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| **WBS:** | 1.1.1 |
| **Work Package:** | Initial Planning/Brainstorming |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Project Ideas * Project Concept * Brainstorming with project team member * Project client and advisor prospects |
| **Completion State:** | Work Package is complete once the project team documented the initial idea of the project, concepts, client and advisor prospects |
| **Assumptions:** | Project team should be able to accomplish the Initial planning to proceed with the other deliverables the requires initial project planning as pre-requisites |
| **Risks:** | Project team might not be able to come up with a project idea and concept, thus causing delays when proceeding to the next tasks. |
| **Risk Mitigation:** | Productive brainstorming with project team members to see through all different project ideas and concepts, and to firm up the initial planning outputs and seamlessly proceed to the next project tasks. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.1.2 |
| **Work Package:** | Client Selection |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The process of selecting a project or customer to work on is included in this work package. The team will search for new projects and clients, assess their viability, and choose the best option considering the needs, limitations, and risks for the team. |
| **Completion State:** | Finding a client and the project to work on, based on what was settled and negotiated and what the client wishes. |
| **Assumptions:** | The team has the information and resources to research and assess potential customers/clients and project. |
| **Risks:** | The project might not get approved by the client and may be changed in the future. |
| **Risk Mitigation:** | The team will negotiate with the client to get on even terms for the project to be successful. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.1.3 |
| **Work Package:** | Project Kick-off meeting |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with client to discuss what project kind of project and system are going to develop. Discuss with the team what are the initial details needed to start the project. |
| **Completion State:** | Work package is complete once the team had documented relevant information and specific details from the project client, determine the initial requirements to start the project development |
| **Assumptions:** | Project Client would be able to attend the meeting and discuss with the project team. |
| **Risks:** | Project Client would not be able to attend the meeting thus delaying the start of the project. |
| **Risk Mitigation:** | The team will need to set a proper time when the client is available and the team will need to negotiate with the client to get on even terms to start off the project. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.1 |
| **Work Package:** | First Project Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with client to discuss what project kind of project and system are going to develop. Discuss with the team what are the initial details needed to start the project. |
| **Completion State:** | Work package is complete once the team had documented relevant information and specific details from the project client, determine the initial requirements to start the project development |
| **Assumptions:** | Project Client would be able to attend the meeting and discuss with the project team. |
| **Risks:** | Project clients won’t be able to attend meetings to discuss the details and feedback which the project team needed to perform the task on time and not to delay execution which could result in project progress unsatisfactory milestones. |
| **Risk Mitigation:** | Provide a heads-up to the project a week before prior to the meeting date, to assure that the meeting will take place and will not conflict with other personal work schedule of the project client |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.2 |
| **Work Package:** | First Project Meeting With Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with project client to consult initial executed task and project deliverables, assigning work to each member to efficiently distribute workload and finish all tasks on time. |
| **Completion State:** | Work package is complete once the project team submitted their output on a designated task, next is all team members will meet and check outputs thoroughly before consultation to project adviser and client feedback for certain update and change requests before submitting project deliverables. |
| **Assumptions:** | Team members should be able to finish all the tasks allocated to them on time before consultations with adviser and client. |
| **Risks:** | Some of the team members would not be able to submit on time thus giving delays on the certain project development, which might eventually lead to unsatisfactory outputs |
| **Risk Mitigation:** | Checking the initial output from every team member to track the stages of development so the gaps will be filled to ensure every task will be completed on time. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.3 |
| **Work Package:** | Project Proposal Initial Creation |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Project Ideas from team members * Project Ideas from project Advisor * Project Ideas from project Client |
| **Completion State:** | Work Package is Complete once the project agreed on what kind of project, they will work on either the idea or concept is from project client of advisor |
| **Assumptions:** | The team has the information and resources to research and assess potential customers/clients and project as they think of a project Idea. |
| **Risks:** | The project might not get approved by the client and may be changed in the future. |
| **Risk Mitigation:** | The team will negotiate with the client to get on even terms for the project to be successful. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.4 |
| **Work Package:** | Second Project Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with the project team members to check the task progression that was that was assigned in the first project meeting and its completion. Also, assigning of new tasks for each members in accordance to the next output needed for the second project meeting. |
| **Completion State:** | Work package is complete once the team already completed the first tasks that was assigned for each project team member and the new task needed to be assigned in accordance to the second project meeting with members. |
| **Assumptions:** | Each project team members should be able to attend the meeting and discuss with the project team about the completed task and a new set of task needed to be assigned. |
| **Risks:** | Project team members won’t be able to attend meetings to discuss the details and feedback which the project team needed to perform the task on time and not to delay execution which could result in project progress unsatisfactory milestones. |
| **Risk Mitigation:** | Provide a heads-up to the project a week before prior to the meeting date, to assure that the meeting will take place and will not conflict with other personal work schedule of the project client |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.5 |
| **Work Package:** | Second Project Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with project client to consult initial executed task and project deliverables, assigning work to each member to efficiently distribute workload and finish all tasks on time. |
| **Completion State:** | Work package is complete once the project team submitted their output on a designated task, next is all team members will meet and check outputs thoroughly before consultation to project adviser and client feedback for certain update and change requests before submitting project deliverables. |
| **Assumptions:** | Team members should be able to finish all the tasks allocated to them on time before consultations with adviser and client. |
| **Risks:** | Some of the team members would not be able to submit on time thus giving delays on the certain project development, which might eventually lead to unsatisfactory outputs |
| **Risk Mitigation:** | Checking the initial output from every team member to track the stages of development so the gaps will be filled to ensure every task will be completed on time. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.6 |
| **Work Package:** | Initial Project Proposal Editing |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Project proposal editing, all the documents under the project proposal needs to be check, also to see if the contents of these documents are correct and aligned with the project idea. |
| **Completion State:** | The work package is complete once the project team already done with the editing of errors that can be found in the document contents. |
| **Assumptions:** | The document contents should not have an error and worthy for client and advisor document consultation. |
| **Risks:** | Incomplete documents and outputs from project team members |
