

**Project Status Report**



**Project Name:** Revenue Management System for SM Hotels and Conventions

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

**Focus Area:** SM Hotels and Conventions

**Product/Process:** ­Revenue Management System



**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Andrey Bryan M. Buzon | Project Manager |
| Jade Ericson Adriano | Project Developer |
| Nicole Angelyn T. Lopez | Project Developer |
| Samantha Karin R. Munar | Project Developer |
| Justin A. Parado | Project Developer |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 04/05/17 | Nicole Angelyn T. Lopez | Document created |
| 2.0 | 04/09/17 | Nicole Angelyn T. Lopez | * Abstract * Problem Statement * Context Diagram * Use Case Diagram |
|  |  |  |  |

**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 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 the milestones are within the project’s best interests.



# PROJECT STATUS REPORT TEMPLATE

## Project Status Report Details

The project is currently in the phase of redefining gray areas in the user requirements. Upon further inspection, it has been found out that some sections can be further clarified and improved. Furthermore, this process would be a recurring one; that is, a trial-and-error approach would be done concurrently on a regular basis. Preliminary deliverables include documentation to show the stakeholder as well as some rudimentary and partial pieces of software for clients to judge.

* The project is currently in the beginning of the creation of a prototype for the benefit of the stakeholders.
  + The project is a revenue management system to be used by SM Hotels and Conventions. Using three performance metrics – occupancy rate, average daily room rate, revenue per available room - that hotels generally use, services provided can be used at the utmost efficiency to maximize revenue growth.
  + The meeting with the client has once again been postponed and has been moved to 06/29/17. In the meantime, deliverables from class are now revisions to the use-case diagram which – as a prerequisite – would also involve revising the event table. Following the revisions to the use case diagram, the team also made the revising of the dataflow and context diagrams a priority. Finally, the creation of a wireframe prototype has already been started and, after the estimate as to how long its formulation will entail, its due date has been moved to 06/30/17
  + Finding the correct advisor and consultant; as well as establishing rapport with the client is crucial for the information coming from them would form the backbone of the system’s design and function.
* 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 not fitting 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 proper communication with the client, the project may produce an output that is less than satisfactory.
* 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.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| Project Name | | |
| Prepared by:  Andrey Bryan M. Buzon | Date:  06/25/17 | Reporting Period:  06/19/17 to 06/25/17 |
| Project Overall Status:  The team is currently studying software tools recommended by the project advisor as well as setting a goal to create a rudimentary user interface. | | |
| Project Summary:  As recommended, the team will start studying concepts about frameworks, creating a simple user interface, and finding out more of the operational details from representatives from the client. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Meet up with the client sponsor to discuss the project in greater length and specification. | | | | | * Establish a schedule for regular client discussions | 06/23/17 | 0% | Behind Schedule | | * Discuss more about the user requirements and operational details of the system | 06/23/17 | 0% | Behind Schedule | | Create a simple wireframe prototype | | | | | * Create wireframe prototype featuring basic data input | 06/30/17 | 5% | Behind Schedule | | Revise UML elements of the documentation | | | | | * Revise event table | 06/27/17 | 95% | On Schedule | | * Revise use case diagram | 06/27/17 | 95% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Meet up with the client sponsor to discuss the project in greater length and specification. | | | | | * Establish a schedule for regular client discussions | 06/29/17 | 0% | Behind Schedule | | * Discuss more about the user requirements and operational details of the system | 06/29/17 | 0% | Behind Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Milestone scope is now shifted towards obtaining more user requirements and creating an initial prototype for presentation. | The deadline of the task of meeting with the client and establishing a formal schedule with the representative/s is to be extended until 06/29/17. | | | |
| **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** | | Failure to create a prototype might lessen the chance of understanding the requirement of the client. | Low | Medium | Medium | Prototyping process has already been started | | Achieving the marginal level of functionality for the prototype may not attained due to minimal communication with the stakeholders and/or team issues | Medium | High | High | Unresolved | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Getting a regular schedule to meet with the stakeholders has been very difficult to obtain until now. | High | 06/29/17 | Open | Issue is hoped to be closed by 06/29/17 when the team is supposed to meet the client from SM Hotels and Conventions again. | | * Work distribution is nonexistent among the team, overworking some while making others uninvolved | High | 06/23/17 | Closed | Issue is now resolved. It was addressed in a group meeting last 06/23/17 where work assignments were given and roles were assigned. | | | |
| **Project Recommendations**   |  | | --- | | The team’s primary concern is being able to establish a formal schedule for the client, as well as meeting with more representatives from the stakeholder as this proves to be unsuccessful until now. This is very important as various elements – such as the budget – cannot yet be determined, affecting estimates and the time frame for the entire term-project period. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The next period is to be more focused with finding some of the more elementary features that the desired system would have in order to start the creation of the system prototype. To do this, at least a single meeting with the client is required during the next reporting period. | | | |
| **Related Project Information**   |  | | --- | | * Official project documentation page   <http://projects2.apc.edu.ph/wiki/index.php/Forecasting_Module_for_Revenue_Management_Tool_for_Taal_Vista> | | | |



# PROJECT STATUS REPORT APPROVALS

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

