

# PROGRESS REPORT 2

2/2/18

CSPROJ

OTOM PAYROLL SYSTEM



# Project Status Report

**Project Name:** OTOM PAYROLL

**Department:** SOCIT

**Focus Area:** FINANCE

**Product/Process:** PAYROLL

**Prepared By:**

Document Owner(s)	Project/Organization Role
Kim Ibarra	Project Manager
Lean Carreon	Project Developer
Kevin Bregias	Project Developer
Benjamin Pedralvez	Project Developer

## Project Status Report Version Control

Version	Date	Author	Change Description
1.0	2/1/18	Kim Ibarra Lean Carreon Kevin Bregias Benjamin Pedralvez	<ul style="list-style-type: none"><li>Discussion regarding what are the final decision on what software to use for the system</li></ul>
1.0	2/1/18	Kim Ibarra Kevin Bregias Benjamin Pedralvez Lean Carreon	<ul style="list-style-type: none"><li>Revision in Project vision and scope document</li></ul>
1.0	2/1/18	Kim Ibarra Kevin Bregias Benjamin Pedralvez Lean Carreon	<ul style="list-style-type: none"><li>Draft in Project Charter</li><li>Group Meeting</li><li>Analyzation of problems that might occur</li></ul>

**Confidential**

Project Status Report WEEK2

Last printed on 2/2/2018 3:29:00 PMPM

## TABLE OF CONTENTS

<b>1</b>	<b>PROJECT STATUS REPORT PURPOSE.....</b>	<b>3</b>
<b>2</b>	<b>PROJECT STATUS REPORT TEMPLATE.....</b>	<b>3</b>
2.1	Project Status Report Details .....	3
2.2	Project Status Report Template .....	3
<b>3</b>	<b>PROJECT STATUS REPORT APPROVALS.....</b>	<b>6</b>
<b>4</b>	<b>APPENDICES .....</b>	<b>7</b>
4.1	Document Guidelines .....	7
4.2	Project Status Report Sections Omitted.....	7

## 1 PROJECT STATUS REPORT PURPOSE

The project Status Report is a document that will help to track down the changes of the document, for further improvement of the project. The status report of the project will be useful to client, professors and whoever needs it.

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.

## 2 PROJECT STATUS REPORT TEMPLATE

### 2.1 Project Status Report Details

- Weekly Consultation with Project Adviser and consultant
- Revisions in Project vision and scope document
- Draft in Project Charter

### 2.2 Project Status Report Template

Project Name		
Prepared By: Benjamin T. Pedralvez Kim Ibarra Lean Carreon Kevin Bregias	Date: 2/1/18	Reporting Period: 1/31/18 to 2/1/18
Project Overall Status: Finalized Project Vision and Scope document. Draft in Project Charter		
Project Summary: Project documentation was finalized and had a meeting what software is best for payroll system.		
Project impact of milestone success or failure for project remainder		
The final revisions of Project Vision and scope document	[Replace this text with a brief description of any changes to the project schedule required as a result of the amended milestone(s).]	
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			
• Project Vision and scope document	2/4/18	100%	[On Schedule]
• Draft :Project Charter	2/4/18	50%	[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 Budget/Financial Status**

Budget Item	Planned Budget	Actual Cost	Variance/Explanation
N/A			
N/A			

**Project Risk Management Status**

Risk and Description	Risk Chance	Risk Impact	Risk Priority	Change from Last Review
<ul style="list-style-type: none"> <li>Software to use</li> </ul>	Low	Low	High	
<ul style="list-style-type: none"> <li>N/A</li> </ul>				

**Project Issue Management Status**

Issue and Description	Project Impact	Target Due Date	Issue Status	Issue Resolution
N/A				

**Project Recommendations**

Consultation with the Project adviser and Consultant are important for guidance and further improvement. Decide what best for the project.

Consultation with the client to see the goals and objective of the project.

**Objectives for Next Project Status Review**

Finalized Project vision and scope document. Draft: Project Charter

**Related Project Information**

N/A

---

### 3 PROJECT STATUS REPORT APPROVALS

Prepared by Kim Ibarra  
Project Manager

Approved by  Jayvee Cabardo 2/2/18  
Project Advisor

---

Client Sponsor