| **Risk Mitigation:** | Project Manager should be updated with the document progress for each project team members so the other project members that are already done can help other members in the lacking contents that needs to be edited or revised. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.7 |
| **Work Package:** | Initial Project Proposal Proofreading |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Proofreading of chapters 1-5, examining all the possible mistakes, uncertainty on the paper itself, also in preparation for the upcoming sprint 1 (defense) which is set to give initial feedback on the outputs of chapters 1-3. |
| **Completion State:** | Work package is done if the project team are done with the proofreading of chapters |
| **Assumptions:** | Team should be able to accomplish all the tasks from chapters 1-5 for them to proofread all the statements that are documented on the paper. |
| **Risks:** | Project team would not be able to execute the proofreading for some reason where it is not complete. |
| **Risk Mitigation:** | Project team members should be able to accomplish and polish all the documented details on the paper submission so if conflict happens, they can still revise what is needed. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.8 |
| **Work Package:** | Third Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with Project team members just to check all the deliverables for each week has met and complete. |
| **Completion State:** | Work package is complete once the project team members already submitted all their output and completed task designated to them. |
| **Assumptions:** | All documents assigned per member should be completed before submission and proofread. |
| **Risks:** | Project team members won’t be able to attend meetings to discuss the details and feedback which the project team needed to perform the task on time and not to delay execution which could result in project progress unsatisfactory milestones. |
| **Risk Mitigation:** | Provide a heads-up to the project a week before prior to the meeting date, to assure that the meeting will take place and will not conflict with other personal work schedule of the project client |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.9 |
| **Work Package:** | Third Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with project client to consult initial executed task and project deliverables, assigning work to each member to efficiently distribute workload and finish all tasks on time. |
| **Completion State:** | Work package is complete once the project team submitted their output on a designated task, next is all team members will meet and check outputs thoroughly before consultation to project adviser and client feedback for certain update and change requests before submitting project deliverables. |
| **Assumptions:** | Team members should be able to finish all the tasks allocated to them on time before consultations with adviser and client. |
| **Risks:** | Some of the team members would not be able to submit on time thus giving delays on the certain project development, which might eventually lead to unsatisfactory outputs |
| **Risk Mitigation:** | Checking the initial output from every team member to track the stages of development so the gaps will be filled to ensure every task will be completed on time. |

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| **WBS:** | 1.2.10 |
| **Work Package:** | Deliverable: Project Proposal |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Proofreading of chapters 1-5, examining all the possible mistakes, uncertainty on the paper itself, also in preparation for the upcoming sprint 1 (defense) which is set to give initial feedback on the outputs of chapters 1-3. |
| **Completion State:** | Work package is done if the project team are done with the proofreading of chapters |
| **Assumptions:** | Team should be able to accomplish all the tasks from chapters 1-3 for them to proofread all the statements that are documented on the paper. |
| **Risks:** | Project team would not be able to execute the proofreading for some reason where it is not complete |
| **Risk Mitigation:** | Project team members should be able to accomplish and polish all the documented details on the paper before deadline so if conflict happens, they can still revise what is needed. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.11 |
| **Work Package:** | Project Proposal Revision |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | List of comments from the panelist’s feedbacks and suggestions that the project team should review and need to consult with the project adviser and client since this significant people know how to properly implement such change requests and suggestions from the panelist analysis of the project. |
| **Completion State:** | The work package is complete once the project team reviewed the comments and discussed with the project adviser and client the necessary change requests and suggestions for the project documentation. |
| **Assumptions:** | Project team should be able to implement changes as much as possible since comments from the panelist provides great feedback on what are gaps that the team should fill in terms of the current project state. |
| **Risks:** | Project team might not be able to apply the comments and suggestions from the comment matrix which may cause conflict in the future once the panelist reviewed that changes did not took place as it should be. |
| **Risk Mitigation:** | Project team should discuss the comments/feedback with the project client and adviser since they will also determine if change requests should be necessary or not. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.12 |
| **Work Package:** | Fourth Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Recording the minutes of the meeting to see how long the team or members meet on a weekly basis. |
| **Completion State:** | The work package would be completed once the meeting has been recorded and is viewable by other members as well. |
| **Assumptions:** | The recording would go smoothly without any problems. |
| **Risks:** | A member or the team would forget to record the meeting or if the meeting was recorded it cannot be viewed. |
| **Risk Mitigation:** | The team would always remember to record at the start. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.13 |
| **Work Package:** | Fourth Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Recording the minutes of the meeting to see how long the team or members meet on a weekly basis. |
| **Completion State:** | The work package would be completed once the meeting has been recorded and is viewable by other members as well. |
| **Assumptions:** | The recording would go smoothly without any problems. |
| **Risks:** | A member or the team would forget to record the meeting or if the meeting was recorded it cannot be viewed. |
| **Risk Mitigation:** | The team would always remember to record at the start. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.13 |
| **Work Package:** | Fourth Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Project Update System Consultation * Features and Functions suggestions |
| **Completion State:** | Work Package is complete once the project team already met the project client and document all the suggestions and change requests from the client. |
| **Assumptions:** | Document all the suggestions and change requests from the project client and implement it to the system as much as possible |
| **Risks:** | Project team might not be able to implement changes in the system as what the client desires |
| **Risk Mitigation:** | Project team should be able to study how the changes should be implemented and what are the things they need to implement the changes |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.15 |
| **Work Package:** | Kick-off meeting for project management planning |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Kick-off meeting for project management planning, review the entire project and ready for task assigning for weekly document deliverables |
| **Completion State:** | the work package is complete once the project team initially determined all the work needed for the first 4 weeks of the project management planning and task designation per member. |
| **Assumptions:** | All the project team members must attend the meeting |
| **Risks:** | Project team member might not be able to attend the meeting. |
| **Risk Mitigation:** | All project team member must understand the importance of the kick-off meeting for project management planning to avoid other members from not participating |

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| **WBS:** | 1.2.16.1 |
| **Work Package:** | Business Case |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Executive summary of the project * Objectives * Scope * Cost-Benefit Analysis * Risk Assessment |
| **Completion State:** | The work package is complete once the business case documents are complete |
| **Assumptions:** | Business case documentation should be complete, and there should be no incorrect content. |
| **Risks:** | Business case documentation may not be finished on time thus causing project delay and backlog |
