Work Packages

Barangay South Signal Village Web App

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| WBS: | 1.1.1.1 |
| Work Package: | Creation of Project Team |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of project groups to ensure effective implementation of barangay projects and initiatives. This includes identifying key stakeholders, assigning roles and responsibilities, and developing communication channels and workflows. |
| Completion State: | The work package is considered complete once project groups have been established and their members have been assigned roles and responsibilities. |
| Assumptions: | The assumption is that there are willing participants who are willing to take part in the project groups. |
| Risks: | The risk is that there may be a lack of participation from members, which could lead to difficulty in creating effective project groups. |
| Risk Mitigation: | To mitigate this risk, the barangay officials can hold a community meeting or outreach program to inform and encourage residents to participate in the project groups. They can also offer incentives or recognition for active participation. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.1.2 |
| Work Package: | Choosing Project Client |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the process of choosing a project or client to work on. The team will research potential projects/clients, evaluate their feasibility, and select the best option based on project/client requirements, constraints, and risks. |
| Completion State: | Successfully choosing a project/client to work on based on the evaluation and negotiation process. |
| Assumptions: | The team has access to the necessary resources and information to research and evaluate potential projects/clients. |
| Risks: | The team may not be able to secure project/client approval, or the chosen project/client may have unexpected risks or challenges. |
| Risk Mitigation: | The team will conduct due diligence and negotiate terms and agreements to minimize the risk of project/client failure. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.1.3 |
| Work Package: | 1st Meeting w/ Client |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting the first meeting with the project client. The project client discusses their needs, problems and objectives. |
| Completion State: |  |
| Assumptions: |  |
| Risks: |  |
| Risk Mitigation: |  |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.1.4 |
| Work Package: | Choosing Project Adviser/ Consultant |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package includes choosing the project adviser and consultant that team will work with in the duration of the project. |
| Completion State: | The team has successfully found a project adviser/ client and the project advisor/ consultant has agreed to work with the team. |
| Assumptions: | The team has access to the complete list of potential project advisors and consultants |
| Risks: | The team may find a project adviser that is not suitable for the project to be developed or the team may not find a project adviser at all. |
| Risk Mitigation: | The team will conduct necessary background check on all potential advisers and consultants to find out about their strengths and weaknesses to find a suitable adviser/ consultant to work with. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.1.5 |
| Work Package: | 1st meeting with Project adviser |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting the 1st meeting with the chosen project adviser. |
| Completion State: |  |
| Assumptions: |  |
| Risks: |  |
| Risk Mitigation: |  |
| Budget: | The budget for this work package includes the cost of the meeting venue, materials, and the project team's time. |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.1.6 |
| Work Package: | Kick-off Meeting (Sprint 1) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting a meeting with the project team to officially start the development of the project. The team will discuss the problem, scope, objectives and all necessary information that will serve as a plan to help develop the project properly |
| Completion State: | The team have properly understood all the necessary information about the project. |
| Assumptions: | The team has access to relevant materials and necessary information to identify all the necessary information needed to develop the project. |
| Risks: | The risk is that the project team may not come to an agreement or may be confused in developing a project plan. |
| Risk Mitigation: | To mitigate this risk, the project team will conduct extensive research as well as communicate with the project adviser and project client. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.2.1 |
| Work Package: | 2nd meeting w/ Client |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting a meeting with the client to discuss, clarify and finalize the problem, objectives, and scope of the project. |
| Completion State: |  |
| Assumptions: |  |
| Risks: |  |
| Risk Mitigation: |  |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.2.2 |
| Work Package: | 2nd Meeting w/ Adviser |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting a meeting with the project adviser to update the adviser about the project scope, problem, and objectives. |
| Completion State: |  |
| Assumptions: |  |
| Risks: |  |
| Risk Mitigation: |  |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.2.3 |
| Work Package: | Initial Creation of Project Proposal |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the project proposal to start the documentation of the project progress. |
| Completion State: | The team has successfully created the initial project proposal document |
| Assumptions: | The team has access to relevant materials and resources to successfully create the initial project proposal document |
| Risks: | The team may face difficulty in creating the initial project proposal. |
| Risk Mitigation: | To mitigate the risk of facing difficulties in the creation of the project proposal, the team will conduct extensive research. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.2.4 |
| Work Package: | 3rd meeting w/ Adviser |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting a progress meeting with the project adviser and a consultation about the created initial project proposal. |
| Completion State: |  |
| Assumptions: |  |
| Risks: |  |
| Risk Mitigation: |  |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.2.5 |
| Work Package: | 1st meeting w/ Consultant |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting a meeting with the project consultant to review the initial project proposal |
| Completion State: |  |
| Assumptions: |  |
| Risks: |  |
| Risk Mitigation: |  |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| Work Package: | Proofreading |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves proofreading the initial project proposal to ensure that all comments and suggestions made by the project adviser and consultant are made. The team also reviewed the document to remove all errors. |
| Completion State: | Successfully completing the proofreading process. |
| Assumptions: | The team has access to relevant information and resources to conduct the proofreading, and the document has been written in a clear and organized manner. |
| Risks: | The team may overlook errors or inconsistencies in the document or may not be able to address feedback or suggestions from the authors. |
| Risk Mitigation: | The team will conduct thorough proofreading and quality checks to minimize the risk of errors or inconsistencies and will work closely with the authors to ensure that their feedback and suggestions are addressed. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.2.7 |
| Work Package: | Initial Project Proposal Evaluation (Sprint 2) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves meeting with the project client to evaluate the created initial project proposal |
| Completion State: | The project client has approved of the initial project proposal with comments and suggestions or without. |
| Assumptions: | The project client is available during the schedule of the evaluation. |
| Risks: | The project client may not approve the initial project proposal. |
| Risk Mitigation: | The team has conducted meeting, consultations and reviews about the initial project proposal to ensure that the project client will be satisfied about the document. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.2.8 |
| Work Package: | Progression of Project Proposal |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the progression of the project proposal. This includes including, removing, or adding all the comments and suggestion made by the project client during the initial evaluation. |
| Completion State: | All the comments and suggestion made by the project clients are done in the project proposal document. |
| Assumptions: | The team has necessary materials and resources to properly progress with the project proposal |
| Risks: | The team may overlook a comment, or a suggestion made by the project client. |
| Risk Mitigation: | The team will create a minute of the meeting document and document all the comments and suggestions made. The team will also review the project proposal to ensure that the document in properly made. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.2.9 |
| Work Package: | Final Project Proposal Evaluation (Sprint 3) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting a meeting with the client to evaluate the project proposal that was made after the comments are made. The team will also finalize the project proposal in this work package. |
| Completion State: | The project client has approved of the project proposal and the team has finalized the document |
| Assumptions: | The project client is available during the schedule of the evaluation and the project team has access to necessary materials and resources to finalize the project proposal |
| Risks: | The project client may reject the project proposal and will ask the project team to conduct another evaluation in another date, |
| Risk Mitigation: | To mitigate this risk, the project team will ensure that the project proposal suits the needs of the project client and the document is properly made. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.1 |
| Work Package: | Project Charter |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the project charter. This document defines the objectives, scope, and the stakeholder of the project. |
| Completion State: | The project charter has been completed in the given time. |
| Assumptions: | The team has access to necessary information to complete the project charter properly and on time. |
| Risks: | The team may not finish the project charter on time. |
| Risk Mitigation: | To mitigate this risk, the project team will conduct extensive research and apply proper work hours to ensure that the document is made properly and on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.2 |
| Work Package: | Business Case |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating the business case of the project. This document is about the project statement and justification on why the project should be done. |
| Completion State: | The team has successfully created the business case of the project. |
| Assumptions: | The team has access to relevant information and resources to complete the business case properly and on time. |
| Risks: | The team may not finish the business case on time. |
| Risk Mitigation: | The team will conduct thorough research and analysis to ensure that the business case is done properly and on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.3 |
| Work Package: | Stakeholders Management Strategy Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Stakeholders Management Strategy Plan. This document is about the strategy on how the team will engage with the stakeholders through the duration of the project. |
| Completion State: | The team has successfully created the Stakeholders Management Strategy Plan on time. |
| Assumptions: | The team has access to relevant materials, resources, and information to create the Stakeholders Management Strategy Plan. |
| Risks: | The team may not finish the document on time and the team may commit errors during the creation of the document |
| Risk Mitigation: | The team will conduct extensive research and consultation to ensure that the document is properly made on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.4 |
| Work Package: | Scope Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | In this work package, the team created the Scope Management Plan of the project. This document is about properly defining the scope of the project by creating guidelines that the team should follow. |
| Completion State: | The team has successfully created the Scope Management Plan on time. |
| Assumptions: | The team has access to necessary resources to properly create the Scope Management Plan on time. |
| Risks: | The team may not finish the Scope Management Plan on time. |
| Risk Mitigation: | To mitigate the risk the team will conduct extensive research to ensure that the Scope Management Plan is done properly on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.5 |
| Work Package: | Cost Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Cost Management Plan. This document includes mapping the budget and the strategy on how to control the budget. |
| Completion State: | The team successfully created the Cost Management Plan |
| Assumptions: | The project team has access to necessary resources to properly create the Cost Management Plan on time. |
| Risks: | The project team may encounter challenges in the creation of the Cost Management Plan and not finish on time. |
| Risk Mitigation: | To mitigate this risk, the project team will conduct extensive research to ensure that the document is made properly and on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.6 |
| Work Package: | Schedule Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Schedule Management Plan. This document discusses the project schedule and how it is managed throughout the project lifecycle. |
| Completion State: | The team has finished the Schedule Management Plan on time. |
| Assumptions: | The team has access to necessary resources to create the Schedule Management Plan |
| Risks: | The risk is that the team may not finish the document on time. |
| Risk Mitigation: | To mitigate this risk, the project team will do extensive research to ensure that the document is made properly on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.7 |
| Work Package: | Work Breakdown Structure |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Work Breakdown Structure of the project. This document discusses all the task that is done, being done, and will be done in each phase throughout the project lifecycle. |
| Completion State: | The team has successfully created the Work Breakdown Structure on time. |
| Assumptions: | The team has access to relevant information and resources to create the Work Breakdown Structure. |
| Risks: | The team may face difficulties during the creation of the document which may result to a delay and not being finished on time. |
| Risk Mitigation: | The team will conduct thorough analysis and research to ensure that the document is properly made on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.8 |
| Work Package: | Work Packages based on WBS |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of a Work Package based on WBS. This document is creating a table that has the information (Description, Name, Participants, Package Owner, Owner Organization, Completion state, Assumptions, Risk, Risk Mitigation, Budget, and reference) for each work package in the WBS. |
| Completion State: | The team has successfully created the Work Package based on WBS. |
| Assumptions: | The team has access to relevant information, resources, and materials to create and finish the Work Package based on WBS on time. |
| Risks: | The team may encounter difficulties in the creation of the document and may not finish the document on time. |
| Risk Mitigation: | The team will extensively research and analyze the document to ensure that it is done properly and on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.9 |
| Work Package: | HR Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Human Resources Management Plan. This document is about the guidelines and strategy in acquiring and managing the human resources for the project. |
| Completion State: | The team has successfully created the Human Resources Management Plan. |
