

**Project Status Report**



**Project Name: MANTIS**

**Department:**

**Focus Area: Human Resources Management**

**Product/Process: Human Resource Information System**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Johann Paul Alpapara | Project Manager |
| Justin Mark Siccion | Project Researcher |

**Project Status Report Version Control**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.2 | 07/15/16 | Johann Alpapara | Document updated |
| 1.4 | 07/18/16 | Justine Siccion | Diagrams added |
| 1.7 | 07/29/16 | Justine Siccion | Updated documents and diagrams |
| 1.9 | 08/5/16 | Justine Siccion | More Diagrams added but incomplete |
| 2.0 | 08/17/16 | Justine Siccion  Johann Alpapara | Building prototype and revising documents |
| 2.2 | 08/21/16 | Justine Siccion | Configure Prototype and Finalizing diagrams |
| 2.2.1 | 7/21/16 | Justine Siccion  Johann Alpapara | Revising Diagrams and Database and Creating Draft for Project Scope and Vision Document and Statement of Work. |
| 2.2.2 | 16/10/16 | Justine Siccion  Johann Alpapara | Creating Draft for Gantt char and Activity List Documents |
| 2.2.3 | 18/10/16 | Johann Alpapara | Building Leave and Employee Information Modules |

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# PROJECT STATUS REPORT PURPOSE

Learned the needs of the current client. HRIS is needed for faster and better management of the Human Resources management office for the City Government of Paranaque.



# PROJECT STATUS REPORT

## Project Status Report Details

MANTIS HRIS

* System Configuration phase
  + Team revising and configuring system database for it is crucial in building the system using Yii2.0
  + Revising Diagrams and Database based on newly acquired information from the client
  + Team studying current existing Open-source HRMS systems.
  + Diagrams and Documentations currently on going before in preparation for presentation of systems for the client.
  + Fast team collaboration for doing documentations determining the success of the project.
  + Creating a Draft for the Project Vision and Scope Documentation to be presented.
  + Creating draft of Statement of Work to be presented.
  + Creating Gantt chart and Activity List documents to be presented.
  + Building Leave and Employee Information Modules
* Possible Transportation expenses.
* Unavailability of the team or the client creates negative impact for the progress of the project.
* Early scheduling of interview for the client to be ahead of the project planning schedule.

## Project Status Report

|  |  |  |
| --- | --- | --- |
| Project Name: MANTIS HRIS | | |
| Prepared By:  Justine Mark D. Siccion | Date:  24/10/16 | Reporting Period:  24/10/16 to 30/10/16 |
| Project Overall Status:  Currently Studying the existing Open-source HRS that will be configured. Client to be interviewed to ask all needed information. Revising Diagrams and Database based on newly acquired information from the client. Project Vision and Scope Documentation draft still in progress to be presented. Also creating the Gantt chart and Activity List documents. Statement of Work still in progress to be presented also. | | |
| Project Summary:  Revising Diagrams and finalizing database for the system. Project Scope and Vision draft in progress for presentation. And Creating Gantt chart and Activity List documents. Statement of Work still in progress to be presented also. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Diagrams | 24/10/16 | 60% | On Schedule | | * Online Reports (Github, Onenote, Projects Wiki) | 24/10/16 | 60% | On Schedule | | * Information Collection (Online Sources and from Client) | 24/10/16 | 80% | On Schedule | | * Project Vision and Scope | 24/10/16 | 70% | On Schedule | | * Statement of Work | 24/10/16 | 70% | On Schedule | | * Gantt Chart | Unknown | 10% | On Schedule | | * Activity List | Unknown | 0% | On Schedule | | Milestone 2 | | | | | * Configuration of System | 24/10/16 | 30% | Behind Schedule | | * Online Reports (Github, Onenote, Projects Wiki) | 24/10/16 | 60% |  | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Milestone 1 | | | | | * Revised Diagrams | 30/10/16 | 70% |  | | * Revised Documents | 30/10/16 | 70% |  | | * Improve prototype | 30/10/16 | 35% |  | | Milestone 2 | | | | | * Collected all Reports | 23/10/16 | 70% |  | | * Interview Client | 23/10/16 | 80% |  | |  |  |  |  | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Information changes may lead to constant updates of deliverables. | The project schedule would be adjusted according to the delay of progress. | | | |
| **Project** **Budget/Financial Status**   |  |  |  |  | | --- | --- | --- | --- | | **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** | | NA | NA | NA | NA | |  |  |  |  | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | * System Design | High | High | High | Designing a proposed system | | * Updates in documentation | Medium | High | High | Updating few details | | * Prototype | High | High | High | Configuring and coding. | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Limited knowledge in coding using Yii2.0 | High | NA | Closed | Research and practice. | | * Client is hard to interview and does not accommodate us well. Will try to interview again to gather more information | High | 09/10/2016 | Open | Interview them ASAP.  Gather more info from the client. | | | |
| **Project Recommendations**   |  | | --- | | * Will the project be completed on time?   -The project will be behind the schedule   * Will the project deliverables be completed within acceptable quality levels?   -The project deliverables would be check by our project adviser to maintain its quality.   * 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**   |  | | --- | | For the next review the project documents and diagrams must be improved and organize.  Prototype must now start configuring and adding more working modules. The Scope and Vision Documentation should be almost complete for presentation. | | | |
| **Related Project Information**   |  | | --- | |  | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** Justine Mark D Siccion

Project Researcher

**Approved by** Jose Quesada

Project Advisor

Paranaque City Hall

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