| **Risk Mitigation:** | * Watch informative videos on how to make business case * Look out for business case templates * Research on how to make a proper business case over the internet |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.2 |
| **Work Package:** | Project Charter |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Project schedule and timeline |
| **Completion State:** | Work Package is considered complete once the project team already documented the project paper documentation timeline up to the latest file |
| **Assumptions:** | All project timeline and milestone should be documented in the project charter |
| **Risks:** | Some details on the project charter might get missed out and would not be listed |
| **Risk Mitigation:** | * Use Project Libre Application * Thoroughly check the project charter contents |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.3 |
| **Work Package:** | Stakeholders Analysis |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Project Sponsor * Project Adviser * Project Consultant * APC-ITRO (Stakeholder) * APC-Students (Stakeholder) |
| **Completion State:** | Work Package is complete once the project team already determine the stakeholders of their project with regards to their influence, project contribution etc. |
| **Risks:** | Identification of project stakeholders might be incorrect. |
| **Risk Mitigation:** | Make sure that the people or organization you put in the stakeholder analysis are significant people within the project. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.4 |
| **Work Package:** | Stakeholders Management Analysis |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Introduction * Identify Stakeholders * Key Stakeholders * Stakeholder Analysis |
| **Completion State:** | Work Package is Complete once the project team already documented all the contents in the stakeholder management paper |
| **Assumptions:** | All details input in the stakeholder management analysis should be correct |
| **Risks:** | Some details on the stakeholder management analysis might get missed out |
| **Risk Mitigation:** | Thoroughly check the stakeholder management analysis |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.5 |
| **Work Package:** | Cost Management Analysis |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Product Owner * Project Manager * Scrum Master * Scrum Member * Documentation Manager * Estimated Salaries Computation |
| **Completion State:** | Work Package is complete once the project team already computed the:   * Total Estimated Salary Cost * Estimated Maintenance Cost * Total Maintenace Cost * Indirect Cost * Total Estimated Project Cost |
| **Assumptions:** | All cost and budgeting analysis should be accurate and follows the industry standards towards cost and budgeting |
| **Risks:** | Cost and budgeting analysis might not realist enough to use |
| **Risk Mitigation:** | Make sure the cost management analysis is always accurate and based on industry standards. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.6 |
| **Work Package:** | Cost Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Introduction * Cost Management Approach * Measuring Project Costs * Reporting Format * Cost Variance Response Process * Cost Change Control * Project Budget |
| **Completion State:** | The work package is complete once the contents are filled with details and information. |
| **Assumptions:** | All the contents in the document must be filled with details information |
| **Risks:** | Incorrect details in some parts of the document |
| **Risk Mitigation:** | Research on how to properly make a cost management plan document |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.7 |
| **Work Package:** | Schedule Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Introduction * Schedule Management Approach * Schedule Control * Schedule Changes and Thresholds * Scope Change |
| **Completion State:** | The work package is complete once the contents are filled with details and information. |
| **Assumptions:** | All the contents in the document must be filled with details information |
| **Risks:** | Incorrect details in some parts of the document |
| **Risk Mitigation:** | Research on how to properly make a schedule management plan |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.8 |
| **Work Package:** | Scope Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Introduction * Scope Management Approach * Roles and Responsibilities * Scope Definition * Project Scope Statement * Work Breakdown Structure * Scope Verification * Scope Control * Sponsor Acceptance |
| **Completion State:** | The work package is complete once the contents are filled with details and information. |
| **Assumptions:** | All the contents in the document must be filled with details information |
| **Risks:** | Incorrect details in some parts of the document |
| **Risk Mitigation:** | Research on how to properly make a scope management plan. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.9 |
| **Work Package:** | Work Breakdown Structure |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Outline view of all the work breakdown structure starting from MNTSDEV – PROJMAN Course |
| **Completion State:** | Work Package is Complete Once the project team already finished the WBS document and use it for work package basis |
| **Assumptions:** | Must input all the outline view of WBS starting from MNTSDEV until PROJMAN course |
| **Risks:** | Incorrect details in some parts of the document |
| **Risk Mitigation:** | Research on how to properly make a WBS document |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.10 |
| **Work Package:** | Work Packages |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Recording and the documentation of the progress of the project, from how it was approved, planning phase, meetings & recordings, sprints, system creation, system release and announcement, until the execution and the finished part of the project which is determined and made scenarios of. |
| **Completion State:** | This work package is completed when all the WBS and Work package is done and completed. |
| **Assumptions:** | The work package would be done smoothly and fast. |
| **Risks:** | The completion of the work package might take longer than it is. |
| **Risk Mitigation:** | The members that are assigned to the work package could do it as fast as possible. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.11 |
| **Work Package:** | Human Resource Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Determining what the members, leader, stakeholder, and adviser’s roles are what are they supposed to do to benefit the project. |
| **Completion State:** | This work package is completed if the roles of each person that is involved in the project is determined/planned and documented. |
| **Assumptions:** | The documenting of the plan would go smoothly and without any problems. |
| **Risks:** | The team would have problems in determining the roles of the people that are involved with the project and take a long time to record it. |
| **Risk Mitigation:** | The team would have to determine from the start of the project what is the role of each member and person has. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.12 |
| **Work Package:** | Quality Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Introduction * Quality Management Approach * Quality Requirements Standards * Quality Assurance * Quality Control * Quality Control Measurements |
| **Completion State:** | The work package is complete once the contents are filled with details and information. |
| **Assumptions:** | All the contents in the document must be filled with details information |
| **Risks:** | Incorrect details in some parts of the document |
| **Risk Mitigation:** | Research on how to properly create a quality management plan document |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.13 |
| **Work Package:** | Risk Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | This is to determine the underlying risks and how to avoid bumping into these risks and encountering errors along the process while the project is ongoing. |
| **Completion State:** | This work package is completed once the managing of the risks and reducing it is documented. |
| **Assumptions:** | The completion of the project would go as fast as possible, encountering only a few risks. |
| **Risks:** | The project could run into risks that would take a lot of time to fix. |
| **Risk Mitigation:** | Planning time can reduce the risks of the project. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.14 |
| **Work Package:** | Communication Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | To determine how to get the message across through the audience and convince them about the system including getting the stakeholder’s perspective or trying the system in a user’s perspective. |
| **Completion State:** | This work package is completed once the plan has been stabilized and the project members have created a strategy that could convince the user’s and the stakeholder themselves. |