| Assumptions: | The team has access to necessary resources to create the document on time. |
| Risks: | The team may not finish the document on time due to difficulties and errors. |
| Risk Mitigation: | To mitigate the risk, the team will conduct extensive analysis and research to ensure that the document is properly made on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.10 |
| Work Package: | Quality Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Quality Management Plan. This document is about the strategy to manage the project’s quality. |
| Completion State: | The team has successfully created the Quality Management Plan on time. |
| Assumptions: | The project team has access to necessary resources and information to properly create the Quality Management Plan on time. |
| Risks: | The project team may encounter challenges during the creation of the document which may lead to a delay and not finishing in the given time. |
| Risk Mitigation: | To mitigate the risk, the team will conduct extensive analysis and research to ensure that the document is properly made on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.11 |
| Work Package: | Risk Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Risk Management Plan. This document identifies the risk and the strategy to mitigate the risks. |
| Completion State: | The team has successfully created the Risk Management Plan on time. |
| Assumptions: | The team has access to necessary resources to create the Risk Management Plan. |
| Risks: | The project team may encounter challenges during the creation of the document which may lead to a delay and not finishing in the given time. |
| Risk Mitigation: | To mitigate the risk, the team will conduct extensive analysis and research to ensure that the document is properly made on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.12 |
| Work Package: | Communications Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Communications Management Plan. The document is about the flow of communication inside the team and the strategy in communication with the stakeholders. |
| Completion State: | The team has successfully created the Communications Management Plan on time. |
| Assumptions: | The project team has access to necessary resources to create the Communications Management Plan on time. |
| Risks: | The risk is that the team may not finish the document on time. |
| Risk Mitigation: | To mitigate this risk, the project team will do extensive research to ensure that the document is made properly on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.13 |
| Work Package: | Procurement Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Procurement Management Plan. The document discusses the strategy in handing over the system to the client. |
| Completion State: | Successfully created the Procurement Management Plan. |
| Assumptions: | The team has access to necessary information in creating the Procurement Management Plan. |
| Risks: | The project team may encounter challenges during the creation of the document which may lead to a delay and not finishing in the given time. |
| Risk Mitigation: | To mitigate the risk, the team will conduct extensive analysis and research to ensure that the document is properly made on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.14 |
| Work Package: | Implementation Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Implementation Plan. This document discusses the strategy on how the project will be executed. |
| Completion State: | Successful creation of the Implementation Plan. |
| Assumptions: | The team has access to necessary resources in the creation of the Implementation Plan. |
| Risks: | The risk is that the team may not finish the document on time. |
| Risk Mitigation: | To mitigate this risk, the project team will do extensive research to ensure that the document is made properly on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.15 |
| Work Package: | Change Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of the Change Management Plan. This document is about the strategy in applying changes within the project and defining the CCB (Change Control Board). |
| Completion State: | Successful creation of the Change Management Plan. |
| Assumptions: | The team has access to necessary information and resources to create the Change Management Plan. |
| Risks: | The project team may encounter challenges during the creation of the document which may lead to a delay and not finishing in the given time. |
| Risk Mitigation: | To mitigate the risk, the team will conduct extensive analysis and research to ensure that the document is properly made on time. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.16 |
| Work Package: | Project Management Plans Evaluation (Sprint 4) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting a meeting with the client to evaluate al the project management plans created by the team. |
| Completion State: | The client has approved of the documents with or without comments and suggestions. |
| Assumptions: | The assumption is that the project client has sufficient knowledge about the documents and that the client is available during the schedule of the evaluation |
| Risks: | The risk is that the client may not arrive on time or that the client may reject the documents. |
| Risk Mitigation: | To mitigate this risk the team ensured that the evaluation is conducted in the client’s available time and that the documents have been reviewed extensively to remove any errors. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.17 |
| Work Package: | Project Management Plans Progression |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the progression of the project management plans. The team will remove, revise or add important comments and suggestions that the project client has given during the initial evaluation. |
| Completion State: | Successfully revised all documents that are needed to be revised. |
| Assumptions: | The team has access to relevant information and resources to revise the project management plans. |
| Risks: | The team may encounter difficulties during the progression and the team may also overlook some comments and suggestions. |
| Risk Mitigation: | The team will document the minutes to serve as a basis for all the revision to be made. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.1.3.18 |
| Work Package: | Finalizing Project Management Plan (Sprint 5) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | The work package involves the finalization of the project management plans with the client. |
| Completion State: | The client has approved the documents and the team has finalized all the plans. |
| Assumptions: | The team has access to all necessary resources to finalize the documents and that the client is available for consultation. |
| Risks: | The project client may reject the plans made and request for another evaluation. |
| Risk Mitigation: | The team will conduct extensive research and analysis to ensure that the documents are properly made on time to be finalized. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.2.1 |
| Work Package: | Team meeting with Project adviser |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves a team meeting with the project adviser and a gathering of the project team and the project adviser to address issues and concerns related to the web application's development. |
| Completion State: | The team presented their progress and identified several issues and concerns related to the development of the web application. The project adviser provided valuable feedback, suggestions, and solutions to address the issues and concerns raised by the team. |
| Assumptions: | All team members are available and able to attend the meeting at the scheduled date and time. The team has prepared a comprehensive status report, list of questions, or demo of their work-in-progress to present to the project adviser during the meeting. |
| Risks: | The project adviser may not be available or may cancel the meeting at the last minute, which could delay the project timeline and cause frustration among the team members. |
| Risk Mitigation: | To mitigate the risk of the project adviser being unavailable or canceling the meeting, the team can send a reminder a few days before the scheduled date and confirm the adviser's availability in advance. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.2.2 |
| Work Package: | Team meeting with Project Sponsor |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves conducting a team meeting with the project sponsor to discuss the project's progress, issues, and concerns. The project sponsor will provide feedback and recommendations to the team on how to improve the project's quality and delivery. |
| Completion State: | Completed team meeting with project sponsor. |
| Assumptions: | The project sponsor is available on the scheduled meeting date and time. |
| Risks: | The project sponsor may have conflicting priorities or schedules, which could impact the project's progress and its quality. |
| Risk Mitigation: | To mitigate this risk, the project team will ensure that they schedule the meeting with the project sponsor well in advance and communicate any changes in the schedule as soon as possible. They will also make sure that they come to the meeting well-prepared and have all the necessary information and updates on the project. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.4.1 |
| Work Package: | Release Plan 1.1 |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the development of Release Plan 1.1, which outlines the timeline, scope, and deliverables for the next release of a software product or system. The release plan will include details on features, testing, and deployment. |
| Completion State: | The work package is considered complete once Release Plan 1.1 has been developed, reviewed, and approved. |
| Assumptions: | The assumption is that the requirements for Release Plan 1.1 have been gathered, analyzed, and documented. |
| Risks: | The risk is that the release plan presented may not effectively address the identified requirements, may not be feasible to implement, or may not meet the expectations of the stakeholders. |
| Risk Mitigation: | To mitigate this risk, the project team can engage stakeholders in the development of the release plan, provide frequent updates and opportunities for feedback, and validate the release plan against the project's technical requirements and constraints. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.4.2 |
| Work Package: | Release Plan 1.2 |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves developing a release plan for Release 1.2 of a project. The team will define the scope and objectives for the release, identify and prioritize features and requirements, develop a timeline and milestones, assign tasks and responsibilities to team members, conduct quality checks and testing, and obtain stakeholder approval. |
| Completion State: | Successfully developing a release plan for Release 1.2 that meets project requirements and stakeholder expectations. |
| Assumptions: | The team has access to relevant information and resources to develop the release plan, and the project requirements for Release 1.2 have been clearly defined. |
| Risks: | The team may not be able to meet the timeline and milestones for Release 1.2 or may not be able to obtain stakeholder approval. |
| Risk Mitigation: | The team will conduct thorough planning and coordination to ensure that the timeline and milestones for Release 1.2 are feasible and will work closely with stakeholders to address their feedback and expectations. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.5.1 |
| Work Package: | Event Table |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating the Event Table for the project system. The team will follow the 7+-2 rule to create the major events that will take place within the system. |
| Completion State: | Successfully created the event table that meets deliverable requirements. |
| Assumptions: | The team has access to necessary materials and resources and relevant information to create the event table. |
| Risks: | The team may have a challenging time in creating the event table or the event table may not be approved by the project adviser and consultant |
| Risk Mitigation: | The team will thoroughly study and research the project system to minimize the risk of developing an incorrect event table. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.5.2 |
| Work Package: | Use Case Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | A Use Case Diagram is a graphical representation of the interactions that occur between actors and a system in a specific use case scenario. It depicts the various use cases, actors, and their relationships, and helps to identify and clarify the requirements of the system being developed. |
| Completion State: | Successfully developed a Use Case Diagram that accurately depicts the interactions between actors and the system in a particular use case scenario. |
| Assumptions: | The assumption is that the project team has a clear understanding of the system's requirements and the use cases that need to be represented in the diagram. It is also assumed that the team has identified the actors involved in the system and their respective roles. |
| Risks: | There is a risk that the project team may not fully understand the system requirements or the use cases, which could lead to inaccurate representation of the system functionalities in the diagram. |
| Risk Mitigation: | To mitigate the risk of inaccurate representation of system functionalities in the diagram, the project team should prioritize gathering and understanding system requirements and use cases, including input from stakeholders and subject matter experts. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.5.3 |
| Work Package: | Use Case Full Description |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating a full description of the use cases for the South Signal Village Barangay Web Application. The use case full description will provide a detailed understanding of the user's interactions with the system and the specific actions that need to be performed. |
| Completion State: | Completed use case full description. |
| Assumptions: | The project team has a clear understanding of the project's requirements and has conducted thorough research on the system's use cases. |
| Risks: | The project team may encounter challenges in identifying all possible use cases, which could impact the quality and completeness of the use case full description. |
| Risk Mitigation: | To mitigate this risk, the project team will ensure that they conduct a thorough analysis of the system's requirements and functionality, and communicate and collaborate with the Barangay officials and other stakeholders to obtain all necessary information. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | **1.2.5.4** |
| Work Package: | **Data Flow Diagram** |
| Package Owner: | **Wilkins Caducio** |
| Owner Organization: | **Team Developmentality** |
| Participants: | **Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio** |
| Description: | This work package involves the creation of a data flow diagram (DFD), which visually represents the flow of data within a system or process. The DFD will illustrate how data is input, processed, and output within the system or process. |
| Completion State: | **The work package is considered complete once the DFD has been created, reviewed, and approved.** |
| Assumptions: | **The assumption is that the necessary information and requirements for the system or process have been gathered and documented.** |
| Risks: | **The risk is that the DFD may not accurately represent the system or process's data flow or may not be comprehensive enough to effectively communicate the system or process.** |
| Risk Mitigation: | **To mitigate this risk, the project team can engage stakeholders in the creation of the DFD, provide frequent updates and opportunities for feedback, and validate the DFD against the system or process's technical requirements and constraints.** |
| Budget: |  |
| Reference Docs: | **https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj** |

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| WBS: | 1.2.5.5 |
| Work Package: | Context Flow Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves developing a context flow diagram for a project. The team will define the system boundaries, identify external entities and actors, define inputs and outputs of the system, develop a context flow diagram, and review and refine the diagram as necessary. |
