**School of Computing and Information Technologies**

Date            : April 13, 2023

Project Name   : RAMs Corner: ITRO Ticketing System
Course         : BSIT-MI
Subject       : Project Management

Mr.              : Alvin C. Limpin
Designation    : APC SoCIT Faculty

Dear Mr. Limpin,

Greetings!

We belong to one of the student groups who are enrolled in **Project Management for 3rd Term School Year 2022-2023**. In behalf of the group members, I, **Allan Vincent O. Nefalar** as the Project Manager of the team, is humbly requesting that you serve as our **Project Adviser**. We are confident that your qualifications, expertise, and experience will be beneficial to the project in guiding the team towards the successful completion of our project.

The Roles of the Project Advisor will be as follows:

- Be aware and informed of the Project Policies and Guidelines, schedule of activities, deliverables and deadlines as imposed by the project and convey the same to the project group, seeing to it that these are well-followed;

- In constant communication with the Course Instructor for consistency of rules and schedule implementation;

- Ensures that the study proposed by the students conforms to the standard of the College and has immediate or potential impact on the research thrust of the college.

- Guides the Research / Capstone Project students in the following tasks while in the proposal stage:
    - Defining the research problems/objectives in clear specific terms
    - Building a working bibliography for the research
    - Identifying variables and formulating hypothesis, if any
    - Determining research design, population to be studied, research environment, instruments to be used and the data collection procedures

- Meets the team regularly (at least once a week, NOTE: the team must seek proper appointment) to answer questions and help resolve impasses and conflicts, points out errors in the development work, analysis or in documentation, and monitor group's progress. The adviser must remind the Proponents/Researchers to do their work properly.

- May endorse group to external agencies or experts for additional consultation

- Reviews thoroughly all deliverables at every stage of the Research / Capstone Project, to ensure that they meet the department's standards. The adviser may also require his/her Proponents/Researchers to submit progress reports regularly.

- Recommends the Proponents/Researchers for Oral Defense. *The adviser has the right not to sign the Oral Defense Notice if he/she believes that the Proponents/Researchers are not yet ready for Oral Defense, respectively.* Thus, the Proponents/Researchers should ensure that they are ready and have met the requirements for Oral defense, to secure approval signature of the adviser.

- Be involved in the presentations conducted by the project group, and may clarify points during the Oral Defense.

- Guides the students in incorporating revisions appropriate to the documents and/or software.

- 20% of the Midterm and Final Grades will come from the Adviser/s.

- The computations of grades shall be forwarded by the Adviser to the Course Teacher on the 6$^{th}$ week for Mid-term computations and 12$^{th}$ Week of Final Grades Computation.

We hope that you will accept this invitation. If there are queries that you need to clarify in this regard, I will be more than happy to assist.

Thanking you,

Sincerely,


Allan Vincent O. Nefalar
Project Manager
RAMs Corner: ITRO Ticketing System


Prof. ___Sir Joe Gene Quesada_____
Class Professor


Prof. ___Alvin C. Limpin_____
Project Advisor



☑ Accepted

☐ Not accepted

**Schedule of Meetings:**

## April 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| Day | Day | Day | Day | Day | Day | 1 Day |
| 2 Day | 3 Day | 4 Day | 5 Day | 6 Day | 7 Day | 8 Day |
| 9 Day | 10 Day | 11 Day | 12 Day | 13 Day | 14Day | 15 Day |
| 16 Day | 17 Day | 18 Day | 19 Day | 20 Day | 21Day | 22Day |
| 23 Day | 24 Day | 25 Day | 26 Day | 27 Day | 28Day | 29 Day |
| 30 Day | | | | | | |

## May 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| Day | 1 Day | 2 Day | 3 Day | 4 Day | 5 Day | 6 Day |
| 7 Day | 8 Day | 9 Day | 10 Day | 11 Day | 12Day | 13 Day |
| 14 Day | 15 Day | 16 Day | 17 Day | 18 Day | 19 Day | 20 Day |
| 21 Day | 22 Day | 23 Day | 24 Day | 25 Day | 26 Day | 27 Day |
| 28 Day | 29 Day | 30 Day | 31 Day | Day | Day | Day |

## June 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| Day | Day | Day | Day | 1 Day | 2 Day | 3 Day |
| 4 Day | 5 Day | 6 Day | 7 Day | 8 Day | 9Day | 10 Day |
| 11 Day | 12 Day | 13 Day | 14 Day | 15 Day | 16 Day | 17 Day |
| 18 Day | 19 Day | 20 Day | 21 Day | 22 Day | 23 Day | 24 Day |
| 25 Day | 26 Day | 27 Day | 28 Day | 29 Day | 30Day | Day |

## July 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| Day | Day | Day | Day | Day | Day | 1 Day |
| 2 Day | 3 Day | 4 Day | 5 Day | 6 Day | 7 Day | 8 Day |