| **Assumptions:** | The plan would be applied smoothly to the project, as to how convincing it will be and how it is announced and communicated through the users and the stakeholder’s perspective. |
| **Risks:** | The plan could go to waste as the things that are written or were planned, ahead of time is ineffective. |
| **Risk Mitigation:** | The team could take extra caution when making the communication management plan to make sure the system would be executed properly and announced properly. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.15 |
| **Work Package:** | Procurement Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Market Research * Quality control * Risk Management * Communication and reporting * Continuous Improvement |
| **Completion State:** | This work package is completed once the plan is determined and documented in which it can benefit and predict what path the project is going to take. |
| **Assumptions:** | The planning would go smoothly without any problems and few errors are encountered. |
| **Risks:** | The strategy or the plans that are documented following the risks that will be mitigated will not be implemented. |
| **Risk Mitigation:** | The team should take it into account regarding the documents and the risks involved on the project. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.16 |
| **Work Package:** | Implementation Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Executive Summary * Transition Approach * Timeline * Assumptions * Roles and Responsibilities * Work Force Transition * Work Force Execution During Transition |
| **Completion State:** | This work package would be completed if the implementation plan would go smoothly. |
| **Assumptions:** | The things that are listed in the implementation plan would be followed and the project would go in a smooth direction while following the plan. |
| **Risks:** | the project would not be able to follow the plan that is laid out. |
| **Risk Mitigation:** | Doing the system cautiously while following the plan is needed in order to identify the risks that will be encountered along the way. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.16.17 |
| **Work Package:** | Change Management Plan |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Change Management Approach * Change Control Board * Roles and Responsibilities * Change Control Process |
| **Completion State:** | This work package would be completed if changes in the project were made, and the changes were within the scope of the project. |
| **Assumptions:** | The changes in the system and documents are still within the scope and is better than the last one. |
| **Risks:** | The changes could be worse than the last and the changes are not within the scope and the team would need to consult again. |
| **Risk Mitigation:** | The changes should be considered and taken into account and should be within the scope of the project. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.17 |
| **Work Package:** | Project Management Plan Editing/Proofreading |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Proofreading of documents of project management plan * Editing of documents of project management plan |
| **Completion State:** | Work package is complete once the project team already edited the lacking document contents and proofread all the relevant documentations in project management plan |
| **Assumptions:** | Proofreading and editing of documents in project management Plan should be completed in time. |
| **Risks:** | Project team might not be able to polish all the required revisions from the certain task will result to backlogs and delay of the project and the completion of all deliverables needed to pass the course and move to the analysis/design of software |
| **Risk Mitigation:** | Project leader/manager should be able to assign and distribute tasks to project members as it will make the work much faster and more efficient. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.18 |
| **Work Package:** | Fifth Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with project team before meeting with client to discuss what project kind of project and system are going to develop. Discuss with the team what are the initial details needed to start the project. |
| **Completion State:** | Work package is complete once the team had documented relevant information and specific details from the project client, determine the initial requirements to start the project development |
| **Assumptions:** | Complete all documents before consulting to project client and advisor |
| **Risks:** | Project clients won’t be able to attend meetings to discuss the details and feedback which the project team needed to perform the task on time and not to delay execution which could result in project progress unsatisfactory milestones. |
| **Risk Mitigation:** | Provide a heads-up to the project a week before prior to the meeting date, to assure that the meeting will take place and will not conflict with other personal work schedule of the project client |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.19 |
| **Work Package:** | Fifth Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with project client to consult initial executed task and project deliverables, assigning work to each member to efficiently distribute workload and finish all tasks on time. |
| **Completion State:** | Work package is complete once the project team submitted their output on a designated task, next is all team members will meet and check outputs thoroughly before consultation to project adviser and client feedback for certain update and change requests before submitting project deliverables. |
| **Assumptions:** | Team members should be able to finish all the tasks allocated to them on time before consultations with adviser and client. |
| **Risks:** | Some of the team members would not be able to submit on time thus giving delays on the certain project development, which might eventually lead to unsatisfactory outputs. |
| **Risk Mitigation:** | Checking the initial output from every team member to track the stages of development so the gaps will be filled to ensure every task will be completed on time. |

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| **WBS:** | 1.2.21 |
| **Work Package:** | Project Management Plan Revision |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Checking all the project management plan documentations to see if there are a few to no revisions. |
| **Completion State:** | The work package is completed once the team has presented or has shown the completed requirements. |
| **Assumptions:** | The team should be able to complete and revise the document requirements as much as possible before consulting it to the project advisor and would proceed to submission. |
| **Risks:** | Some parts of the project documents might be incomplete or unfinished documents which can cause conflict and delay for submissions of outputs and deliverables. |
| **Risk Mitigation:** | Consulting with the adviser if the revisions or if some parts need to be changed. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.22 |
| **Work Package:** | Sixth Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with project team before meeting with client to discuss what project kind of project and system are going to develop. Discuss with the team what are the initial details needed to start the project. |
| **Completion State:** | Work package is complete once the team had documented relevant information and specific details from the project client, determine the initial requirements to start the project development |
| **Assumptions:** | Complete all documents before consulting to project client and advisor |
| **Risks:** | Project clients won’t be able to attend meetings to discuss the details and feedback which the project team needed to perform the task on time and not to delay execution which could result in project progress unsatisfactory milestones. |
| **Risk Mitigation:** | Provide a heads-up to the project a week before prior to the meeting date, to assure that the meeting will take place and will not conflict with other personal work schedule of the project client |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.23 |
| **Work Package:** | Sixth Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Meeting with project client to consult initial executed task and project deliverables, assigning work to each member to efficiently distribute workload and finish all tasks on time. |
| **Completion State:** | Work package is complete once the project team submitted their output on a designated task, next is all team members will meet and check outputs thoroughly before consultation to project adviser and client feedback for certain update and change requests before submitting project deliverables. |
| **Assumptions:** | Team members should be able to finish all the tasks allocated to them on time before consultations with adviser and client. |
| **Risks:** | Some of the team members would not be able to submit on time thus giving delays on the certain project development, which might eventually lead to unsatisfactory outputs |
