

**Project Status Report 3**



**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** |
| 1.1e | 06/21/17 | Joshua Morales | * Created Event Table of the proposed system |
| 1.1f | 06/21/17 | Nathaniel Melad | * Created a Use Case Diagram |

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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 project is currently in the planning stage
  + Upon success, the project will have a clearer outline of future activities required for planning and development.
* Lack of communication with the project adviser, causing misconceptions with the project's purpose and involvement in a company.
* Proper contact with the project adviser for documentation verification and dealing with the other slackers in the group.

## Project Status Report Template

|  |  |  |
| --- | --- | --- |
| **Project Name** | | |
| Prepared By:  James Baldelomar | Date:  06/24/17 | Reporting Period:  06/19/17 to 06/25/17 |
| Project Overall Status:  The project documentation, specifically on the stage of establishing the diagrams which will serve as infographics, is still on progress. | | |
| Project Summary:  One by one, each diagram required for the project documentation is being constructed. Currently, the group has been complying with the requirements and slowly moves on towards designing the first prototype. | | |
| **Milestone Deliverables performance reporting over last period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Revise paper according to panelist input | | | | | * Revised the Event Table based on the proposed system | 06/19/17 | 100% | On Schedule | | * Created the UML Use Case Diagram | 06/19/17 | 100% | On Schedule | | | |
| **Milestone Deliverables scheduled for completion over next period**   |  |  |  |  | | --- | --- | --- | --- | | **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** | | Revise the tables and diagrams from the previous documentation | | | | | * Revise the initial UML Use Case Diagram of the current system. | 06/26/17 | 0% | On Schedule | | * Create a Use Case Description for the project | 06/26/17 | 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 | 06/28/17 | 0% | Behind Schedule | | | |
| **Project impact of milestone success or failure for project remainder**   |  |  | | --- | --- | | Milestones to be achieved are changing depending on the project as the progress increments over time. | The previous milestones served as the basis of the newer ones which aims to thoroughly clarify and describe the diagrams. | | | |
| **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 specifications such as the employee assigned, the department, and the recipient of the report. | | | |
| **Project Issue Management Status**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** | | * Members lacking commitment to the project | High | 06/28/17 | Open | Proper briefing should be given to members that are lacking commitment and contribution to the overall result of the project. | | * Limitations stemming from the lack of communication with the client since they are also busy with their work. | Medium | 06/28/17 | 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 since the developers need more experience in programming. | High | 06/28/17 | 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. | | * Lack of factual knowledge about the technicalities of the whole project | High | 06/28/17 | Open | Members should study more about the details of the project from concept to concept in order to establish concrete understanding. | | * Late completion of paper requirements | Low | 06/28/17 | Open | Papers must comply to the required date of submission so that the schedule of activities will not be disrupted. | | | |
| **Project Recommendations**   |  | | --- | | The team needs to have more communication with their project advisor to clarify solutions to potential drawbacks and current problems the project faces. | | | |
| **Objectives for Next Project Status Review**   |  | | --- | | The current objective of the project now is to focus on the design of the proposed system and verify its feasibility with their project advisor. | | | |
| **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

