

**Project Status Report**



**Project Name:** Sentiment Analysis of Unstructured, Website-based Client Reviews and Feedback Using Natural Language

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

**Focus Area:** SM Hotels and Conventions

**Product/Process:** Sentiment Analysis



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| James Baldelomar | Project Manager |
| Joshua Morales | Project Developer |
| Nathaniel Melad | Project Developer |
| Hugo Dimaranan | Project member |
| Rene Valguna | Project member |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 04/05/17 | Joshua Morales | Document created |
| 1.1a | 04/09/17 | Joshua Morales | * Context Diagram * Use Case Diagram |
| 1.1b | 04/09/17 | Nathaniel Melad | * Problem Statement |

**TABLE OF CONTENTS**

[1 PROJECT STATUS REPORT PURPOSE 3](#_Toc77392557)

[2 PROJECT STATUS REPORT TEMPLATE 3](#_Toc77392558)

[2.1 Project Status Report Details 3](#_Toc77392559)

[2.2 Project Status Report Template 3](#_Toc77392560)

[3 PROJECT STATUS REPORT APPROVALS 3](#_Toc77392561)

[4 APPENDICES 3](#_Toc77392562)

[4.1 Document Guidelines 3](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 3](#_Toc77392564)

# PROJECT STATUS REPORT PURPOSE

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

As of now, the project is currently composed of only the documentation from the

project’s phase of understanding the problem domain.

* The project is currently in the planning stage
  + The project is a sentiment analysis tool for SM Hotels and conventions
  + Revising the project documents as dictated by last term’s panellists.
  + Upon success, the project will have a clearer outline of future activities required for planning and development.
* Fixing the proper documentation specifically the related literature in the wiki.
* Lack of communication with the client, causing misconceptions with the projects purpose and involvement in a company. And lack of a proper project adviser.
* Proper contact with the client for clarification of misunderstandings and of the other slackers of the group.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Nathaniel Melad | Date:  06/15/17 | Reporting Period:  06/05/17 to 06/11/17 |
| Project Overall Status:  Project has just finished problem identification and specification stage and is currently on the planning stage for prototype creation. | | |
| Project Summary:  The context diagram, data flow diagrams and the use case diagrams were revised per the comments provided by the panelists in the final project presentation during INTSDEV. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Revise paper according to panelist input | | | | | * Making the problem statement more concise and clear | 04/12/17 | 100% | On Schedule | | * Restructuring the statement of objectives to become more measurable. | 04/12/17 | 100% | On Schedule | | * Correcting operational mistakes seen in the contextual diagram | 04/12/17 | 100% | On Schedule | | * Recreating the data flow diagrams according to the changes made in the conceptual diagram. | 04/12/17 | 100% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Finalize who to choose as project advisor and project consultant | | | | | * Find and appoint a project advisor for the project | 06/15/17 | 0% | On Schedule | | * Discuss the general project objectives and facts with the advisor | 06/16/17 | 0% | On Schedule | | * Find and appoint a project consultant | 06/16/17 | 0% | On Schedule | | Meet up with the client sponsor to discuss the project in greater length and specification. | | | | | * Discuss more of the user requirements the sponsors require of the project | 06/16/17 | 0% | Behind Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Milestones are yet unlikely to change as the project is still in the last stages of the information-planning stage. | Presently, there are no milestones to be amended as the current ones are mostly finishing touches to the paper which was a requirement last term. | | | |
| **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** | | * The final program has a chance of becoming inaccurate or ineffective if the technical details are not clarified with the client. | Low | High | High | We understand the general purpose of our project, but we need to know the specific processes (i.e. formula) that the data will go through. | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Limitations stemming from the lack of communication with the client since they are also busy with their work. | High | 06/21/17 | Open | The group is currently waiting for news regarding the next meeting with the client. They are also actively seeking methods to contact the client themselves | | * Possibility of going behind schedule if the developers need more experience in programming. | High | 06/21/17 | Open | As students, programming as professionals is not something we experience on a day to day basis, but as we progress with the project, we further solidify the knowledge we gain from our studies. | | * Members lacking commitment to the project | High | 06/21/17 | Open | Proper briefing should be given to members that are lacking commitment and contribution to the overall result of the project. | | | |
| **Project Recommendations**   |  | | --- | | The requirements from the client seems to be clear and concise for the group. However, the team is stuck at the dead-end of starting the project development. At the basic level, the group already knows what has to be done but on the other hand, they do not know where to start. Further consultation with the project adviser will be organized so that the team will be enlightened slowly, but surely, about the technical side of the project. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | As of now, the objectives for the next status report are yet to be clarified. After the weekly consultation, the team hopes that some parts of the objectives will be clear enough in order to be addressed. | | | |
| **Related Project Information**   |  | | --- | | [Replace this text with an attachment or link to other relevant information that can be included with this project status report. Examples include:   * Budget Report Summary  * Issue Record Report  * Scope Change Report  * Project Work Plan  * Project Metrics/Statistics  * Quality Management Review.] | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** James Baldelomar

Project Manager

**Approved by** Ernesto Boydon

Project Advisor

Neil Rumbaoa

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