| Completion State: | Successfully developing a context flow diagram that accurately represents the system boundaries, external entities and actors, and inputs and outputs of the system. |
| Assumptions: | The team has access to relevant information and resources to develop the context flow diagram, and the project requirements for the diagram have been clearly defined. |
| Risks: | The team may not accurately represent the system boundaries or inputs and outputs or may not be able to identify all external entities and actors. |
| Risk Mitigation: | The team will conduct thorough analysis and stakeholder engagement to ensure that the context flow diagram accurately represents the system and external environment and will seek additional guidance or resources if necessary. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.5.6 |
| Work Package: | Entity Relationship Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating an Entity Relationship Diagram. The team will define the entities, attributes, and the relationship that will be used within the project system. |
| Completion State: | Successfully developed the Entity Relationship Diagram with the approval of project adviser and consultant. |
| Assumptions: | The team has access to necessary materials and resources and relevant information while creating the entity relationship diagram. |
| Risks: | The team may not meet the requirements needed to develop a correct entity relationship diagram. The team may also not get the approval of the project adviser and consultant. |
| Risk Mitigation: | The team will communicate with the project adviser and consultant regularly to minimize the risk of creating mistakes during the development of the entity relationship diagram |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.6.1 |
| Work Package: | Activity Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | An Activity Diagram is a type of flowchart that shows the flow of activities or actions in a particular process or system. It is a visual representation of the steps that need to be taken to complete a task or achieve a goal. The diagram uses symbols and arrows to illustrate the flow of activities and the decisions that are made along the way. |
| Completion State: | Successfully created an Activity Diagram that accurately represents the flow of activities in the designated process or system, including all necessary symbols and arrows. The diagram has been reviewed and approved by relevant stakeholders, and any necessary changes or modifications have been implemented. |
| Assumptions: | The process or system to be represented in the Activity Diagram has been thoroughly analyzed and understood, and all relevant stakeholders have provided clear and comprehensive information regarding the flow of activities. |
| Risks: | There is a risk that the Activity Diagram does not accurately represent the flow of activities in the process or system, due to incomplete or inaccurate information provided by stakeholders or a lack of understanding or expertise on the part of the team. This could result in inefficiencies, errors, and other negative impacts on the process or system. |
| Risk Mitigation: | To mitigate the risk of inaccuracies in the Activity Diagram, the team should ensure that all relevant stakeholders are consulted and that all necessary information is gathered and verified before creating the diagram. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.6.2 |
| Work Package: | Object Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating an object diagram for the South Signal Village Barangay Web Application. The object diagram will provide a graphical representation of the objects, classes, and their relationships within the system. |
| Completion State: | Completed object diagram. |
| Assumptions: | The project team has a clear understanding of the project's requirements and has conducted thorough research on the system's architecture and design. |
| Risks: | The project team may encounter challenges in identifying all necessary objects and classes and their relationships, which could impact the quality and completeness of the object diagram. |
| Risk Mitigation: | To mitigate this risk, the project team will ensure that they have a clear understanding of the system's architecture and design, and communicate and collaborate with the Barangay officials and other stakeholders to obtain all necessary information. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.6.3 |
| Work Package: | Class Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of a class diagram, which illustrates the structure and relationships between classes in an object-oriented programming language. The class diagram will serve as a visual representation of the system's classes and their attributes and methods. |
| Completion State: | The work package is considered complete once the class diagram has been created, reviewed, and approved. |
| Assumptions: | The assumption is that the necessary information and requirements for the system have been gathered and documented, and that the system is being designed using an object-oriented programming language. |
| Risks: | The risk is that the class diagram may not accurately represent the system's structure and relationships between classes or may not be comprehensive enough to effectively communicate the system. |
| Risk Mitigation: | To mitigate this risk, the project team can engage stakeholders in the creation of the class diagram, provide frequent updates and opportunities for feedback, and validate the class diagram against the system's technical requirements and constraints. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.7.1 |
| Work Package: | Pre-midterm Presentation (Sprint 3) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves developing and delivering a pre-midterm presentation for Sprint 3 of a project. The team will develop presentation materials, practice delivery, incorporate feedback from stakeholders, finalize presentation materials, and deliver the pre-midterm presentation. |
| Completion State: | Successfully delivering a pre-midterm presentation that meets project requirements and stakeholder expectations. |
| Assumptions: | The team has access to relevant information and resources to develop and deliver the presentation, and the project requirements for Sprint 3 have been clearly defined. |
| Risks: | The team may encounter technical issues during the presentation or may not be able to address stakeholder feedback and expectations. |
| Risk Mitigation: | The team will conduct thorough testing and quality checks to minimize the risk of technical issues during the presentation and will work closely with stakeholders to address their feedback and expectations. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.7.2 |
| Work Package: | Midterm Presentation (Sprint 4) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the presentation of the project progress. The team will present the project prototype and documentation to the panelists, and the panelist will provide feedback on the sections that the team can and should improve on. |
| Completion State: | Successful presentation of the project prototype and documentation to the panelist with the approval to continue to develop the project |
| Assumptions: | The team has completed all the necessary deliverables and requirements to be submitted during the presentation. |
| Risks: | The team may fail the presentation and the project may be overhauled. |
| Risk Mitigation: | The team will thoroughly prepare for the presentation to mitigate the risk of failing. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.7.3 |
| Work Package: | Revision Midterm |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | Revision Midterm involves making necessary changes and improvements to the project based on the feedback and evaluation received during the midterm presentation. This may include addressing any issues or concerns raised by the panelists, improving the overall quality and effectiveness of the project, and implementing any new ideas or suggestions that were proposed. |
| Completion State: | The Revision Midterm process is considered complete when all necessary changes and improvements have been made to the project based on the feedback and evaluation received during the midterm presentation. |
| Assumptions: | The assumption for the Revision Midterm process is that the feedback received during the midterm presentation is accurate, thorough, and reflects the expectations and requirements of the project. |
| Risks: | One potential risk for the Revision Midterm process is that the team may not fully understand the feedback or may misinterpret the suggestions for improvement. This could lead to incorrect or ineffective changes being made to the project, which could ultimately result in project failure or dissatisfaction among stakeholders. |
| Risk Mitigation: | To mitigate the risk of misunderstanding or misinterpreting feedback, the team can request clarification from the stakeholders and seek additional input from subject matter experts. The team can also document the feedback and suggestions and review them with the stakeholders to ensure that the proposed changes align with their expectations and requirements. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.8.1 |
| Work Package: | Sequence Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating a sequence diagram for the South Signal Village Barangay Web Application. The sequence diagram will provide a graphical representation of the sequence of interactions between objects and classes within the system. |
| Completion State: | Completed sequence diagram. |
| Assumptions: | The project team has a clear understanding of the project's requirements and has conducted thorough research on the system's architecture and design. |
| Risks: | The project team may encounter challenges in identifying all necessary objects and classes and their interactions, which could impact the quality and completeness of the sequence diagram. |
| Risk Mitigation: | To mitigate this risk, the project team will ensure that they have a clear understanding of the system's architecture and design and communicate and collaborate with the Barangay officials and other stakeholders to obtain all necessary information. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.8.2 |
| Work Package: | State Machine Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of a state machine diagram, which visually represents the states, events, and transitions of a system or process. The state machine diagram will illustrate how the system or process responds to events and transitions between states. |
| Completion State: | The work package is considered complete once the state machine diagram has been created, reviewed, and approved. |
| Assumptions: | The assumption is that the necessary information and requirements for the system or process have been gathered and documented, and that the system or process has well-defined states and transitions. |
| Risks: | The risk is that the state machine diagram may not accurately represent the system or process's behavior or may not be comprehensive enough to effectively communicate the system or process. |
| Risk Mitigation: | To mitigate this risk, the project team can engage stakeholders in the creation of the state machine diagram, provide frequent updates and opportunities for feedback, and validate the state machine diagram against the system or process's technical requirements and constraints. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.8.3 |
| Work Package: | Package Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves developing a package diagram for a project. The team will define the system architecture and components, identify relationships and dependencies between components, develop a package diagram, and review and refine the diagram as necessary. |
| Completion State: | Successfully developing a package diagram that accurately represents the system architecture, components, and relationships between them. |
| Assumptions: | The team has access to relevant information and resources to develop the package diagram, and the project requirements for the diagram have been clearly defined. |
| Risks: | The team may not accurately represent the system architecture or dependencies between components or may not be able to identify all necessary components. |
| Risk Mitigation: | The team will conduct thorough analysis and stakeholder engagement to ensure that the package diagram accurately represents the system architecture and dependencies and will seek additional guidance or resources if necessary. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.8.4 |
| Work Package: | Deployment Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the development of the project’s deployment diagram. |
| Completion State: | Successfully developed deployment diagram with the approval of the project adviser and consultant. |
| Assumptions: | The team have access to necessary materials and resources and relevant information to develop the deployment diagram correctly. |
| Risks: | The team may experience challenges in creating the deployment diagram due to lack of knowledge |
| Risk Mitigation: | The team will research thoroughly regarding the deployment diagram and will communicate with the project consultant to minimize the risk of making mistakes during the development. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.8.5 |
| Work Package: | Component Diagram |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | A component diagram is a type of UML diagram that illustrates the components and relationships of components within a system. It shows the physical and logical components of the system and the dependencies and relationships between them. |
| Completion State: | Successfully developed a component diagram that accurately represents the components and relationships within the system based on the specifications and requirements provided. |
| Assumptions: | The project team has a clear understanding of the system's requirements and specifications and has completed the necessary analysis and design tasks before starting to develop the component diagram. |
| Risks: | There is a possibility that the component diagram does not accurately represent the components and relationships within the system, leading to potential errors and issues during the development and testing phases. This can result in delays and additional costs to correct the issues. |
| Risk Mitigation: | To mitigate this risk, the project team can conduct regular reviews and validations of the component diagram with the stakeholders, including the project adviser and client, to ensure that it accurately reflects the system's requirements and specifications. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.9.1 |
| Work Package: | MSYADD Pre-final Presentation (Sprint 5) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves preparing and delivering the MSYADD pre-final presentation for Sprint 5 of the South Signal Village Barangay Web Application project. The presentation will provide an overview of the project's progress, achievements, and challenges in Sprint 5, as well as the team's plans and strategies for completing the project. |
| Completion State: | Completed MSYADD pre-final presentation for Sprint 5. |
| Assumptions: | The project team has made sufficient progress in Sprint 5 and has prepared the necessary documentation and materials for the presentation. |
| Risks: | The project team may encounter technical issues or difficulties in preparing or delivering the presentation, which could impact the quality and effectiveness of the presentation |
| Risk Mitigation: | To mitigate this risk, the project team will ensure that they have tested and prepared all necessary technical equipment and materials for the presentation. They will also practice the presentation multiple times to ensure that they are comfortable with the delivery and can address any issues that may arise. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.9.2 |
| Work Package: | MSYADD Final Presentation (Sprint 6) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation and delivery of the MSYADD Final Presentation for Sprint 6. The presentation will summarize the project's goals, objectives, accomplishments, and future plans, and will be delivered to stakeholders, clients, and the project team. |
| Completion State: | The work package is considered complete once the MSYADD Final Presentation has been created, reviewed, and delivered. |
