

**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**   |  | | --- | | [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?] | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | [Replace this text with a brief outline of project expectations for key project stakeholders to consider for the next review.] | | | |
| **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