| **Risk Mitigation:** | Checking the initial output from every team member to track the stages of development so the gaps will be filled to ensure every task will be completed on time. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.1 |
| **Work Package:** | Kick-Off Meeting for System Analysis and Detailed Design |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would have a meeting for the system analysis and detailed designs and for the making of diagrams, |
| **Completion State:** | This work package would be completed when the team has talked and negotiated about the system and diagrams. |
| **Assumptions:** | The team’s meeting would be a success and each members have their own task assigned to them equally. |
| **Risks:** | Some team members would not make it to the meeting. |
| **Risk Mitigation:** | Writing down the tasks of each member so that the leader or scrum master could distribute the tasks even if a member is missing in the meeting. |

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| **WBS:** | 1.3.2.1 |
| **Work Package:** | Event Table |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Visual representations of the event that occurs in the system * Event name * Trigger * Response * Outcome |
| **Completion State:** | The work package is complete once the project team already determined the events in the system and documented in the event table |
| **Assumptions:** | The project team should be able to provide events of the proposed system and put it in an event table |
| **Risks:** | Event table rule might not be considered by the team which can cause conflict when diagrams will be made based on the event table processes |
| **Risk Mitigation:** | Properly determine the events that could happen in the system, to avoid conflict with the system diagrams |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.2 |
| **Work Package:** | Use Case Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * These are scenarios on how the user interacts with the system which has a particular goal. * Actors, users or groups who interact with the system * Preconditions * Postconditions * Exceptions * Assumptions |
| **Completion State:** | The work package is complete if the project already determined all the scenarios in the system, preconditions, postconditions, exceptions, assumptions. |
| **Assumptions:** | The project team should be able to make a relevant Use case full description of the system to properly determine how the user will interact with specific goals |
| **Risks:** | Project team might create incorrect scenarios |
| **Risk Mitigation:** | * Watch educational videos that are informative in terms of making a Use case full description for the system. * Learning materials from individual deliverables |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.3 |
| **Work Package:** | Use Case Full Description |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * These are scenarios on how the user interacts with the system which has a particular goal. * Actors, users or groups who interact with the system * Preconditions * Postconditions * Exceptions * Assumptions |
| **Completion State:** | The work package is complete if the project already determined all the scenarios in the system, preconditions, postconditions, exceptions, assumptions. |
| **Assumptions:** | The project team should be able to make a relevant Use case full description of the system to properly determine how the user will interact with specific goals |
| **Risks:** | Project team might create incorrect scenarios |
| **Risk Mitigation:** | * Watch educational videos that are informative in terms of making a Use case full description for the system. * Learning materials from individual deliverables |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.4 |
| **Work Package:** | Context Flow Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Shows and illustrates the flow data between the external entities and the system without putting too much detail. * Simple overview of the system process |
| **Completion State:** | * The work package is complete once the project team initially made a CFD which is based on the proposed system the team develops. * Checked and approved by the project adviser |
| **Assumptions:** | Project team should be able to make a CFD based on the proposed system to serve as an overview of the system process |
| **Risks:** | Project team might not be able to properly determine the CFD of the System which can result to conflict when developing the other diagrams |
| **Risk Mitigation:** | * Watch educational videos that are informative in terms of making a CFD diagram for the system. * Learning materials from individual deliverables |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.5 |
| **Work Package:** | Data Flow Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * It Represents a set of interconnected processes which shows each performing some specific functions inside the system * Rectangle represents the data stores |
| **Completion State:** |  |
| **Assumptions:** | Project team should be able to make a DFD based on the proposed system to serve as a detailed processes and functions of the system process |
| **Risks:** | Project team might not be able to provide a DFD which is properly aligned with the system functions and processes |
| **Risk Mitigation:** | * Watch educational videos that are informative in terms of making a DFD diagram for the system. * Learning materials from individual deliverables |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.6 |
| **Work Package:** | Entity Relationship Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Used to design the database of the proposed system crows foot model * Compose of entities with attributes as the property of each entity * Has relationship and cardinalities among entities connected to each other |
| **Completion State:** | * The work package is complete once the project team initially made an ERD which is based on the proposed system the team develops. * Checked and approved by the project adviser |
| **Assumptions:** | * Project team should be able to provide appropriate ERD base on the pre-determined database of the proposed system |
| **Risks:** | * Database might not be normalized and might not pass the certain industry standard. * Incorrect entities, attributes, cardinality, relationships |
| **Risk Mitigation:** | * Watch educational videos that are informative in terms of making an ERD diagram for the system. * Learning materials from individual deliverables |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.7 |
| **Work Package:** | Activity Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * These are tasks that need to be performed in order to complete the project. Each of these activities in the content is represented by a rectangle. * Arrows represents dependencies between the activities * Decision points are represented by diamond shapes in the activity diagram |
| **Completion State:** | * The work package is complete once the project team initially made an activity diagram which is based on the proposed system the team develops. * Checked and approved by the project adviser |
| **Assumptions:** | The project team should be able to provide an activity diagram that is based on the analysis of the system design. |
| **Risks:** | Project team might not be able to make an appropriate activity diagram of the proposed system |
| **Risk Mitigation:** | * Watch educational videos that are informative in terms of making an object diagram for the system. * Learning materials from individual deliverables |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.8 |
| **Work Package:** | Object Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * is a useful tool in project management to model the objects and their relationships in a project. * can be used to represent the different objects in a project and their relationships at a particular stage of the project |
| **Completion State:** | The work package is complete once the project team made an object diagram that is based on the proposed system and initially approved by the project adviser for checking |
| **Assumptions:** | Project team should be able to provide an object diagram that is based on the proposed system and should initially pass the checking |
| **Risks:** | Project team might not be able to make an appropriate object diagram of the proposed system |
| **Risk Mitigation:** | Watch educational videos that are informative in terms of making an object diagram for the system to be better. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.9 |
| **Work Package:** | Class Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * It shows the classes, attributes, operations, and relationships between the classes in the system. * can be used to model the different components or modules of the project, and their relationships with each other |
| **Completion State:** | The work package is complete once the project team provides a class diagram of the proposed system that they are developing. |
| **Assumptions:** | Project team should be able to provide a class diagram base on the proposed system they are developing. |
