Final Project Status Report

Your Name: Xiaoyun Bian

Project Title: Robot Replaceability Radar

Date of report: 04/17/2024

1. Project Status and Explanation:

Project Status Area	Status (RYG)	Explanation
1. Overall Project Status	🟢	The project is on track, with all milestones met as per the schedule.
2. Project Schedule	🟢	The project timeline is being adhered to, with the proposal, requirements document, and WBS report completed on time.
3. Project Deliverables	🟢	All planned deliverables, including the project proposal, requirements specification, and change plan, have been finalized successfully.
4. Resources & Collaboration	🟢	Resources are being utilized efficiently, and collaborative efforts have resulted in the successful refinement of the Chatbot tool.
5. Changes	🟢	Changes have been managed proactively, with client consultations leading to positive revisions of the A/B test plan.
6. Communication	🟢	Consistent and clear communication has been maintained with the clients, keeping informed and engaged.

For status above, indicate **Red**, **Orange**, or **Green**:
-   **Red**: Critical issues, serious risks to project, significant intervention must occur to achieve success, potential for stoppage of project activity. Project slipping by 5+ days, and resources uncommitted to meet deliverables
-   **Orange**: Some major issues, moderate risk to project, must monitor closely, some internal or/and external dissatisfaction with progress. Project plan slipping by 2+ days.
-   **Green**: No major issues, minimal risk to project, on target with expected outcomes, project on schedule, everyone satisfied with progress.

2. **List All Completed Project Tasks:**
   - Finalization of the project proposal outlining objectives, goals, and methodology.
   - Development of the comprehensive requirements specification document.
   - Developed WBS report and the change plan
   - Established the Chatbot and refine the tool
   - Consulted clients and revised the A/B test plan to test the "Robot Replaceability Radar."

3. **List any concerns or issues that need the professor's involvement:**
   - Not sure about the A/B trail, compare the outcome of human beings and chatbot or compare training and testing group. (solved)

4. **Next series of tasks to complete:**
   - Finish the A/B test
   - Writing and summary the final report

Please document the end of the project checklist of deliverables.
Please document how you accomplished these items

- ☑ Did the you arrange *at least* four meetings with the client during the project:
  - ☑ Initial meeting to launch project
    DATES: 01/15/2024
  - ☑ Second meeting no more than two weeks after launch to review objectives
    DATES: 02/11/2024
  - ☑ Third meeting to review progress no more than two months after launch
    DATES: 04/09/2024
  - ☑ Final meeting to present results and hand in deliverables.
    DATES: 04/30/2024

- ☑ Have you or will you provide a final report conforming to the template provided by the client?
-- Yes, I will draft a final report template after finishing the A/B test for the clients.

- ☑ Will you or have you provide a repository of all final project files and a README user document in a public GitHub repository?
-- Yes, I will upload the documents in Github.

- ☑ Did you send weekly progress reports in written and email formats? These reports should include a summary of what has been accomplished in the past week, what tasks

will be tackled in the upcoming week, and any issues that require resolution and input from the client.

-- Yes, I've wrote status reports and had meetings with my clients to report and check the project process.

5. Sponsor Signoff

Sponsor indicates agreement with the above status report:

DocuSigned by:

Siri Kostanyan

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By (signature): _____

Project Sponsor

Printed Name: _____ Siri Kostanyan_____

Please print in English