| Assumptions: | The project team has a clear understanding of the project's requirements and has conducted thorough research on the system's architecture and design. |
| Risks: | The project team may encounter challenges in identifying all necessary objects and classes and their interactions, which could impact the quality and completeness of the sequence diagram. |
| Risk Mitigation: | To mitigate this risk, the project team can engage stakeholders in the creation of the final presentation, provide frequent updates and opportunities for feedback, and validate the presentation against the project's objectives and goals. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.9.3 |
| Work Package: | Revision for Final Paper |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves revising and finalizing a final paper for a project. The team will review and analyze feedback from stakeholders, conduct thorough editing and proofreading, address any gaps or inconsistencies, ensure adherence to project requirements and guidelines, and finalize and submit the revised final paper. |
| Completion State: | Successfully revising and submitting a final paper that meets project requirements and stakeholder expectations. |
| Assumptions: | The team has access to relevant information and resources to revise and finalize the final paper, and the project requirements for the paper have been clearly defined. |
| Risks: | The team may not be able to address all stakeholder feedback or may encounter technical issues during the revision process. |
| Risk Mitigation: | The team will work closely with stakeholders to address their feedback and expectations and will conduct thorough testing and quality checks to minimize the risk of technical issues. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.2.9.4 |
| Work Package: | Submission of Final Requirements |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the completion of all the requirements needed to be submitted. The team will finalize all the deliverables and will submit them to the project adviser. |
| Completion State: | Successfully finalized all the deliverables and the project adviser has acknowledged the submission. |
| Assumptions: | The team has access to all the requirements and deliverables and the improvements, comments, and suggestions to be made. |
| Risks: | The team may not finalize and submit the deliverables on time. |
| Risk Mitigation: | The team will work with strict time schedules to minimize the risk of not finalizing and submitting the work on time |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.1.1 |
| Work Package: | 1st Team development meeting |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | During this meeting, team members share their individual expertise, brainstorm ideas, and establish a framework for collaboration and productivity. It serves as a platform to align team members' visions, set priorities, allocate tasks, and establish a roadmap for achieving success. |
| Completion State: | By the end of the meeting, the team will have established a framework for collaboration and productivity, setting clear priorities and allocating tasks effectively. |
| Assumptions: | The team members attending the meeting are open to collaboration and active participation. |
| Risks: | There is a risk that some team members may not actively participate or contribute to the discussions, resulting in a limited exchange of ideas and perspectives. |
| Risk Mitigation: | Prior to the meeting, share an agenda and outline the objectives and expected outcomes. Emphasize the importance of each team member's active participation and how their input contributes to the team's success. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.1.2 |
| Work Package: | Creation of Landing Page |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Creation of a Landing Page involves designing and developing a web page specifically designed to capture the attention of visitors and convert them into leads or customers. It is a strategic and focused page that serves as an entry point for users, typically from marketing campaigns or search engine results. |
| Completion State: | At the completion of the creation of a landing page process, a fully functional and optimized landing page. |
| Assumptions: | The landing page creation process involves a collaborative effort between designers and developers who possess the necessary skills and expertise. |
| Risks: | The landing page may not display correctly or function as intended on certain web browsers, leading to a suboptimal user experience and potential loss of conversions. |
| Risk Mitigation: | Conduct comprehensive testing across different browsers, devices, and screen sizes to ensure proper functionality, responsiveness, and compatibility. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.1.3 |
| Work Package: | Creation of Contact Page |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Creation of a Contact Page involves designing and developing a web page that allows visitors to easily connect and communicate with a business or organization. It serves as a convenient and accessible platform for users to reach out for inquiries, support, or other types of engagement. |
| Completion State: | At the completion of the Creation of a Contact Page process, a fully functional and user-friendly contact page will be ready for integration into a website. |
| Assumptions: | The contact page creation process involves collaboration between web designers, developers, and relevant stakeholders with the necessary skills and expertise. |
| Risks: | If there is a lack of processes or resources in place to promptly address inquiries or messages, there is a risk of delayed responses. |
| Risk Mitigation: | Establish clear guidelines and protocols for responding to inquiries or messages, including designated response times and communication channels. Ensure all staff members involved in handling responses are familiar with these protocols. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.1.4 |
| Work Package: | Creation of Safety Section Page |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Creation of a Safety Section Page involves designing and developing a web page dedicated to providing important safety information and guidelines to visitors. |
| Completion State: | At the completion of the Creation of a Safety Section Page process, a comprehensive and informative safety section page will be ready for integration into a website or online platform. |
| Assumptions: | The creation of the safety section page involves collaboration between web designers, and developers to ensure accurate and comprehensive safety information is included. |
| Risks: | Outdated or inaccurate safety information can mislead users and lead to improper or unsafe practices. This can result in potential harm, injuries, or accidents. |
| Risk Mitigation: | Establish a process to regularly review and update the safety section page to ensure it remains accurate and aligned with current safety requirements and regulations. Assign responsibility to specific individuals or teams for conducting periodic reviews. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.1.5 |
| Work Package: | Creation of About Us Page |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Creation of an About Us Page involves designing and developing a web page that provides information about the barangay. |
| Completion State: | At the completion of the Creation of an About Us Page process, a fully developed and engaging About Us page will be ready for integration into the website |
| Assumptions: | The creation of the About Us page involves collaboration between the barangay's key stakeholders and developers. |
| Risks: | If the About Us page contains contradictory or conflicting statements about the barangay's history, values, mission, or achievements, it can create confusion among visitors and erode their trust. |
| Risk Mitigation: | Develop comprehensive brand guidelines that outline the barangay's mission, values, tone of voice, and key messaging points. Ensure that these guidelines are shared and understood by all stakeholders involved in the creation of the About Us page. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.1.6 |
| Work Package: | 2nd Team Development Meeting |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The 2nd Team Development Meeting is a crucial milestone in the project where the team reconvenes to review progress, discuss challenges, and plan the next steps. |
| Completion State: | The team will have reviewed the progress made since the previous meeting, assessing the completion of tasks, milestones, or deliverables according to the project plan or timeline. |
| Assumptions: | The 2nd Team Development Meeting assumes that the team has already conducted an initial team development meeting or kickoff meeting where the project objectives, scope, and roles and responsibilities were discussed. |
| Risks: | If team members do not actively share updates on their tasks or progress, it can lead to a lack of visibility and understanding of the overall project status. This can result in misalignment, delays, or inefficiencies in subsequent tasks. |
| Risk Mitigation: | Communicate the objectives and agenda of the meeting to all team members in advance. Clearly outline the purpose, topics to be discussed, and expected outcomes to ensure everyone understands the importance of their active participation. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.2.1 |
| Work Package: | Creation of Registration Page |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Creation of a Registration Page involves designing and developing a user-friendly and secure web page that allows individuals to sign up and create accounts on a website or platform. |
| Completion State: | The Registration Page will have a visually appealing and user-friendly interface that aligns with the overall website or platform design. |
| Assumptions: | It is assumed that the purpose of the Registration Page is to allow users to create accounts for accessing specific features, services, or content on the website or platform. |
| Risks: | The Registration Page may not display or function correctly across different web browsers, leading to inconsistent user experiences. Variations in rendering, JavaScript compatibility, or CSS compatibility can impact the page's usability and accessibility. |
| Risk Mitigation: | Conduct comprehensive testing on different web browsers, devices, and screen sizes to ensure the Registration Page functions correctly and provides a consistent user experience. Perform both manual and automated testing, and address any issues or inconsistencies promptly. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.2.2 |
| Work Package: | Creation of Login Page |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Creation of a Login Page involves designing and developing a secure and user-friendly web page that allows registered users to access a website or platform by providing their credentials. |
| Completion State: | The Login Page will have a visually appealing and user-friendly interface that aligns with the overall website or platform design. |
| Assumptions: | It is assumed that the purpose of the Login Page is to authenticate registered users and grant them access to protected areas, personalized content, or specific functionalities on the website or platform. |
| Risks: | If the Login Page does not enforce strong password policies, users may choose weak or easily guessable passwords, increasing the risk of unauthorized access. Weak passwords can be susceptible to brute-force attacks or dictionary attacks. |
| Risk Mitigation: | Implement and enforce strong password policies, such as requiring a minimum length, a combination of alphanumeric characters, and the use of special characters. Educate users about the importance of strong passwords and provide guidance on creating secure passwords. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.2.3 |
| Work Package: | Creation of Resident Dashboard |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Creation of a Resident Dashboard involves designing and developing a centralized web interface that provides residents with access to various services, information, and functionalities specific to their needs within a residential community or complex. |
| Completion State: | The Resident Dashboard will have a visually appealing and user-friendly interface that aligns with the overall branding and design standards of the residential community. |
| Assumptions: | It is assumed that there is a clear understanding of the needs and requirements of the residents within the specific residential community or complex for which the Resident Dashboard is being created. |
| Risks: | The Resident Dashboard may need to integrate with various existing systems, such as resident databases, payment gateways, event management platforms, or communication tools. Compatibility issues may arise when connecting and synchronizing data between different systems, leading to data inconsistencies or functionality disruptions. |
| Risk Mitigation: | Conduct a comprehensive analysis of existing systems, databases, and platforms to identify potential compatibility challenges and dependencies before the development of the Resident Dashboard begins. Understand the limitations and capabilities of each system and assess potential integration complexities. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.2.4 |
| Work Package: | 3rd Team development meeting |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The 3rd Team Development Meeting is a scheduled gathering of the development team involved in a project to discuss progress, address challenges, and plan for the next phase of development. |
| Completion State: | The team will have reviewed the progress made since the previous development meeting, discussing completed tasks, milestones achieved, and any notable accomplishments. |
| Assumptions: | It is assumed that the team members attending the 3rd Team Development Meeting have a clear understanding of the project goals, objectives, and requirements. |
| Risks: | Team members may have different opinions or interpretations of which tasks or features should be prioritized in the development process. Misalignment on priorities can lead to conflicting efforts, duplication of work, or delays in completing critical tasks. |
| Risk Mitigation: | Ensure that the project goals, objectives, and priorities are clearly communicated to all team members. This helps establish a shared understanding and a common vision for the project. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.3.1 |
| Work Package: | Creation of Admin Login Page |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of an Admin Login Page involves designing and developing a secure and user-friendly login interface for administrators or authorized personnel to access the administrative area of a system or application. |
| Completion State: | The design and development of the Admin Login Page will be completed according to the agreed-upon specifications and requirements. This includes the visual layout, user interface elements, and functionality of the login page. |
| Assumptions: | It is assumed that the requirements for the Admin Login Page have been clearly defined and communicated to the development team. |
| Risks: | There is a risk of potential security vulnerabilities in the Admin Login Page, such as weak authentication mechanisms, improper handling of user credentials, or inadequate protection against common attacks like brute-force or SQL injection. These risks may compromise the confidentiality, integrity, or availability of the system and its data. |
| Risk Mitigation: | Mitigation strategies for these risks include implementing strong authentication measures, conducting thorough security testing, ensuring a user-friendly interface with clear feedback, adhering to best practices for integration, and regularly monitoring and updating the Admin Login Page to address any emerging security concerns. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.3.2 |
| Work Package: | Creation of Barangay Administrator Dashboard |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of a Barangay Administrator Dashboard involves designing and developing a centralized web-based interface specifically tailored for Barangay administrators. |
| Completion State: | The design and development of the Barangay Administrator Dashboard will be completed according to the agreed-upon specifications and requirements. This includes the visual layout, user interface elements, and functionality of the dashboard. |
