

APC_2022_2023_T3_PROJMAN_MI201_MI203_G02_Team_Developmentality - Work packages

ID	Type	Subject	Status	Start date	Finish date	Duration
591	Phase	1.5 Implementation	New	03/23/2023	06/26/2023	68
Description:						
723	Work package	1.6.1.1 System and documentation handover	New	06/12/2023	06/12/2023	1
Description:						
WBS:		1.6.1.1				
Work Package:		System and documentation handover				
Package Owner:		Jakerson B. Bermudo				
Owner Organization:		Team Developmentality				
Participants:		Princess Joy Ferrer, Mikedale Deller, Jakerson Bermudo, Rark Alcantara, Carl Garcia				
Description:		In the System and Documentation Handover process, the developed system and relevant documentation are given to the stakeholders. This ensures a smooth transition and gives them the tools they need to take control of the system and run it well.				
Completion State:		The System and Documentation Handover is complete when the system and all of the necessary paperwork have been given to the stakeholders and they have confirmed that they are ready to take over the system.				
Assumptions:		Assumptions include the fact that system development and testing are done, that full documentation is available, and that users are ready to take responsibility for the system.				
Risks:		Possible risks include documentation that isn't full or accurate, a lack of knowledge transfer, and stakeholders who don't want to take over the system or aren't ready to do so.				
Risk Mitigation:		To reduce these risks, the handover process will include detailed documentation of the system's design, configuration details, user manuals, operational procedures, and any other relevant information.				
Budget:		N/A				
Reference Docs:		https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EvjeI9uiSsIFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqlSA?e=yp43oj				

705	Task	1.6.1 System and documentation handover	New	06/12/2023	06/12/2023	1
Description: Transfer of the completed system and all relevant documentation to the stakeholders						
702	Phase	1.6 Closeout	New	06/12/2023	06/19/2023	6
Description:						
895	Milestone	1.5.9.2 Final Presentation (Sprint 12)	New	06/13/2023	06/13/2023	1
Description:						
727	Work package	1.6.2.1 Gain Formal Acceptance	New	06/16/2023	06/16/2023	1
Description:						
		WBS:	1.6.2.1			
		Work Package:	Gain Formal Acceptance			
		Package Owner:	Jakerson B. Bermudo			
		Owner Organization:	Team Developmentality			
		Participants:	Princess Joy Ferrer, Mikedale Deller, Jakerson Bermudo, Rark Alcantara, Carl Garcia			
		Description:	Sprint 13's Project Close Out Meeting is the last part of the project. At this meeting, the team and stakeholders talk about the project's results, successes, and lessons learned.			
		Completion State:	The Project Close Out Meeting (Sprint 13) is done when all project activities and outputs for Sprint 13 are done and the meeting to wrap up the project has taken place.			
		Assumptions:	Assumptions include that Sprint 13 will be finished successfully, that relevant project paperwork and metrics will be available, and that key stakeholders and project team members will attend the close-out meeting.			
		Risks:	There could be problems if there isn't enough documentation, the deliverables aren't finished, stakeholders aren't involved, or important lessons learned from the project aren't written down.			
		Risk Mitigation:	To reduce these risks, a full record of Sprint 13's actions, results, and metrics will be made ahead of time. There will be clear contact and coordination with stakeholders to make sure they are involved in the closing meeting.			

Budget:	N/A
Reference Docs:	https://asiapacificcollege.sharepoint.com/:f/s/PROJMANT3MI201MI203/EvjeI9uiSsIFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj

706	Task	1.6.2Gain Formal Acceptance	New	06/16/2023	06/16/2023	1
Description: Obtaining formal approval and acceptance from the client or end-user that the project has been completed successfully						
731	Milestone	1.6.3.1 Project Close Out Meeting (Sprint 13)	New	06/19/2023	06/19/2023	1
Description: Final meeting held to review the project and discuss lessons learned, celebrate successes, and plan for future improvements						
710	Task	1.6.1.3Project close out meeting.	New	06/19/2023	06/19/2023	1
Description: Final meeting held to review the project and discuss lessons learned, celebrate successes, and plan for future improvements						
769	Milestone	1.5.10.2 PROJMAN Final presentation (Sprint 11)	New	06/26/2023	06/26/2023	1
Description:						
		WBS:	1.5.10.2			
		Work Package:	PROJMAN Final presentation (Sprint 11)			
		Package Owner:	Wilkins Caducio			
		Owner Organization:	Team Developmentality			
		Participants:	Princess Joy Ferrer, Mikedale Deller, Jakerson Bermudo, Rark Alcantara, Carl Garcia			
		Description:	This work package involves creating and delivering the final presentation for the project management course. The team will finalize the presentation outline and content, design and create presentation slides, conduct rehearsal sessions, review and refine the presentation as needed, and deliver the final presentation to stakeholders.			

Completion State:	Successfully creating and delivering a final presentation that effectively communicates the project's achievements, challenges, and lessons learned.
Assumptions:	The team has access to all relevant project information and stakeholders are available to attend the final presentation.
Risks:	The team may not effectively communicate the project's achievements, challenges, and lessons learned or may experience technical difficulties during the presentation.
Risk Mitigation:	The team will conduct thorough preparation and rehearsal to ensure that the presentation effectively communicates the project's achievements, challenges, and lessons learned. The team will also conduct technical checks to minimize the risk of technical difficulties during the presentation.
Budget:	
Reference Docs:	https://asiapacificcollege.sharepoint.com/:f:/s/PROJMAN/3MI201MI203/EvjeI9uiSsIFosc4I3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj

768	Work package	1.5.10.1 Submission of PROJMAN Final Requirements	New	06/26/2023	06/26/2023	1
Description:	WBS:	1.5.10.1				
	Work Package:	Submission of PROJMAN Final Requirements				
	Package Owner:	Wilkins Caducio				
	Owner Organization:	Team Developmentality				
	Participants:	Princess Joy Ferrer, Mikedale Deller, Jakerson Bermudo, Rark Alcantara, Carl Garcia				
	Description:	This work package involves the submission of the final requirements for the PROJMAN project. The final requirements may include project status reports, project plans, project schedules, risk and issue logs, and other project documentation as required.				

Completion State:	The work package is considered complete once the final requirements have been compiled, reviewed, and submitted.
Assumptions:	The assumption is that all necessary project documentation has been created and updated throughout the project lifecycle, and that the final requirements accurately reflect the project's objectives and goals.
Risks:	The risk is that the final requirements may not accurately reflect the project's objectives and goals or may be incomplete or contain errors.
Risk Mitigation:	To mitigate this risk, the project team can engage stakeholders in the creation of the final requirements, provide frequent updates and opportunities for feedback, and validate the final requirements against the project's objectives and goals. Additionally, the team can leverage project management methodologies and tools to ensure the final requirements are comprehensive and accurate.
Budget:	
Reference Docs:	https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EvjeI9uiSslFosc4I3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj

767	Task	1.5.10 PROJMAN Final Evaluation	New	06/26/2023	06/26/2023	1
Description: Assessment of the project's overall performance and success at completion						