

**Project Status Report**



**Project Name:** Revenue Management System for SM Hotels and Conventions

**Department:**  School of Computing and Information Technology

**Focus Area:** SM Hotels and Conventions

**Product/Process:** ­Revenue Management System



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
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**Project Status Report Version Control**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 04/05/17 | Nicole Angelyn T. Lopez | Document created |
| 2.0 | 04/09/17 | Nicole Angelyn T. Lopez | * Abstract * Problem Statement * Context Diagram * Use Case Diagram |
|  |  |  |  |

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# PROJECT STATUS REPORT PURPOSE

The Project Status Report is for the benefit of the team in which members would be able to review clarifications about what has been done and which tasks are pending through regular reports. Additionally, the stakeholders may view the milestones appropriated by the team and decide whether or not the milestones are within the project’s best interests.



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

[Replace this text with project status details for your key project stakeholders, focusing on milestone deliverables. This Report must include the following points, though more may be added:]

* The project is currently in the beginning of the creation of a prototype for the benefit of the stakeholders.

* + [Project Description.]
  + The appointed milestones over the last period were mainly about appointing a professor as project advisor and another one as a project consultant and having discussions with them pertaining to the approach that the team may take to creating our prototype, and establishing a regular schedule with representatives from the team’s clients.
  + Finding the correct advisor, consultant, and establishing rapport with the client is crucial as the information coming from them would form the backbone of how the system would be designed and would function.

* [Budget Report—Write with respect to planned expenditure, actual expenditure and deficit/surplus.]
* The most probable risk to the group is posed by the lack of communication present between the client and the team. As user requirements virtually come from the clients and their expected output, delays and misunderstandings may lead to prototypes to not fit to be presented due to either conflicts with the client’s wants or the project not being completed within the time frame.
* The lack of communication may affect the project greatly, without a proper communication with the client the project may not result a desired output.
* The team needs to contact the people under involved company sectors (e.g. marketing and sales, IT) in order to find out more of the technical details and the elemental functions of the desired output. This would require a more organized form of talking with the clients and the project advisors as well improved internal communication.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Andrey Bryan M. Buzon | Date:  06/17/17 | Reporting Period:  06/12/17 to 06/19/17 |
| Project Overall Status:  The team is currently studying software tools recommended by the project advisor as well as setting a goal to create a rudimentary user interface. | | |
| Project Summary:  As recommended, the team will start studying concepts about frameworks, creating a simple user interface, and finding out more of the operational details from representatives from the client. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Finalize who to choose as project advisor and project consultant | | | | | * Find and appoint a project advisor | 06/16/17 | 100% | On Schedule | | * Discuss the general project objectives and case facts with the project advisor | 06/16/17 | 100% | On Schedule | | * Appoint a project consultant | 06/16/17 | 100% | On Schedule | | * Create a general approach to prototyping the system through recommended tools and UI creation | 06/16/17 | 100% | On Schedule | | Meet up with the client sponsor to discuss the project in greater length and specification. | | | | | * Establish a schedule for regular client discussions | 06/16/17 | 0% | Behind Schedule | | * Discuss more about the user requirements and operational details of the system | 06/16/17 | 0% | Behind Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Meet up with the client sponsor to discuss the project in greater length and specification. | | | | | * Establish a schedule for regular client discussions | 06/23/17 | 0% | Behind Schedule | | * Discuss more about the user requirements and operational details of the system | 06/23/17 | 0% | Behind Schedule | | Create a prototype of the system | | | | | * Form a create interface | 06/23/17 | 0% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Milestone scope is now shifted towards obtaining more user requirements and creating an initial prototype for presentation. | The deadline of the task of meeting with the client and establishing a formal schedule with the representative/s is to be extended until the period 06/19/17 until 06/23/17 | | | |
| **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** | | Failure to create a prototype might lessen the chance of understanding the requirement of the client. | Low | Medium | Medium | [Description] | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * None | - | - | - | - | | * None | - | - | - | - | | | |
| **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?]   The team’s primary concern is being able to establish a formal schedule for the client, as well as meeting with more representatives from the stakeholder as this proves to be unsuccessful until now. This is very important as various elements – such as the budget – cannot yet be determined, affecting estimates and the time frame for the entire term-project period. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The next period is to be more focused with finding some of the more elementary features that the desired system would have in order to start the creation of the system prototype. To do this, at least a single meeting with the client is required during the next reporting period. | | | |
| **Related Project Information**   |  | | --- | | * Official project documentation page   <http://projects2.apc.edu.ph/wiki/index.php/Forecasting_Module_for_Revenue_Management_Tool_for_Taal_Vista> | | | |



# PROJECT STATUS REPORT APPROVALS

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

Project Manager

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

Project Advisor

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Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