| Assumptions: | It is assumed that the requirements for the Barangay Administrator Dashboard have been clearly defined and communicated to the development team. Any ambiguities or gaps in requirements will be addressed through proper communication and clarification. |
| Risks: | There is a risk of potential data security breaches or privacy violations when integrating and handling resident data within the dashboard. This risk may arise due to vulnerabilities in the system, unauthorized access, or improper data handling practices. |
| Risk Mitigation: | Implement robust security measures, such as encryption, access controls, and user authentication, to protect resident data and prevent unauthorized access or breaches. Regular security audits and compliance checks can help identify and address vulnerabilities. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.3.3 |
| Work Package: | Creation of Managing Barangay Employee Account |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of Managing Barangay Employee Account involves developing a system or interface to efficiently manage employee accounts within the barangay administration. |
| Completion State: | The design and development of the Managing Barangay Employee Account system will be completed according to the agreed-upon specifications and requirements. This includes the user interface, functionality, and integration with other relevant systems. |
| Assumptions: | It is assumed that the requirements for the Managing Barangay Employee Account system have been clearly defined and communicated to the development team. |
| Risks: | There is a risk of potential data security breaches or privacy violations when handling employee data within the Managing Barangay Employee Account system. This risk may arise due to vulnerabilities in the system, unauthorized access, or inadequate data protection measures. |
| Risk Mitigation: | Implement robust security measures, including encryption, access controls, and regular security audits, to protect employee data and prevent unauthorized access or breaches. Adhere to relevant data protection regulations and best practices. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.3.4 |
| Work Package: | Creation of Barangay Employee Dashboards |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of Barangay Employee Dashboards involves developing personalized dashboards for individual employees within the barangay administration. |
| Completion State: | The design and development of the Barangay Employee Dashboards will be completed according to the agreed-upon specifications and requirements. |
| Assumptions: | It is assumed that the requirements for the Barangay Employee Dashboards have been clearly defined and communicated to the development team. |
| Risks: | There is a risk of potential data security breaches or privacy violations when handling employee data within the dashboards. This risk may arise due to vulnerabilities in the system, unauthorized access, or inadequate data protection measures. |
| Risk Mitigation: | Implement robust security measures, including encryption, access controls, regular security audits, and compliance with relevant data protection regulations, to protect employee data and prevent unauthorized access or breaches. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.4 |
| Work Package: | Submission of Midterm Requirement |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The 4th Team Development Meeting is a scheduled gathering where the development team comes together to discuss the progress, challenges, and next steps of the project. |
| Completion State: | Each team member provides clear and comprehensive updates on their assigned tasks, highlighting the progress made since the last meeting. |
| Assumptions: | It is assumed that a well-defined meeting agenda has been prepared and shared with the team members before the meeting. This ensures that the discussion remains focused on project progress, challenges, and next step |
| Risks: | There is a risk that team members may not provide accurate or comprehensive progress updates during the meeting, which can lead to misalignment, delays, or missed opportunities for issue resolution. |
| Risk Mitigation: | Provide clear guidelines to team members on the information and format expected for progress updates. This helps ensure consistent and detailed updates are shared during the meeting. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.5 |
| Work Package: | 8th Team meeting w/ Adviser |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The 8th Team Meeting with the Adviser is a scheduled gathering where the development team and their adviser come together to discuss the project's progress, seek guidance and feedback, and align on important decisions. |
| Completion State: | The completion state involves the team receiving valuable feedback, guidance, and suggestions from the adviser regarding the project's progress, direction, and any areas that need improvement. |
| Assumptions: | It is assumed that both the team members and the adviser actively participate in the meeting, engaging in constructive discussions, providing valuable input, and actively seeking solutions to project challenges. |
| Risks: | There is a risk of misalignment or disagreement between the team and the adviser on certain decisions or project aspects. This can potentially lead to delays, conflicts, or a deviation from the desired project direction. |
| Risk Mitigation: | To mitigate the risk of misalignment, the team should ensure open and transparent communication with the adviser. This includes active listening, seeking clarification when needed, and maintaining a respectful and collaborative approach to decision-making. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.6 |
| Work Package: | Release 1 Evaluation (Sprint 10) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Release 1 Evaluation, also known as Sprint 10 Evaluation, is a milestone in the development process where the first release of the project is assessed and evaluated. |
| Completion State: | The completion state involves verifying that the features developed in Sprint 10 are functioning as intended and align with the project's requirements. This includes successful testing, bug resolution, and validation of feature functionality. |
| Assumptions: | It is assumed that the development activities for Sprint 10, including the implementation of the planned features, have been completed as scheduled. This allows for a comprehensive evaluation of the implemented functionalities. |
| Risks: | There is a risk of functional issues or bugs in the implemented features that may impact their functionality or usability. These issues can potentially affect the user experience and hinder the successful completion of the evaluation. |
| Risk Mitigation: | To mitigate the risk of functional issues, the development team should conduct thorough testing, including unit testing, integration testing, and regression testing. This helps identify and address any functional issues early in the evaluation process. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.7 |
| Work Package: | Release 1 Progression |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | Release 1 Progression refers to the advancement and development of the first release of a project. |
| Completion State: | The completion state involves the successful development and implementation of the planned features and functionalities for Release 1 |
| Assumptions: | It is assumed that the project requirements for Release 1 are clearly defined, documented, and agreed upon by all stakeholders. This ensures a common understanding of the expected outcomes and functionality. |
| Risks: | There is a risk of scope creep, where additional features or requirements are introduced during the progression phase, leading to delays or increased workload. This can impact the completion of Release 1 within the planned timelines. |
| Risk Mitigation: | To mitigate the risk of scope creep, a strict change management process should be established. Any new feature requests or changes should be thoroughly evaluated and assessed for their impact on the project timeline and resources. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.1.8 |
| Work Package: | Finalizing Release 1 (Sprint 11) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | Finalizing Release 1 (Sprint 11) refers to the concluding phase of the first release of a project. |
| Completion State: | The completion state involves the successful completion of all planned features and functionalities for Release 1. |
| Assumptions: | It is assumed that the development tasks for the planned features are nearing completion and that any remaining tasks can be finalized within the allocated time of Sprint 11. |
| Risks: | There is a risk that the remaining tasks and activities may not be completed within the allocated time of Sprint 11, potentially leading to delays in the finalization of Release 1. |
| Risk Mitigation: | To mitigate the risk of time constraints, a well-defined agile planning approach should be followed. This includes prioritizing the remaining tasks, breaking them down into manageable increments, and focusing on delivering the most critical features first. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.1.1 |
| Work Package: | Creation of functions to request documents |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of functions to request documents involves developing a system or feature that allows users to submit requests for specific documents or files. |
| Completion State: | The completion state involves the successful development and implementation of a functional system that allows users to submit document requests. |
| Assumptions: | It is assumed that the user requirements for the document request system have been clearly defined and communicated to the development team. |
| Risks: | There is a risk of encountering technical challenges during the development process, such as compatibility issues, system limitations, or performance bottlenecks. These challenges may impact the timely completion and functionality of the document request system. |
| Risk Mitigation: | The team will thoroughly research the contents of the change management plan to minimize the risk of encountering errors. Conducting a thorough analysis of user requirements and technical constraints before development helps identify potential challenges and allows for suitable solutions to be implemented. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.1.2 |
| Work Package: | Creation of functions to track requested documents |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of functions to track requested documents enables users to easily monitor the status and progress of their document requests in a streamlined and efficient manner. |
| Completion State: | The completion state involves the successful development and implementation of a functional system that allows users to track the status and progress of their requested documents. |
| Assumptions: | It is assumed that the user requirements for the document tracking system have been clearly defined and communicated to the development tea |
| Risks: | There is a risk of encountering technical challenges during the development process, such as compatibility issues, data synchronization problems, or performance limitations. These challenges may impact the functionality and accuracy of the document tracking system. |
| Risk Mitigation: | Conducting thorough testing and quality assurance activities throughout the development process helps identify and address any technical challenges or issues. This ensures the functionality and reliability of the document tracking system. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.1.3 |
| Work Package: | Creation of functions for notifications |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of functions for notifications enables users to receive timely and relevant alerts, updates, and messages to stay informed and engaged with the system or application. |
| Completion State: | The completion state involves the successful development and implementation of a functional system that enables the generation and delivery of notifications to users. |
| Assumptions: | It is assumed that the user requirements for the notification system have been clearly defined and communicated to the development team. This ensures a shared understanding of the desired functionalities and features. |
| Risks: | There is a risk of encountering technical challenges during the development process, such as compatibility issues, connectivity problems with external systems, or difficulties in delivering notifications across different platforms or devices. |
| Risk Mitigation: | Conducting thorough testing and quality assurance activities throughout the development process helps identify and address any technical challenges or issues. This ensures the functionality and reliability of the notification system. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.1.4 |
| Work Package: | Creation of functions to manage requested documents |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of functions to manage requested documents enables users to efficiently organize, categorize, and manipulate their requested documents within the system or application. |
| Completion State: | The completion state involves the successful implementation of functions that allow users to organize and categorize their requested documents based on relevant criteria such as type, date, or status. |
| Assumptions: | It is assumed that the user requirements for document management functions have been clearly defined and communicated to the development team. |
| Risks: | There is a risk of encountering technical challenges during the development process, such as performance limitations, data synchronization issues, or compatibility problems with the document storage system. |
| Risk Mitigation: | Conducting a thorough analysis of user requirements and technical constraints before development helps identify potential challenges and allows for suitable solutions to be implemented. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.2 |
| Work Package: | 4th Team meeting Team meeting w/ Client |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The 4th team meeting with the client is a scheduled gathering where the development team and the client come together to discuss project progress, address any concerns or questions, and align on the next steps. |
| Completion State: | The completion state involves ensuring that both the development team and the client have a clear understanding of the project's progress, goals, and requirements. |
| Assumptions: | It is assumed that both the development team and the client have prepared adequately for the meeting, including reviewing project documentation, gathering relevant information, and being ready to discuss project-related matters. |
| Risks: | There is a risk of misalignment between the development team and the client regarding project goals, requirements, or deliverables, which can lead to confusion, delays, or dissatisfaction. |
| Risk Mitigation: | Ensuring a clearly defined project scope and documented requirements helps mitigate the risk of misalignment and scope creep. This includes setting clear boundaries, documenting agreed-upon deliverables, and managing change requests through a formal change control process. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.3 |
| Work Package: | Release 2 Evaluation (Sprint 12) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Release 2 Evaluation (Sprint 12) is a review process conducted to assess the outcomes and effectiveness of the implemented features and improvements in the second release of the project. |
| Completion State: | The completion state involves assessing the functionality, usability, and performance of the features and enhancements implemented in Release 2. |
| Assumptions: | It is assumed that the development of Release 2 has been completed according to the planned scope, features, and timelines. This allows for a comprehensive evaluation of the implemented functionalities. |
| Risks: | There is a risk of functional deficiencies or bugs in the implemented features that may impact the evaluation process and the overall performance of the system or application. |
| Risk Mitigation: | Conducting thorough testing and quality assurance activities during the development process helps identify and address any functional deficiencies or bugs. This ensures the stability and reliability of the implemented features. |
| Budget: | N/A |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.4 |
