

**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** |
| 1.1c | 06/14/17 | Joshua Morales | * Initial Data Flow Diagram revised |
| 1.1d | 06/14/17 | Nathaniel Melad | * Current System Event Table created |

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# 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:  James Baldelomar | Date:  06/17/17 | Reporting Period:  06/12/17 to 06/18/17 |
| 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 | | | | | * Revised the Initial Data Flow Diagram of the proposed system | 06/12/17 | 100% | On Schedule | | * Created the Event Table based on the current system | 06/12/17 | 100% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Revise the tables and diagrams from the previous documentation | | | | | * Revise the Event Table which should be based on the proposed system | 06/19/17 | 0% | On Schedule | | * Create a Use Case Diagram for the project | 06/19/17 | 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 to be achieved are changing depending on the project as the progress increments over time. | The previous milestones served as the basis of the newer ones which aims to thoroughly clarify and describe the diagrams. | | | |
| **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 specifications such as the employee assigned, the department, and the recipient of the report. | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * 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. | | * Limitations stemming from the lack of communication with the client since they are also busy with their work. | Medium | 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 since the developers need more experience in programming. | High | 06/28/17 | 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. | | * Lack of factual knowledge about the technicalities of the whole project | High | 06/21/17 | Open | Members should study more about the details of the project from concept to concept in order to establish concrete understanding. | | * Late completion of paper requirements | Low | 06/21/17 | Open | Papers must comply to the required date of submission so that the schedule of activities will not be disrupted. | | | |
| **Project Recommendations**   |  | | --- | | The team still needs some word of advice from the client and the project advisor to have a clear mind of what they are required to do. Little by little, the team creates the expected diagrams that will give basic information not only for the team but also for the adviser as well. From time to time, the team will be matured enough to take the project requirements head on especially with the programming part. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The objectives for the next status report is to establish the different diagrams and then verify it to the project adviser. | | | |
| **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

