser Request | 6/16/14 | 100% |  | | Milestone 2 | | | | | * Event Table | 6/27/14 | 50% |  | | * Use Case | 6/27/14 | 50% |  | | * Data Flow Diagram | 6/27/14 | 50% |  | | | |
| **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** | | [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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

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

Project Advisor

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

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

