

**Project Status Report**



**Project Name:** Tapsibog Inventory

**Department:**

**Focus Area:**

**Product/Process:**



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Owen Ylaya | Team Leader |
| Kenneth Romero | Member |
| Ron Legaspi | Member |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | NA | NA | NA |
|  |  |  |  |
|  |  |  |  |

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# PROJECT STATUS REPORT PURPOSE

Learned the inventory system of current client

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

Diagram making

* Inventory Management System
  + Inventory management software is a computer-based system for tracking inventory levels, orders, sales and deliveries. It can also be used in the manufacturing industry to create a work order, bill of materials and other production-related documents.
  + Create and inventory system for the client
* Documentation expenses and some transportation expenses
* Error’s in the inventory management results that might affect money and cause chaos
* Create prototypes and always have a communication with the client

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Ylaya, Romero, Legaspi | Date:  08/15/2016 | Reporting Period:  06/28/2016 to 08/15/2016 |
| Project Overall Status:  Making Diagrams | | |
| Project Summary:   * [Inventory control](https://www.tradegecko.com/product-tour/inventory-control-system) - improve tracking and control over inventory activities and stock movements * [Inventory optimization](https://www.tradegecko.com/product-tour/inventory-optimization) - anticipate demand and receive reorder alerts in time so you'll never experience stockouts again | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Make Diagrams | | | | | * Class Diagrams | July 2016 | 90% |  | | * Use case diagram | July 2016 | 80% |  | | * Prototype | Aug 2016 | 35% | [Behind Schedule] | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Existing System | | | | | * Use Case Diagram | March 2016 | 100% |  | | * Activity Diagram | March 2016 | 100% |  | | * Event Table | March 2016 | 100% |  | | | |
| **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** | | Fare (estimated per day) |  |  | Fare expenses during meeting. | | Printing | P 500.00 | P 350.00 | Expenses for the documents during defense or need to submit. | | | |
| **Project Risk Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk and Description** | **Risk Chance** | **Risk Impact** | **Risk Priority** | **Change from Last Review** | | Code Errors   * Syntax Errors * Logical Errors | Medium | High | High |  | | Difficulty in analyzing the Professor’s expectation. | High | High | High |  | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | Time Management | High | July 20 2016 | Open | The task must be divided individually | | * Time Conflict | Low | July 2016 | Open | Have a schedule | | | |
| **Project Recommendations**   |  | | --- | | * Will the project be completed on time and on budget? Yes  * Will the project deliverables be completed within acceptable quality levels? Yes  * Are scope change requests being managed successfully? Yes  * Are project issues and risks being addressed successfully and mitigated? Yes  * Are all customer concerns being addressed successfully?]Yes | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Focus on projects and avoid laziness and must practice communication with teammates | | | |
|  | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

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

Project Advisor

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

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