| Work Package: | Release 2 Progression |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | Release 2 Progression refers to the ongoing development and implementation of features, enhancements, and bug fixes in the second phase of the project, with the aim of achieving the defined project objectives and delivering value to the stakeholders. |
| Completion State: | The completion state involves successfully implementing all planned features and enhancements outlined for Release 2, ensuring they meet the defined requirements and are functioning as intended. |
| Assumptions: | It is assumed that the project scope for Release 2 has been clearly defined, including the specific features, enhancements, and deliverables to be included in this phase. |
| Risks: | There is a risk of scope creep, where additional requirements or changes are introduced during the progression of Release 2, leading to potential delays, resource constraints, or compromised quality. |
| Risk Mitigation: | Implementing a formal change control process helps manage scope creep by carefully evaluating and documenting any requested changes, ensuring they align with project objectives and constraints. |
| Budget: | N/A |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.5 |
| Work Package: | Finalizing Release 2 (Sprint 13) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | Finalizing Release 2 (Sprint 13) involves completing the remaining tasks, conducting final testing, and ensuring all deliverables are in place for the successful deployment and delivery of the second phase of the project. |
| Completion State: | The completion state involves ensuring that all tasks and activities planned for the finalization of Release 2 have been completed, including development, testing, documentation, and any necessary refinements or adjustments. |
| Assumptions: | It is assumed that the development and progression of Release 2 have been carried out according to plan, with all features, enhancements, and bug fixes implemented and tested. |
| Risks: | There is a risk that undetected issues or bugs may be present in the finalized release, potentially affecting the stability, functionality, or user experience. |
| Risk Mitigation: | Conducting comprehensive testing and quality assurance activities during the finalization phase helps identify and address any remaining issues or bugs, ensuring the release's stability and reliability. |
| Budget: | N/A |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.2.6 |
| Work Package: | 5th Team development meeting |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The 5th Team Development Meeting is a scheduled gathering where the development team convenes to discuss progress updates, address challenges, and plan next steps in the project. |
| Completion State: | The completion state involves sharing and reviewing progress made since the last team meeting, including completed tasks, milestones achieved, and any relevant updates on the project's overall status. |
| Assumptions: | It is assumed that all team members actively participate in the meeting, providing updates, sharing insights, and engaging in collaborative discussions to drive progress and make informed decisions. |
| Risks: | There is a risk of encountering a lack of clarity or miscommunication during the meeting, leading to misunderstandings, delays, or misaligned expectations among team members. |
| Risk Mitigation: | Establishing a clear meeting agenda and outlining the objectives beforehand helps ensure that the discussion stays focused, relevant, and aligned with the intended purpose of the meeting. |
| Budget: | N/A |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.1.1 |
| Work Package: | Creation of functions to submit concerns |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of functions to submit concerns involves developing the necessary mechanisms and interfaces that allow users to raise and submit their concerns or issues for further review and resolution. |
| Completion State: | The completion state of the creation of functions to submit concerns refers to the successful implementation and availability of the concerned submission functionality within the system or platform. |
| Assumptions: | It is assumed that users have appropriate access to the system or platform, allowing them to utilize the functions to submit concerns. |
| Risks: | There is a risk that the submitted concerns may contain sensitive information, requiring measures to ensure data security and privacy during the submission process and subsequent handling. |
| Risk Mitigation: | Implementing robust data encryption and access control measures helps safeguard the submitted concerns, protecting sensitive information from unauthorized access. |
| Budget: | N/A |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.1.2 |
| Work Package: | Creation of functions to manage concerns |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of functions to manage concerns involves developing the necessary mechanisms and interfaces that allow users to raise and submit their concerns or issues for further review and resolution. |
| Completion State: | Sprint 10 is done when all of the use cases that have been found have been verified and validated to the client's satisfaction. |
| Assumptions: | Assumptions include having a set of use cases ready to check, communicating clearly with the client about needs, and having client representatives available to work with and give feedback. |
| Risks: | Possible risks include mismatches between the features that are built and what the client wants, confusion about what the client wants, and delays in client feedback or availability. |
| Risk Mitigation: | To reduce these risks, the client will be kept in the loop and work with the team daily throughout Sprint 10. Use cases will be closely looked over, and any problems or differences will be fixed quickly. It will be tried to be clear about what is needed and to get client comments as soon as possible. |
| Budget: | N/A |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.1.3 |
| Work Package: | Creation of functions to track submitted concerns |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The creation of functions to track submitted concerns involves developing the necessary mechanisms and tools to monitor and track the status, progress, and resolution of user-submitted concerns. |
| Completion State: | The completion state of the creation of functions to track submitted concerns refers to achieving the desired functionality and readiness of the system or platform to effectively monitor, track, and manage user-submitted concerns throughout their lifecycle. |
| Assumptions: | It is assumed that the system will provide timely updates on the status and progress of submitted concerns, ensuring users are informed about the resolution process. |
| Risks: | There is a risk of encountering inaccuracies or missing information when tracking submitted concerns, potentially leading to confusion or delays in resolving the concerns. |
| Risk Mitigation: | Implementing robust data validation measures helps ensure the accuracy and completeness of concern-related data, minimizing the risk of errors or missing information during tracking. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.2.1 |
| Work Package: | Generate Report |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The "Generate Report" function involves the automated generation of comprehensive reports based on specified criteria or data inputs, providing a consolidated overview of relevant information in a structured format. |
| Completion State: | The completion state of the "Generate Report" function refers to successfully implementing the functionality to generate reports that meet the specified criteria, providing accurate and meaningful information in a presentable format. |
| Assumptions: | It is assumed that the necessary data required for generating the report is available in the system or can be accessed through appropriate integration |
| Risks: | There is a risk of encountering data integrity issues during the report generation process, such as inaccurate or incomplete data, which can affect the accuracy and reliability of the generated report. |
| Risk Mitigation: | Implementing data validation and cleansing measures before generating the report helps ensure the integrity and accuracy of the data used in the report generation process. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.2.2 |
| Work Package: | Modify Web App information |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The "Modify Web App information" work package involves making changes or updates to the existing information displayed on a web application, allowing for the accurate representation of data and content. |
| Completion State: | The completion state of the "Modify Web App information" work package refers to successfully implementing the functionality to modify and update the information displayed on the web application, ensuring the changes are accurately reflected and readily accessible to users. |
| Assumptions: | It is assumed that appropriate access levels and permissions are in place, allowing authorized users to modify the web app information while ensuring data security and integrity. |
| Risks: | There is a risk of potential data loss or corruption during the modification process, which may result in inaccurate or incomplete information being displayed on the web application. |
| Risk Mitigation: | Implementing regular data backups and version control mechanisms helps mitigate the risk of data loss or corruption, allowing for easy recovery in case of unintended modifications or errors. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.3 |
| Work Package: | 5th Team meeting w/ Client |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The 5th Team meeting with the client is a scheduled session where the development team engages with the client to discuss project progress, address any queries or concerns, and align on future steps. |
| Completion State: | The completion state of the 5th Team meeting with the client refers to successfully conducting the meeting, covering all relevant agenda items, and achieving the desired outcomes, such as clarifying project requirements, obtaining client feedback, and gaining alignment on the next steps. |
| Assumptions: | It is assumed that the necessary stakeholders from both the development team and the client side will be available for the meeting to ensure effective communication and decision-making. |
| Risks: | There is a risk that the client's expectations and requirements may differ from the understanding of the development team, leading to miscommunication and potential rework. |
| Risk Mitigation: | Maintaining clear and up-to-date requirements documentation helps mitigate the risk of misalignment by providing a reference point for discussion and ensuring a shared understanding. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.4 |
| Work Package: | Release 3 Evaluation (Sprint 14) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | The Release 3 Evaluation (Sprint 14) involves assessing the performance and functionality of the developed features and components within the release, determining their effectiveness and identifying areas for improvement. |
| Completion State: | The completion state of the Release 3 Evaluation (Sprint 14) refers to successfully conducting the evaluation process, analyzing the performance and functionality of the implemented features and components, and generating actionable insights for further enhancements or refinements. |
| Assumptions: | It is assumed that all planned features and components for Release 3 have been successfully implemented and are available for evaluation. |
| Risks: | There is a risk of encountering defects or bugs during the evaluation, which may impact the accurate assessment of the features' functionality and performance. |
| Risk Mitigation: | Conducting comprehensive testing prior to the evaluation and addressing any identified defects or bugs promptly helps ensure accurate evaluation results. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.5 |
| Work Package: | Release 3 Progression |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | Release 3 Progression refers to the ongoing development and implementation of features, enhancements, and bug fixes for the third release of the project, ensuring continuous progress and advancement towards the desired end state. |
| Completion State: | The completion state of Release 3 Progression refers to achieving the desired level of feature development, bug fixing, and enhancements within the designated sprint or timeframe. |
| Assumptions: | It is assumed that the necessary development resources, including developers, testers, and infrastructure, are available and allocated appropriately to support the progress of Release 3. |
| Risks: | There is a risk of scope creep, where additional requirements or changes are introduced during the development process, leading to potential delays or resource constraints. |
| Risk Mitigation: | Implementing a change management process helps manage scope creep by carefully evaluating and documenting any proposed changes, considering their impact on timeline and resources. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.3.3.6 |
| Work Package: | Finalizing Release 3 (Sprint 15) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Rark Mowen Alcantara, Jakerson Bermudo |
| Description: | Finalizing Release 3 (Sprint 15) involves completing all remaining tasks, conducting final testing and quality assurance checks, and preparing the release for deployment, ensuring that it meets the desired standards and is ready for production use. |
| Completion State: | The completion state of Finalizing Release 3 (Sprint 15) refers to achieving a state where all tasks related to the release, including development, testing, and quality assurance, are completed, and the release is ready for deployment. |
| Assumptions: | It is assumed that all planned features, bug fixes, and enhancements for Release 3 have been successfully implemented and tested. |
| Risks: | There is a risk of encountering undetected defects or issues during the final testing and quality assurance phase, which may impact the release's stability and functionality. |
| Risk Mitigation: | Conducting thorough testing, including functional testing, integration testing, and user acceptance testing, helps mitigate the risk of undetected defects or issues, ensuring the stability and reliability of the release. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.4.1.1 |
| Work Package: | Unit Testing for Release 1 |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | The creation of the time management plan involves developing a comprehensive schedule that outlines the tasks and activities required to complete the project within the given timeline. This includes identifying the critical path, estimating task durations, and assigning resources to each task. |
| Completion State: | The completion state for this work package is the production of a detailed and comprehensive time management plan that includes all the necessary information, such as the project timeline, task dependencies, resource allocations, and milestones, and that has been approved by all relevant stakeholders. |
| Assumptions: | The project team has a clear understanding of the project scope, objectives, and deliverables. |
| Risks: | Lack of accurate estimation of task durations or failure to identify critical tasks and dependencies can lead to delays in the project timeline. |
| Risk Mitigation: | To mitigate this risk, it is essential to involve all relevant stakeholders in the development of the time management plan, and to regularly review and update the plan as needed. The use of project management tools and techniques, such as Gantt charts or critical path analysis, can also help to identify potential delays and plan for contingencies. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.3.4 |
| Work Package: | Creation of Work Breakdown Structure |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of a work breakdown structure (WBS), which is a hierarchical decomposition of the project's deliverables and activities into smaller, more manageable components. The WBS may include a detailed list of tasks, timelines, and resources required for each component. |
| Completion State: | The work package is considered complete once the WBS has been created, reviewed, and approved. |
| Assumptions: | The assumption is that the necessary information and data have been gathered and analyzed to support the creation of the WBS. |