| **Risks:** | Incorrect class diagram or lacking contents may result to conflict when these things are reviewed in the presentation (sprint) |
| **Risk Mitigation:** | Watch educational videos that are informative in terms of making a class diagram for a system |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.10 |
| **Work Package:** | Sequence Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | interactions between different components or actors in a system or project. It can help to understand the flow of tasks, activities, and events in the system or project. |
| **Completion State:** | The work package Is complete once the project has provided a sequence diagram for the proposed system. |
| **Assumptions:** | The project team must be able to provide a sequence diagram before the presentation (sprint) |
| **Risks:** | Project team may not be able to provide a correct sequence diagram based on the proposed system which can cause conflict when presented |
| **Risk Mitigation:** | Consult with project adviser and project client for diagram checking, project adviser could help in terms of expertise towards project development as well as the client |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.11 |
| **Work Package:** | State Transition Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * model the different states that a project may go through during its lifecycle. * The diagram can help project managers and stakeholders to understand the different stages of the project and the transitions between those stages. |
| **Completion State:** | The work package is complete once the project team already provided a state machine diagram for the proposed system. |
| **Assumptions:** | The project team should be able to provide a state machine diagram for the proposed system before the presentation (sprint) |
| **Risks:** | Project team might not be able to provide a state machine diagram or an incomplete output of the diagram before the presentation which could cause further conflict. |
| **Risk Mitigation:** | Consult with project adviser and project client for diagram checking, project adviser could help in terms of expertise towards project development as well as the client |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.12 |
| **Work Package:** | Package Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * organize and structure a system's components or classes into logical groups called packages. A package is a container that groups related elements together and provides a namespace for them. * contains a set of related classes, interfaces, components, or other packages. It can be used to organize and group related elements into a logical structure. |
| **Completion State:** | The work package is done once the project finished making a package diagram for the proposed system |
| **Assumptions:** | Project team should be able to provide a package diagram based on the proposed system before the presentation (sprint). |
| **Risks:** | Project team might not be able to provide a package diagram of the proposed system or incorrectly make one. This will cause further conflict when diagrams will be checked in the presentations (sprint). |
| **Risk Mitigation:** | Consult with project adviser and project client for diagram checking, project adviser could help in terms of expertise towards project development as well as the client. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.13 |
| **Work Package:** | Component Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * illustrate the components of a system and the relationships between them. * it shows the dependencies on the various components of a system |
| **Completion State:** | The work package is complete once the project team illustrates the component of the system and relationship between them and documented in the component diagram. |
| **Assumptions:** | Project team should be able to determine how to create a component diagram that is based entirely on the system analysis design of the proposed system project |
| **Risks:** | Component diagram might be incorrect to what the proposed system analysis and design should be. |
| **Risk Mitigation:** | Consult with project adviser and project client for diagram checking, project adviser could help in terms of expertise towards project development as well as the client. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.14 |
| **Work Package:** | Deployment Diagram |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | visualize the physical deployment of hardware and software components in a system. It can help project managers and stakeholders to understand the architecture and topology of a system and how it is deployed in different environments |
| **Completion State:** | The work package is complete once the team has already finished brainstorming with the deployment diagram concept of the proposed system and analyzing the system design. |
| **Assumptions:** | The project team should be able to provide a concept of deployment diagram that matches the proposed system design. |
| **Risks:** | Project team might not be able to appropriately analyze the system which can result to an incorrect output of deployment diagram. |
| **Risk Mitigation:** | Consult with project adviser and project client for diagram checking, project adviser could help in terms of expertise towards project development as well as the client |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.3 |
| **Work Package:** | Seventh Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The members would have a meeting about the progress of the event table and diagrams and finish the remaining deliverables. |
| **Completion State:** | The work package would be completed once the members have completed or finished all the deliverables required. |
| **Assumptions:** | The team would have no problem in completing the required deliverables. |
| **Risks:** | Some members in the team would have a hard time doing their tasks. |
| **Risk Mitigation:** | Members that are finished can help the others to finish the deliverables as soon as possible. |

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| **WBS:** | 1.3.4 |
| **Work Package:** | System Analysis and Detailed Design Editing/Proofreading |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The editing or revision of the previous deliverables (Diagrams, Event table, User case description, etc.) |
| **Completion State:** | This work package will be completed once the editing or revisions are done. |
| **Assumptions:** | The revision of the diagrams will be finished and would be better than the last. |
| **Risks:** | The revision would still have errors. |
| **Risk Mitigation:** | Consulting with the adviser or the professor in charge in order to check what deliverable is wrong. |

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| **WBS:** | 1.3.5 |
| **Work Package:** | Seventh Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team will have a meeting with the client to discuss the progress of the project. |
| **Completion State:** | This work package will be done once the team and the client has discussed the important things or things needed to be done regarding the project’s future. |
| **Assumptions:** | The team and the client will be on even terms and will understand each other. |
| **Risks:** | The client won’t be able to attend, or the client would not be able to come with terms with the team’s conclusion or solution. |
| **Risk Mitigation:** |  |

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| **WBS:** | 1.3.6 |
| **Work Package:** | Deliverable: System Analysis and Detailed Design |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would complete the deliverables which are the diagrams, event table, use case description, & etc. |
| **Completion State:** | This work package would be completed if the team has completed all the deliverables and has passed the deliverables on time. |
| **Assumptions:** | The team would have no problems in passing the supposed deliverables. |
| **Risks:** | The team would encounter problems when checking and revising the deliverables and passing it. |
| **Risk Mitigation:** | Each member needs to proofread or check properly the deliverables that was assigned to them. |

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| **WBS:** | 1.3.7 |
| **Work Package:** | System Analysis and Detailed Design Revision |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would need to revise the deliverables and would need consult with the team adviser, and the class adviser. |
| **Completion State:** | This work package will be completed once the revisions are done properly without any problems. |
| **Assumptions:** | The team would revise and finish the deliverables that are needed to be submitted. |
| **Risks:** | The team would not complete the required deliverables and would not be able to pass it on time. |
| **Risk Mitigation:** | The team would need to help each other if other members have finished the deliverables that are tasked with them and would need to help other members who are having troubles with the deliverables. |

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| **WBS:** | 1.3.8 |
