



Project Status Report

Project Name: Forecasting Module
Department: School of Computing and Information Technology
Focus Area: SM Hotels and Conventions
Product/Process: Forecasting Module

Prepared By:

Document Owner(s)	Project/Organization Role
Andrey Bryan Buzon	Project Manager
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Project Status Report Version Control

Version	Date	Author	Change Description
1.0	04/05/17	Nicole Angelyn Lopez	Document created
2.0	04/09/17	Nicole Angelyn Lopez	<ul style="list-style-type: none">• Abstract• Problem Statement• Context Diagram• Use Case Diagram

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1 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.

2 PROJECT STATUS REPORT TEMPLATE

2.1 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 requirements given then entirely revolved around revising - and in some cases recreating – various parts of the paper.

- The project is currently in the late sections of the planning stage.
 - The project is a Revenue Management Tool with the intended use of being deployed in the hotel industry, specifically to be used by SM Hotels and Conventions.
 - Per the instructions of the panellists and the project advisor from last term, the deliverables for this term are entirely composed of revising various sections of the paper such as the problem statement, objectives, context diagrams, data flow diagrams, use-case diagrams, and the creation of questions as various solutions.
 - Upon success, the project will have a clearer outline of future activities required for planning and development.
- 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.

2.2 Project Status Report Template

Project Name		
Prepared By: Andrey Bryan Buzon	Date: 06/15/17	Reporting Period: 06/05/17 to 06/11/17

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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 abstract, problem statement, 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	06/16/27	0%	Behind Schedule

Project impact of milestone success or failure for project remainder

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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.
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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
<ul style="list-style-type: none"> 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
[Description of Risk] <ul style="list-style-type: none"> [Item] [Item] 	[High/Medium/Low]	[mm/dd/yy]	[Open/Closed]	[Description]
[Description of Risk] <ul style="list-style-type: none"> [Item] [Item] 	[High/Medium/Low]	[mm/dd/yy]	[Open/Closed]	[Description]

Project Recommendations

Currently, the team is almost ready to move from the phase of understanding the problem domain and into the building and testing phase. However, much of the user requirements that would need to be obtained from the client are still missing. To address this, the team expresses interest in creating an organized system of meeting with the clients and advisors with clear schedules and more people from specific areas of the company are to be involved.

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Objectives for Next Project Status Review

A more structured approach towards building a prototype is required for the next reporting status. That is, the team will be asking more for the assistance with project advisor and representative/s from the client sponsor to be able to clarify user requirements and rudimentary system elements.

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.]

3 PROJECT STATUS REPORT APPROVALS

Prepared by Andrey Bryan M. Buzon
Project Manager

Approved by Jayvee Cabardo
Project Advisor
Neil Rumbaoa
Client Sponsor

6/20/17

4 APPENDICES

4.1 Document Guidelines

4.2 Project Status Report Sections Omitted
