

**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 4](#_Toc77392561)

[4 APPENDICES 4](#_Toc77392562)

[4.1 Document Guidelines 4](#_Toc77392563)

[4.2 Project Status Report Sections Omitted 4](#_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

Recently, contact with the client cleared up a few misunderstandings the team had about the project. For instance, what the team thought the client would like to be automated, was in fact, already generated automatically by their own Opera system. This means the system created by the team will not have to generate its own report, rather, to use the existing report to generate a revenue forecast. This may lead to a change in the project’s title, as to follow the scope and limitations of the project. To demonstrate these changes, the team built an initial prototype that would show the structure of the finished product.

* After creating an initial prototype, further refining is in order as well as clarifying and redefining the scope of the project.
  + 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 milestones for this reporting period are centred around the client meeting which took place on 06/28/17.
  + The milestones regarding the meeting with the client have a very heavy impact on the project as it is the client itself who will obviously supply us with their requirements in order for us to create the system. Failing to have constant meetings with the client may as well render our project unable to progress.
* 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:  Justin A. Parado | Date:  07/02/17 | Reporting Period:  06/26/17 to 07/02/17 |
| Project Overall Status:  The project is currently focused on applying the agile methodology together with the client to establish a smoother communication throughout the development span of the project. In addition, the latest meeting with the client provided more information and the project needs some requirements to be updated accordingly. Another point of focus is the creation of the prototype which has already received an initial scrutiny. | | |
| Project Summary:  The focus of the project is to develop a forecasting module as a minimum requirement. However, depending on the team’s performance, additional feature can be added in pursuit of satisfying the client’s needs. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Meet with the client | | | | | * Establish a schedule for regular client discussions | 06/29/17 | 100% | Ahead of Schedule | | * Prepare questions to be asked | 06/27/17 | 100% | On Schedule | | * Establish a regular schedule | 06/28/17 | 100% | On Schedule | | * [If possible] Get client reaction concerning the prototype. | 07/07/17 | 0% | On Schedule | | Create a prototype of the forecasting module using Visual Studio (Non-functional) | | | | | * Graphical user interface | 06/27/17 | 100% | On Schedule | | * Basic program structure | 06/27/17 | 100% | On Schedule | | * List additional functions | 06/29/17 | 100% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | [If Required] Revise documentation | | | | | * Revise event table | 07/10/17 | 0% | On Schedule | | * Revise use case diagram | 07/10/17 | 0% | On Schedule | | * Revise fully-dressed use case diagram | 07/10/17 | 0% | On Schedule | | [If conditions apply] Tune up prototype | | | | | * Set up basic functionalities | 07/10/17 | 0% | On Schedule | | * Improve GUI | 07/10/17 | 0% | On Schedule | | * Implement the additional features (may be non-functional) | 07/10/17 | 0% | On Schedule | | Research about analytical methods in forecasting (predictive analytics) | | | | | * Learn more forecasting models | N/A | 0% | On Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | In case meeting with client does not happen, it will impact the project greatly and may result in lack of knowledge and delay of completion. | Schedule with client has been resolved to 06/28/17. | | | |
| **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. | | | |
| **Project Recommendations**   |  | | --- | | Cooperation with the client is imperative for the success of this project. This affects the project quality and speed of completion. Furthermore, the team’s schedule as students give them enough time to pay attention to the project, however, the availability of the client seems to be questionable. A lot of our current predicaments can be solved with a long and meaningful talk alone. Hopefully, this will be resolved on the next meeting with the client. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | Currently, the first prototype has been finished but is still awaiting reviews from our contact person (Sir Neil Rumbaoa). In the meantime, the group would focus more on learning about analytics on forecasting, and if the opportunity arises, a new prototype may be created as well. | | | |
| **Related Project Information**   |  | | --- | | * Official project documentation page   <http://projects2.apc.edu.ph/wiki/index.php/Forecasting_Module_for_Revenue_Management_Tool_for_Taal_Vista>   * GitHub Repository  1. SYSADD1: <https://github.com/seans888/Forecast-Module-2> 2. SYSADD 2: <https://github.com/srmunar/eXUSIA> | | | |



# PROJECT STATUS REPORT APPROVALS

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

Project Manager

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

Project Advisor

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

Client Sponsor



# APPENDICES

## Document Guidelines

## Project Status Report Sections Omitted