| **Work Package:** | Eight Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would have a meeting regarding the project’s progress and how it has been so far. |
| **Completion State:** | This work package would be completed once the team members have discussed the future of the project. |
| **Assumptions:** | The team would encounter no problems when it comes to the project’s progress and future. |
| **Risks:** | The team would encounter possible dangers and errors with the project’s progress. |
| **Risk Mitigation:** | The team would have to cautiously plan out things in order to mitigate the risks as the project is ongoing. |

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| **WBS:** | 1.3.9 |
| **Work Package:** | Eight Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would have a meeting with the client regarding the project’s progress and future. |
| **Completion State:** | This work package would be completed once the team has negotiated successfully with the client/stakeholder. |
| **Assumptions:** | The team would have no problems when it comes to discussing the project’s progress and future with the client. |
| **Risks:** | The client would disagree to some of the ideas of the team and would have to change their plans midway. |
| **Risk Mitigation:** | The team would need a convincing strategy or plan in order for the negotiation with the client to be a success. |

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| **WBS:** | 1.4.1 |
| **Work Package:** | Kick-off meeting for development |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Introduction of system to client * System Design and Analysis Idea * Initial UML Diagram Consultations |
| **Completion State:** | The work package is complete once the consultation with the consultant is done.  This includes:   * Introduction of system to client * System Design and analysis Idea and suggestions from client * Initial UML Diagram Consultations |
| **Assumptions:** | The project team should be able to document all the information provided by the project client, pointers that will help have an idea to start with the system design and analysis. |
| **Risks:** | The project team might not be able to meet the consultant or sudden meeting schedule change, thus causing another set of meeting to be scheduled for project discussions |
| **Risk Mitigation:** | Project team should be able to set meeting schedules earlier as much as possible. |
| **Budget** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.2 |
| **Work Package:** | Low Fidelity Wireframe |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | This work package includes the release plans of the project to improve it further and to make sure that the project would operate successfully with no errors. |
| **Completion State:** | Successfully complete all the release plans |
| **Assumptions:** | To complete the release plan, the team has access to the necessary tools and information and also, the resources. |
| **Risks:** | The team may encounter technical errors and that may delay the release plan and prototype itself. The team could also encounter unknown errors while making a prototype. |
| **Risk Mitigation:** | The team will have to take extra measures in backing up the files and data, and some parts may be changed and removed while making the prototype. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.3 |
| **Work Package:** | Ninth Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Review the System Design and Analysis * Assign project team members with new duties and responsibilities. * Set meeting schedule with project Advisor and Client |
| **Completion State:** | The work Package is complete once the project team has already accomplished all the tasks that are discussed in the meeting with project team members. |
| **Assumptions:** | Everything under System Design and Analysis should be polished and ready to be used as background for the Ticketing Service System software development. |
| **Risks:** | Project team might not be able to fill their new roles properly which can make problems toward work efficiency among team members. |
| **Risk Mitigation:** | Assign every team member depending on their weaknesses and strengths towards software development, every member should focus on one responsibility and trust each other's skills and ability. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.4 |
| **Work Package:** | Ninth Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Project Update * System Consultation * Features and Functions suggestions |
| **Completion State:** | Work Package is complete once the project team already met the project client and document all the suggestions and change requests from the client. |
| **Assumptions:** | Document all the suggestions and change requests from the project client and implement it to the system as much as possible |
| **Risks:** | Project team might not be able to implement changes in the system as what the client desires |
| **Risk Mitigation:** | Project team should be able to study how the changes should be implemented and what are the things they need to implement the changes |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.5 |
| **Work Package:** | High Fidelity Wireframe |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Creation of finalize High Fidelity Wireframe, in preparation  for the next course MCSPORJ which requires a working and deployable system application. |
| **Completion State:** | The work package is complete once the project team have provided a complete high-fidelity wireframe based on the Ticketing Service System. |
| **Assumptions:** | A Complete high-fidelity wireframe should be accomplished, and no errors made |
| **Risks:** | Wireframe might not be the same as what the Ticketing service system would be in terms of basic functionality and UI/UX. |
| **Risk Mitigation:** | Make sure that the wireframe and the proposed system, which is the Ticketing Service System, are overall the same. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.6 |
| **Work Package:** | Tenth Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Assign project team members with new duties and responsibilities. * Set meeting schedule with project Advisor and Client |
| **Completion State:** | The work Package is complete once the project team has already accomplished all the tasks that are discussed in the meeting with project team members. |
| **Assumptions:** | Everything under System Design and Analysis should be polished and ready to be used as background for the Ticketing Service System software development. |
| **Risks:** | Project team might not be able to fill their new roles properly which can make problems toward work efficiency among team members. |
| **Risk Mitigation:** | Assign every team member depending on their weaknesses and strengths towards software development, every member should focus on one responsibility and trust each other's skills and ability. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.7 |
| **Work Package:** | Tenth Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Project Update * System Consultation * Features and Functions suggestions |
| **Completion State:** | Work Package is complete once the project team already met the project client and document all the suggestions and change requests from the client. |
| **Assumptions:** | Document all the suggestions and change requests from the project client and implement it to the system as much as possible |
| **Risks:** | Project team might not be able to implement changes in the system as what the client desires |
| **Risk Mitigation:** | Project team should be able to study how the changes should be implemented and what are the things they need to implement the changes |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.9 |
| **Work Package:** | UI/UX Design |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Initial System UI/UX (static) * Initial System Function |
| **Completion State:** | Work Package is complete once the front-end developer from the project team provided a satisfactory output of UI/UX prototype |
| **Assumptions:** | Front-end developer should be able to complete the whole UI/UX of the system for the back-end developer to proceed with the system logic |
| **Risks:** | Unsatisfactory output of System UI/UX which might not pass even in the industry standard |
| **Risk Mitigation:** | * Practice coding UI/UX designs * Watch educational videos of front-end programming * Use frameworks for easier development |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.10 |
| **Work Package:** | UI/UX Evaluation |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Initial System UI/UX (static) * Initial System Function |
| **Completion State:** | Work Package is complete once the front-end developer from the project team provided a satisfactory output of UI/UX prototype |
| **Assumptions:** | Front-end developer should be able to complete the whole UI/UX of the system for the back-end developer to proceed with the system logic |
| **Risks:** | Unsatisfactory output of System UI/UX which might not pass even in the industry standard |