| Risks: | The risk is that the WBS may not effectively decompose the project's deliverables and activities into manageable components, may not accurately estimate timelines and resource requirements, or may not adequately reflect the project's objectives and goals. |
| Risk Mitigation: | To mitigate this risk, the project team can engage stakeholders in the creation of the WBS, provide frequent updates and opportunities for feedback, and validate the WBS against the project's objectives and goals. Additionally, the team can leverage project management methodologies and tools to ensure the WBS is comprehensive and effective in managing project activities. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.3.5 |
| Work Package: | Creation of Work Packages based on WBS. |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating work packages based on the WBS for a project. The team will review the WBS and identify work packages, create detailed descriptions for each work package, assign work packages to team members, establish timelines and deadlines for each work package, and review and update work packages as needed. |
| Completion State: | Successfully creating and assigning work packages based on the WBS for the project. |
| Assumptions: | The team has a clear understanding of the project objectives and deliverables and can effectively collaborate and communicate to create and assign work packages. |
| Risks: | The team may not accurately identify all necessary work packages or may not effectively assign work packages to team members. |
| Risk Mitigation: | The team will conduct thorough analysis and collaboration to ensure that all necessary work packages are identified and assigned effectively and will seek additional guidance or resources if necessary to address any issues that arise. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.4.1 |
| Work Package: | Testing 1 |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the first round of testing for the South Signal Village Barangay Web Application project. The testing will cover the basic functionalities and features of the application to ensure that they are working as intended and that there are no major bugs or issues. |
| Completion State: | Completed testing report for the first round of testing. |
| Assumptions: | The project team has completed the development of the application and has conducted sufficient testing on their end before proceeding to this round of testing. |
| Risks: | The testing may uncover bugs or issues that were not identified during the development and testing phase, which could delay the project timeline and increase costs. |
| Risk Mitigation: | To mitigate this risk, the project team will allocate sufficient time and resources for testing and bug fixing and will prioritize fixing critical bugs that may impact the functionality and usability of the application. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.5.1 |
| Work Package: | Submission of PROJMAN Midterm Requirements |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the submission of the PROJMAN Midterm Requirements, which includes the completed chapters and other deliverables specified by the professor for the midterm evaluation. The team will need to ensure that all requirements are completed and submitted on time to meet the deadline. |
| Completion State: | All PROJMAN Midterm Requirements have been completed and submitted on time. |
| Assumptions: | The team has followed the professor's instructions and has completed all necessary tasks and deliverables for the midterm evaluation. |
| Risks: | The team may encounter technical issues or difficulties in submitting the requirements on time, which could result in a lower grade or failure to pass the evaluation. |
| Risk Mitigation: | To mitigate this risk, the team will ensure that they have tested the submission process and that they have backup plans in case of technical issues. They will also monitor the deadline closely and ensure that all requirements are completed well in advance. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.5.2 |
| Work Package: | PROJMAN Midterm presentation (Sprint 10) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves preparing and delivering the PROJMAN Midterm presentation for Sprint 10 of the project management course. The presentation will provide an overview of the project's progress, achievements, and challenges in the first half of the semester, as well as the team's plans and strategies for completing the course project. |
| Completion State: | Completed PROJMAN Midterm presentation for Sprint 10. |
| Assumptions: | The project team has made sufficient progress in the first half of the semester and has prepared the necessary documentation and materials for the presentation. |
| Risks: | The project team may encounter technical issues or difficulties in preparing or delivering the presentation, which could impact the quality and effectiveness of the presentation. |
| Risk Mitigation: | To mitigate this risk, the project team will ensure that they have tested and prepared all necessary technical equipment and materials for the presentation. They will also practice the presentation multiple times to ensure that they are comfortable with the delivery and can address any issues that may arise. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.6.1 |
| Work Package: | Creation of HR Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of an HR management plan, which outlines how the project team will manage and coordinate human resources throughout the project lifecycle. The HR management plan may include roles and responsibilities, staffing requirements, training and development plans, and performance evaluation and feedback mechanisms. |
| Completion State: | The work package is considered complete once the HR management plan has been created, reviewed, and approved. |
| Assumptions: | The assumption is that the necessary information and data have been gathered and analyzed to support the creation of the HR management plan. |
| Risks: | The risk is that the HR management plan may not effectively manage and coordinate human resources throughout the project lifecycle, may not accurately identify roles and responsibilities, or may not adequately address training and development needs or performance evaluation and feedback mechanisms. |
| Risk Mitigation: | To mitigate this risk, the project team can engage stakeholders in the creation of the HR management plan, provide frequent updates and opportunities for feedback, and validate the plan against the project's objectives and goals. Additionally, the team can leverage HR management methodologies and tools to ensure the plan is comprehensive and effective in managing human resources. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.6.2 |
| Work Package: | Creation of Quality Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating a quality management plan for a project. The team will identify quality requirements and expectations, determine quality assurance and control processes, develop a quality management plan document, review and refine the document as needed, and obtain stakeholder approval of the quality management plan. |
| Completion State: | Successfully creating a quality management plan that meets the project's quality requirements and expectations and is approved by stakeholders. |
| Assumptions: | The team has access to relevant project information and stakeholders are willing to provide feedback on the quality management plan. |
| Risks: | The team may not accurately identify all necessary quality requirements or may not effectively communicate with stakeholders to obtain their approval. |
| Risk Mitigation: | The team will conduct thorough analysis and communication to ensure that all necessary quality requirements are identified, and stakeholders are effectively engaged in the development and approval of the quality management plan. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.6.3 |
| Work Package: | Creation of Risk Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package is developing a comprehensive plan that identifies, assesses, and addresses potential risks and uncertainties associated with the project. This plan will outline the strategies and actions needed to mitigate or avoid risks and minimize their impact on the project. |
| Completion State: | The completion state for this work package would be the production of a detailed and comprehensive risk management plan that outlines the risk management strategy, risk identification and assessment process, risk response plan, risk monitoring and control, and roles and responsibilities of the project team in managing risks. |
| Assumptions: | The project team has a clear understanding of the project scope, objectives, and deliverables, and is familiar with the tools and techniques used in risk management. |
| Risks: | The project team may overlook some risks or fail to adequately assess the impact of identified risks, which could result in project delays, budget overruns, or failure to achieve project objectives. |
| Risk Mitigation: | To mitigate this risk, the project team will conduct regular risk assessment meetings, involve all stakeholders in the risk management process, and use proven tools and techniques to identify, assess, and manage risks. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.6.4 |
| Work Package: | Creation of Communications Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | The Creation of Communications Management Plan work package involves developing a comprehensive plan for communication within the project team and with external stakeholders. The plan will identify the types of information to be communicated, the communication channels and methods to be used, the frequency of communication, and the roles and responsibilities of team members in managing communication. The plan will also include guidelines for managing project-related conflicts and ensuring that all stakeholders are kept informed of project progress and changes. |
| Completion State: | The completion state for this work package is the creation and approval of a Communications Management Plan that outlines all necessary details related to communication within the project. |
| Assumptions: | The project team has a clear understanding of the project's communication needs and requirements, as well as the stakeholders who need to be included in the communication plan. |
| Risks: | Failure to develop a comprehensive and effective communication plan could lead to misunderstandings, delays, or conflicts within the project team or with external stakeholders. |
| Risk Mitigation: |  |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.6.5 |
| Work Package: | Creation of Procurement Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | The Creation of Procurement Management Plan involves developing a plan that outlines the process of identifying, selecting, and managing vendors or suppliers for the project. This work package includes defining procurement requirements, identifying potential suppliers, creating and executing procurement contracts, and managing supplier relationships. |
| Completion State: | The completion state for this work package is a comprehensive procurement management plan that includes procurement requirements, a list of potential suppliers, procurement contracts, and a plan for managing supplier relationships. |
| Assumptions: | The project team has identified the procurement requirements and has a clear understanding of the procurement process. |
| Risks: | Risks associated with this work package may include the possibility of not being able to find suitable suppliers, delays in executing procurement contracts, or issues with supplier performance. |
| Risk Mitigation: | To mitigate these risks, the project team will conduct thorough research to identify potential suppliers, ensure that procurement contracts are carefully reviewed and negotiated, and establish clear performance metrics and expectations for suppliers. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.7.1 |
| Work Package: | Creation of Project Status Reports Distribution Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of a plan for distributing project status reports to stakeholders. The distribution plan may include a schedule for sending out reports, a list of recipients, and the format and content of the reports themselves. |
| Completion State: | The work package is considered complete once the project status reports distribution plan has been created, reviewed, and approved. |
| Assumptions: | The assumption is that the necessary information and data have been gathered and analyzed to support the creation of the project status reports distribution plan. |
| Risks: | The risk is that the distribution plan may not effectively communicate project status information to stakeholders, may not accurately identify the recipients or frequency of reports, or may not adequately reflect the project's objectives and goals. |
| Risk Mitigation: | To mitigate this risk, the project team can engage stakeholders in the creation of the project status reports distribution plan, provide frequent updates and opportunities for feedback, and validate the plan against the project's objectives and goals. Additionally, the team can leverage project management methodologies and tools to ensure the distribution plan is comprehensive and effective in communicating project status information to stakeholders. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.7.2 |
| Work Package: | Creation of Change Request Documentation |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating a process for documenting change requests for a project. The team will identify change request requirements and scope, develop a change request form template, create a change request documentation process flow, review and refine the process as needed, and obtain stakeholder approval of the change request documentation process. |
| Completion State: | Successfully creating a change request documentation process that meets the project's requirements and is approved by stakeholders. |
| Assumptions: | The team has access to relevant project information and stakeholders are willing to provide feedback on the change request documentation process. |
| Risks: | The team may not accurately identify all necessary change request requirements or may not effectively communicate with stakeholders to obtain their approval. |
| Risk Mitigation: | The team will conduct thorough analysis and communication to ensure that all necessary change request requirements are identified, and stakeholders are effectively engaged in the development and approval of the change request documentation process. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.7.3 |
| Work Package: | Creation of Project Execution Monitoring Report |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | The Creation of Procurement Management Plan involves developing a plan that outlines the process of identifying, selecting, and managing vendors or suppliers for the project. This work package includes defining procurement requirements, identifying potential suppliers, creating and executing procurement contracts, and managing supplier relationships. |
| Completion State: | The completion state for this work package is a comprehensive procurement management plan that includes procurement requirements, a list of potential suppliers, procurement contracts, and a plan for managing supplier relationships. |
| Assumptions: | The project team has identified the procurement requirements and has a clear understanding of the procurement process. |
| Risks: | Risks associated with this work package may include the possibility of not being able to find suitable suppliers, delays in executing procurement contracts, or issues with supplier performance. |
| Risk Mitigation: | To mitigate these risks, the project team will conduct thorough research to identify potential suppliers, ensure that procurement contracts are carefully reviewed and negotiated, and establish clear performance metrics and expectations for suppliers. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.7.4 |
| Work Package: | Creation of Implementation Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves creating an implementation plan that outlines the detailed steps, resources, and timelines required to execute the project successfully. This includes identifying the specific tasks, deliverables, and milestones required to complete the project and determining the dependencies and interrelationships among them. The implementation plan will also include a communication plan, risk management plan, and quality management plan to ensure that the project is delivered within scope, on time, and within budget. |
