

**Project Status Report**



**Project Name:** Forecasting Module for Revenue Management Using Artificial Intelligence Techniques

**Department:** SoCIT



**Prepared By:**

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**Project Status Report Version Control**

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| **Version** | **Date** | **Author** | **Change Description** |
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| 5.0 | 07/03/17 | Katelyn Anne S. Calma | * Event Table * Use Case Definition * Use Case Diagram * Further Research * Comparative Study * Deployment Diagram * Object Diagram * Activity Diagram |
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| 8.0 | 07/31/17 | Katelyn Anne S. Calma  Jim Jemarc P. Castillo  Eugene B. Delfin | * Post-Presentation Revision of UML Diagrams   + - * Use Case Diagram       * Object Diagram       * Deployment Diagram       * Activity Diagram       * Class Diagram       * Timing Diagram       * State Diagram       * Communication Diagram       * Sequence Diagram       * Composite Structure Diagram       * Component Diagram       * Package Diagram       * Interaction Overview Diagram |
| 9.0 | 08/07/17 | Katelyn Anne S. Calma | * Finalized UML Diagrams * Follow up email with client * Initial ERD |
| 10.0 | 08/14/17 | Katelyn Anne S. Calma |  |

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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

The group is getting ready for their final presentation in class. They have finalized their plans and are already in the process of building their prototype for the system. They are also preparing their documentation in time for the presentation.

* The project is now in the building stage but is still being documented.
  + The group had a meeting with their client last Tuesday, Aug. 8, 2017. The group was able to collect new data and clarify things that would help them create a better system.
  + The group is also in the final stages of their ERD.
  + They have started on their working prototype which already has a database and can import a CSV file.
* The group faces the risk of not being cleared for presentation on Aug. 22, 2017. This may be because their ERD turns out to be wrong or that their working prototype is insufficient.
* The group needs to present at least 40% of their working prototype on Aug. 22, 2017. As of now, the group has only accomplished 10% of their prototype.
* For the next status review, the group should have added some features to their initial prototype. They should have finalized the database and sample data

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared By:  Katelyn Anne S. Calma | Date:  08/14/17 | Reporting Period:  08/08/17 to 08/14/17 |
| Project Overall Status:  The project in now in the building phase. The group is now concentrated on their initial working prototype. The group is also doing the necessary preparations for their presentation. These preparations include organizing their documentation and having a mock defense with their project adviser. | | |
| Project Summary:  The group has created their ERD. They decided to gather sample data using excel spreadsheets to check the relationships in the ERD before creating the database. Aside from focusing on their system’s database, the group is working on importing a CSV file into the system. The csv file will then be read by the system. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | ERD | | | | | Planning ERD | 08/07/17 | 100% | Behind Schedule | | Initial ERD | 08/14/17 | 100% | On Schedule | | Prototype | | | | | Initial Prototype | 08/21/17 | 10% | Behind Schedule | | Client Meeting | | | | | Scheduled meeting with client | 08/08/17 | 100% | On Schedule | | Project Documentation Updates | | | | | GitHub | 09/01/17 | 40% | On Schedule | | Planner | 09/01/17 | 50% | On Schedule | | Projects2.wiki/ | 09/01/17 | 50% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Prototype | | | | | Initial Prototype | 08/21/17 | 10% | Behind Schedule | | Mock Defense | | | | | * Mock defense with project adviser | 08/18/17 | 0% | On Schedule | | Project Documentation Updates | | | | | GitHub | 09/01/17 | 50% | On Schedule | | Planner | 09/01/17 | 75% | On Schedule | | Projects2.wiki/ | 09/01/17 | 75% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | The group has succeeded in creating and ERD and initial prototype. They also attended a meeting with their clients, Sir Neil. | The information gathered from the meeting will help in creating the group’s prototype. The ERD created will be the basis of their system’s database. | | | |
| **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** | | Not cleared for presentation   * ERD is wrong * Prototype is insufficient | Medium | High | High | The group has revised their ERD. During their first attempt, they had already created a database and model/view/controllers based on their ERD. However, during population of data, they noticed some discrepancies and redid their ERD. This took some time. | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | Group may not finish their prototype on time | High | 08/21/17 | Open | The group needs to present at least 40% of their working prototype on Aug. 22, 2017. As of now, the group has only accomplished 10% of their prototype. The group may not be ready to present in time for their scheduled defense. | | | |
| **Project Recommendations**   |  | | --- | | The project will be completed on time as long as the group follows the schedule. Rest assured that the group is exerting their best effort in accomplishing the tasks at hand. They frequently communicate with their client regarding their project. They are also working on mitigating issues and risks that can affect the project with the help of their project adviser and professors. Furthermore, the group is working double time to catch up on their schedule and be prepared by the scheduled final presentation on August 22, 2017. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | For the next status review, the group should have added some features to their initial prototype. They should have finalized the database and sample data. Furthermore, they should undergo a mock defense with their project adviser. During this mock defense, it would be known whether or not the group is approved for presentation on Aug, 22, 2017. | | | |
| **Related Project Information**   |  | | --- | | * Initial ERD      * All 13 UML Diagrams can be viewed in Forecast Module-1 Plan in Planner, Forecast Module-1 repository in GitHub and Forecast Module-1 board in Trello. * Notes during latest meeting with client:   + Room others pertain to special packages offered e.g. rooms accommodated for a wedding package.   + Last forecast happens at the beginning of the month – specifically within the first week of the month. It can also mean the forecasted value that was generated a month beforehand.   + Budget is created by the General Management before the year starts.   + Things to be forecasted by the system are:     - * Revenue       * Occupancy       * ADR       * RoomsRevPAR   + Forecasts are based from Last Year, Last Month and daily data.   + Growth Rate = Actual/Budget   + Comp in Room Segmentation means complimentary or a free room.   + HSE-USE stands for house use. This occurs when the hotel’s employee uses a room for free.   + Complimentary rooms and House-use rooms are tracked for their corresponding costs.   + The Room Segmentation report given is made up of actual figures.   + The sales department only uses graphs for the sake of reporting.   + Each segmentation was discussed thoroughly during the meeting.   + The client wants a way to override the system.   + The output of the system is not to be stored in Opera.   + A day ends at 12 midnight therefore, data for the day is consolidated during this time. | | | |



# PROJECT STATUS REPORT APPROVALS

# PROJECT STATUS REPORT APPROVALS

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Project Manager

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Project Advisor

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Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

