



EXECUTIVE PROJECT STATUS REPORT

PROJECT NAME	PROJECT MANAGER	PROJECT SPONSOR
WhatsApp Chat Analytics	Surya S S	Head of WhatsApp

PROJECT TIMELINE	DATE OF STATUS ENTRY	TOUCHPOINT
09/27/2023 to 02/07/2024	12/02/2023	Monthly Milestone Connect

PROJECT STATUS	
CURRENT STATUS	HEALTHY
SUMMARY	Delay in Implementation of sentiment analysis algorithm but minimal

PROJECT PERFORMANCE				
Cost Performance Index (CPI)	Schedule Performance Index(SPI)	Tasks completed on schedule %	Scope Completed %	Milestone Ontime %
1.2	0.9	85%	90%	95%

SENTIMENT ENGINE PERFORMANCE			
Model Accuracy	Sensitivity to Data change	Missing Data Rate	Data Imbalance Rate
75%	3%	2%	3%

Recognitions	Escalations	Challenges faced	Lessons learnt
Valuable Contributor – Harry Smith	Delay in the clearance of data security check	High complex UX designs	Importance of Thorough Requirements Gathering

PROJECT STATUS KPI DICTIONARY

Component	Metric	KPI	Calculation	Interpretation	Goal
Budget Performance	Cost Performance Index (CPI)	CPI of 1.0 or higher	CPI = actual cost of work performed (ACWP) / budgeted cost of work performed (BCWP)	CPI = 1.0 project is on track to meet its budget. CPI<1.0 project is under budget. CPI >1.0 project is over budget.	Ensure the value stays at or below 1
Schedule Performance	Schedule Performance Index(SPI)	SPI of 1.0 or higher	SPI = EV (Earned Value) / PV (Planned Value)	SPI = 1.0 project is on schedule. SPI <1.0 project is behind schedule. SPI > 1.0 project is ahead of schedule.	Ensure the value stays at or below 1
Timeline Adherence	Percentage of tasks completed on schedule	Attain 90%+ task completion as per the schedule	(Number of tasks completed on time / Total tasks) * 100	90% to 100% Strong Adherence 75% to 90% Medium Adherence 0% to 75% Poor Adherence	Ensure the value stays between 80 to 100
Project Scope Adherence	Percentage of Scope Completed	Maintain a completion status for the scope at 95%	(No. of completed deliverables/No. of Planned Deliverables)*100	90% to 100% Strong Scope Adherence 75% to 90% Medium Scope Adherence 0% to 75% Poor Scope Adherence	Ensure the value stays between 80 to 100
Milestone Performance	Milestone On time Percentage	Maintain a MP percentage above 85%	(No.of completed milestones/ Total planned milestones)*100	85% to 100% Strong Performance Adherence 70% to 85% Medium Performance Adherence 0% to 75% Poor Performance Adherence	Ensure the value stays between 80 to 100
Sentiment Engine Performance	Accuracy: The percentage of messages correctly classified by the model.	Maintaining an accuracy percentage above 80%	(Number of correctly classified messages / Total messages) * 100%	80% to 100% Great Accuracy 65% to 80% Medium Accuracy 0% to 65% Poor Accuracy	Ensure the value stays between 70 to 100
Sensitivity to Data change	The difference in performance metric before and after data update.	The percentage difference of 5 and below	(Accuracy % before data change - Accuracy % after data change)	5% and below Good Performace Above 5% Poor Performance	Ensure the value stays between 0 to 5
Missing Data Rate	Percentage of messages with missing data points across key fields	Percentage of 3 and below	(Number of messages with missing data / Total messages) * 100%	3% and below Good Performace Above 3% Poor Performance	Ensure the value stays between 0 to 3
Data Imbalance Rate	Percentage of messages in each category.	Distribution variation not being 5% or more	(Number of messages with Good Emotion / Total messages) * 100% (Number of messages with Neutral Emotion / Total messages) * 100% (Number of messages with Bad Emotion / Total messages) * 100%	5% and below Good distribution Above 5% Poor Distribution	Ensure the value stays between 0 to 5

Components	Comments
Recognitions	Monitoring and acknowledging exceptional achievements and contributions within the project team.
Escalations	Tracking instances where issues or concerns are elevated to higher levels of management for resolution.
Challenges faced	Assessing and documenting obstacles encountered during the project to identify areas for improvement.
Lessons learnt	Extracting valuable insights and knowledge gained from project experiences to inform future decision-making and processes.