| Completion State: | The completion state for this work package is a comprehensive and detailed implementation plan that includes all the necessary information to execute the project successfully and has been approved by all relevant stakeholders. |
| Assumptions: | The project team has a clear understanding of the project goals and objectives and has developed a comprehensive project charter and project plan. |
| Risks: | Lack of clarity and agreement on the project scope, goals, and objectives can lead to delays or misunderstandings in creating the implementation plan. |
| Risk Mitigation: | To mitigate this risk, it is important to have clear and open communication among the stakeholders and team members regarding the project scope, goals, and objectives. This can be achieved by holding regular meetings or workshops to discuss and clarify any uncertainties or misunderstandings. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.8.1 |
| Work Package: | Creation of Change Management Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | The creation of a Change Management Plan involves identifying potential changes that may occur during the project's lifecycle, evaluating their impact on the project's objectives, scope, budget, and schedule, and developing strategies to manage and implement these changes in a controlled and efficient manner. This includes establishing a formal process for requesting, reviewing, approving, and implementing changes, as well as defining roles and responsibilities for change management and communication. |
| Completion State: | The completion state for this work package is a comprehensive Change Management Plan that includes all the necessary components, such as change request forms, change control procedures, change impact analysis, change communication plan, and change implementation plan, and that has been approved by all relevant stakeholders. |
| Assumptions: | The project team has a clear understanding of the project's goals, objectives, scope, and stakeholders. |
| Risks: | Failure to properly manage project changes can lead to scope creep, budget overruns, schedule delays, and decreased project quality. |
| Risk Mitigation: | To mitigate this risk, the project team will establish a clear and formal change management process and communicate it to all stakeholders. They will also assign clear roles and responsibilities for change management and ensure that all changes are evaluated for their impact on the project's objectives, scope, budget, and schedule before being approved. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.8.2 |
| Work Package: | Creation of Project Status Reports |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the creation of project status reports that will be distributed to stakeholders. The project status reports may include information on project progress, risks and issues, schedule updates, and budget updates. |
| Completion State: | The work package is considered complete once the project status reports have been created, reviewed, and approved. |
| Assumptions: | The assumption is that the necessary information and data have been gathered and analyzed to support the creation of the project status reports. |
| Risks: | The risk is that the project status reports may not effectively communicate project status information to stakeholders, may not accurately reflect project progress, risks and issues, schedule updates, and budget updates, or may not adequately reflect the project's objectives and goals. |
| Risk Mitigation: | To mitigate this risk, the project team can engage stakeholders in the creation of the project status reports, provide frequent updates and opportunities for feedback, and validate the reports against the project's objectives and goals. Additionally, the team can leverage project management methodologies and tools to ensure the project status reports are comprehensive and effective in communicating project status information to stakeholders. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.8.3 |
| Work Package: | Creation of Transition-Out Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio Rark Alcantara |
| Description: | This work package involves creating a transition-out plan for a project. The team will identify transition-out requirements and scope, develop a transition-out plan template, create a transition-out plan process flow, review and refine the process as needed, and obtain stakeholder approval of the transition-out plan. |
| Completion State: | Successfully creating a transition-out plan that meets the project's requirements and is approved by stakeholders. |
| Assumptions: | The team has access to relevant project information and stakeholders are willing to provide feedback on the transition-out plan. |
| Risks: | The team may not accurately identify all necessary transition-out requirements or may not effectively communicate with stakeholders to obtain their approval. |
| Risk Mitigation: | The team will conduct thorough analysis and communication to ensure that all necessary transition-out requirements are identified, and stakeholders are effectively engaged in the development and approval of the transition-out plan. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.8.4 |
| Work Package: | Creation of Project Turn-Over Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio Rark Alcantara |
| Description: | This work package involves the creation of a Project Turn-Over Plan that outlines the process of transitioning the project deliverables and responsibilities from the project team to the client or stakeholders. This plan should cover the necessary procedures, documentation, and communication channels to ensure a smooth and successful transition. |
| Completion State: | The completion state for this work package is the delivery of a detailed and comprehensive Project Turn-Over Plan that has been approved by all relevant stakeholders and covers all aspects of the transition process. |
| Assumptions: | The project team has completed all project deliverables and the client or stakeholders are ready to receive and assume responsibility for the project. |
| Risks: | Lack of communication and documentation can lead to confusion and misunderstandings during the transition process, resulting in delays or incomplete handover. |
| Risk Mitigation: | To mitigate this risk, the Project Turn-Over Plan should be communicated and agreed upon by all relevant stakeholders, and regular status updates and meetings should be held to ensure a smooth transition. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.8.5 |
| Work Package: | Creation of Post Project Review Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio Rark Alcantara |
| Description: | The work package involves the creation of a Post Project Review Plan which is a structured approach to evaluate the project's overall performance, identify lessons learned, and identify opportunities for improvement for future projects. The plan should outline the process, methodology, and criteria for conducting the review, as well as the roles and responsibilities of the stakeholders involved. The plan should also identify the timeline and deliverables for the review and specify the tools and techniques that will be used to collect and analyze data. |
| Completion State: | The completion state for the work package is a finalized Post Project Review Plan that includes all necessary components and has been approved by all relevant stakeholders. |
| Assumptions: | The project has been completed and all necessary data and documentation are available for review. |
| Risks: | The project team may not have sufficient time or resources to conduct a comprehensive post-project review, which could result in missed opportunities for improvement. |
| Risk Mitigation: | To mitigate this risk, it is important to schedule the post-project review early in the project timeline and allocate adequate time and resources for the review process. It is also important to engage all relevant stakeholders in the review process and ensure that their perspectives are taken into account. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.9.1 |
| Work Package: | Creation of Consolidated Project Plan |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio Rark Alcantara |
| Description: | The Creation of Consolidated Project Plan involves consolidating all the individual project plans, such as the time management plan, cost management plan, quality management plan, risk management plan, and communication management plan, into a single document. This document serves as the comprehensive guide for the entire project, outlining all the necessary information for project execution, monitoring, and control. The Consolidated Project Plan includes the project scope, objectives, deliverables, timelines, budget, risks, quality standards, communication protocols, and other relevant details. The goal of this work package is to ensure that all the individual plans are aligned with the overall project goals and objectives, and that the project team has a clear understanding of the project scope, tasks, and responsibilities. |
| Completion State: | The completion state for the Creation of Consolidated Project Plan is a comprehensive and coherent document that consolidates all the individual project plans into a single, comprehensive guide for the entire project. The document should be approved by all relevant stakeholders and should serve as the primary reference for project execution, monitoring, and control. |
| Assumptions: | The project team has created all the necessary individual project plans, and there is a clear understanding of the project scope, objectives, and deliverables. |
| Risks: | Incomplete or inconsistent information in the individual project plans can result in errors or inconsistencies in the Consolidated Project Plan, leading to confusion and misunderstandings during project execution. |
| Risk Mitigation: | To mitigate this risk, it is important to review and validate all the individual project plans before consolidating them into the final document. The project team should ensure that all the plans are aligned with the overall project goals and objectives, and that there are no conflicting or incomplete information. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| 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 Dellera, Wilkins Caducio |
| 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/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| 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 Dellera, Wilkins Caducio |
| 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/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.11.1 |
| Work Package: | System and documentation handover (Sprint 12) |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves the handover of the completed system and its accompanying documentation to the client or end-users. The handover process includes providing system training to the end-users, transferring ownership of the system, and ensuring that all required documentation and deliverables are provided. The completion of this work package signifies the end of the project delivery phase and the transition to the maintenance and support phase. |
| Completion State: | To be determined based on the successful handover of the system and documentation to the client or end-users. |
| Assumptions: | The system and its accompanying documentation are complete and meet the requirements specified by the client. |
| Risks: | There may be a delay or failure in the handover process, which could lead to client dissatisfaction and damage to the team's reputation. |
| Risk Mitigation: | Regular communication and collaboration with the client or end-users throughout the project can help identify and address potential issues or concerns. Clear documentation and guidelines for the handover process can also help ensure a smooth transition. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.11.2 |
| Work Package: | Gain Formal Acceptance |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | Ensure that all stakeholders have agreed that the project deliverables meet their requirements and are satisfactory. This involves obtaining formal sign-off from the project sponsor, customer or client, and other stakeholders as appropriate. |
| Completion State: | Successful sign-off and acceptance of project deliverables by all stakeholders. |
| Assumptions: | All project deliverables have been completed and meet stakeholder requirements. |
| Risks: | Stakeholders may not agree on the acceptance criteria or may have different expectations from the project deliverables. |
| Risk Mitigation: | Define and agree on acceptance criteria early in the project and involve all stakeholders in the process. Hold regular status meetings and obtain feedback from stakeholders throughout the project. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.5.11.3 |
| Work Package: | Project close out meeting |
| Package Owner: | Wilkins Caducio |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | This work package involves organizing and conducting a project close out meeting with the project team and stakeholders to officially close the project. The meeting will serve as an opportunity to review the project's overall performance and accomplishments, discuss any lessons learned, and finalize the handover of project deliverables and documentation. The meeting will also provide a forum for team members and stakeholders to express their feedback and provide suggestions for future improvements. |
| Completion State: | The project closes out meeting has been successfully conducted, and all deliverables and documentation have been formally handed over to the appropriate parties. |
| Assumptions: | The project team and stakeholders are available and willing to attend the close out meeting on the scheduled date. |
| Risks: | There is a risk that not all team members or stakeholders will be able to attend the close out meeting, which may delay the handover of deliverables and documentation. |
| Risk Mitigation: | The meeting date and time will be scheduled well in advance, and reminders will be sent to all attendees to ensure their availability. In the event that some team members or stakeholders are unable to attend, alternative arrangements will be made to ensure that all deliverables and documentation are handed over in a timely manner. |
| Budget: |  |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| 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 Dellera, Wilkins Caducio |
| 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/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.6.2.1 |
| Work Package: | Gain Formal Acceptance |
| Package Owner: | Jakerson B. Bermudo |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| 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/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |

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| WBS: | 1.6.3.1 |
| Work Package: | Project close out meeting (Sprint 13) |
| Package Owner: | Jakerson B. Bermudo |
| Owner Organization: | Team Developmentality |
| Participants: | Princess Joy Ferrer, Mikedale Dellera, Wilkins Caducio |
| Description: | Formal acceptance is the process of getting official approval from stakeholders or clients, which shows that they are happy with the software or application that was given and marks the end of the project. |
| Completion State: | Formal acceptance is complete when stakeholders or clients officially agree that the software or application meets their needs and expectations. |
| Assumptions: | Assumptions include the successful completion of all project deliverables, thorough testing and validation of the software/application, and clear understanding of acceptance standards by the stakeholders or clients. |
| Risks: | Possible risks include stakeholders or clients not giving official acceptance because there are still unresolved issues or concerns, expectations that don't match up, or disagreements about whether requirements have been met. |
| Risk Mitigation: | To reduce these risks, partners or clients will be kept in the loop and worked with regularly throughout the project. Early on, a set of detailed acceptance criteria will be set up and used as a measuring stick. |
| Budget: | N/A |
| Reference Docs: | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/Evjel9uiSslFosc4l3EpNcABUtYTV3a-VQkkDtSNRfqLSA?e=yp43oj |