| **Risk Mitigation:** | * Practice coding UI/UX designs * Watch educational videos of front-end programming * Use frameworks for easier development |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.11 |
| **Work Package:** | 11th Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Review the System Design and Analysis * Assign project team members with new duties and responsibilities. * Set meeting schedule with project Advisor and Client |
| **Completion State:** | The work Package is complete once the project team has already accomplished all the tasks that are discussed in the meeting with project team members. |
| **Assumptions:** | Everything under System Design and Analysis should be polished and ready to be used as background for the Ticketing Service System software development. |
| **Risks:** | Project team might not be able to fill their new roles properly which can make problems toward work efficiency among team members. |
| **Risk Mitigation:** | Assign every team member depending on their weaknesses and strengths towards software development, every member should focus on one responsibility and trust each other's skills and ability. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.12 |
| **Work Package:** | Backend Development |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Create logical events in the system * Create system database |
| **Completion State:** | The work package is complete once the back-end developer already created logical events in the system and provided a system database. |
| **Assumptions:** | The back end of the system should be polished together with some functions in the front-end of the system |
| **Risks:** | Some functionalities may still render useless when tested and used by a user and admin |
| **Risk Mitigation:** | Develop a system function that is can be already used and produce good results to proceed with the other functionality development |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.11 |
| **Work Package:** | 11th Meeting with Client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Project Update * System Consultation * Features and Functions suggestions |
| **Completion State:** | Work Package is complete once the project team already met the project client and document all the suggestions and change requests from the client. |
| **Assumptions:** | Document all the suggestions and change requests from the project client and implement it to the system as much as possible |
| **Risks:** | Project team might not be able to implement changes in the system as what the client desires |
| **Risk Mitigation:** | Project team should be able to study how the changes should be implemented and what are the things they need to implement the changes |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.1 |
| **Work Package:** | Unit Testing for Release 1 |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Function * UI/UX * System as a Whole |
| **Completion State:** | This work package is completed once the System has been tested and the functions are working as intended. |
| **Assumptions:** | The system is working without no errors and functions are fully working. |
| **Risks:** | The team might encounter errors in the system and its functionalities. |
| **Risk Mitigation:** | The system could be debugged before being tested. It could also be fixed after being tested so that the project could move on and continue improving. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.2 |
| **Work Package:** | Unit Testing for Release 2 |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would create the 2nd release plan according to the paper. |
| **Completion State:** | This work package is completed once the System has been tested and the functions are working and has been improved from the previous unit testing |
| **Assumptions:** | The system is working without no errors and functions are fully working. |
| **Risks:** | The team would have no progress and would still encounter the same problems as the first release and would need to go back to the first release as some functions have problems. |
| **Risk Mitigation:** | The team would need to strategize for the 2nd release of the system to be successful. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.3 |
| **Work Package:** | Unit Testing for Release 3 |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would create the 3rd release plan according to the paper. |
| **Completion State:** | This work package is completed once the System has been tested and the functions are working and has been improved from the previous unit testing |
| **Assumptions:** | The system is working without no errors and functions are fully working. |
| **Risks:** | The team would have no progress and would still encounter the same problems as the first and second release and would need to go back to the first release as some functions have problems. |
| **Risk Mitigation:** | The team would need to strategize for the 3rd release of the system to be successful. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.4 |
| **Work Package:** | 12th Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would meet regarding the project’s releases and progress. |
| **Completion State:** | This work package would be completed once the team has discussed the progress of the releases in the project. |
| **Assumptions:** | The releases in the project would encounter no problem therefore making the meeting completely successful. |
| **Risks:** | The team would encounter problem upon completing the 1st up to the 3rd release. |
| **Risk Mitigation:** | The team would need to solve the problems or plan the release for it to be successful. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.5 |
| **Work Package:** | Integration Testing |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would do an integration testing to test the system’s function and if it’s working properly. |
| **Completion State:** | This work package would be completed once the team’s testing phase has been completed. |
| **Assumptions:** | The team would encounter no problems regarding the functionalities of the system therefore the testing would go smoothly. |
| **Risks:** | The team would encounter problems on the functionality of the system and would need to change a lot of things in the system once again. |
| **Risk Mitigation:** | The team would need to check the system in order to ensure the integration testing of the system to be a success. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.6 |
| **Work Package:** | User Acceptance Testing |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Responsiveness * Consistency * Visual Appeal * Accessibility * Performance |
| **Completion State:** | This work package is completed once the system has undergone thorough testing, user input has been gathered and analyzed, and required steps have been taken to fix identified issues and improve the overall user experience. |
| **Assumptions:** | The system will not encounter any issues nor errors when undergoing the testing and analyzing phase and will proceed without any issues happening. |
| **Risks:** | While the testing is ongoing, the system may stumble upon an error that would take a lot of time to fix. |
| **Risk Mitigation:** | The system would be tested from time to time to check if the functions are working or not. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.7 |
| **Work Package:** | Performance Testing |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would test the performance of the system, to know if it’s working properly or if there’s something that is needed be fixed. |
| **Completion State:** | This work package would be completed if the team has deemed the performance testing a success. |
| **Assumptions:** | The performance test would go on and be finished without any issues. |
| **Risks:** | The team would encounter a problem when testing the performance of the system. |
| **Risk Mitigation:** | The team would need to be cautious when doing the performance testing to spot the errors and deal with it immediately. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.8 |
| **Work Package:** | Production Readiness Testing |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would do the production readiness testing. |
| **Completion State:** | This work package would be complete once the team has completed or finished the production readiness testing. |
| **Assumptions:** | The team would not encounter any problems during the testing phase. |
| **Risks:** | The team would encounter an error or problem during the testing phase. |
| **Risk Mitigation:** | The team would need to be careful when doing the production readiness testing phase so that the project would progress properly. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.9 |
| **Work Package:** | Parallel Testing |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Doing the parallel testing or testing the system multiple times in different environments to ensure the system is working properly. |
| **Completion State:** | This work package is completed once the teams has done a lot of parallel testing. |
| **Assumptions:** | The parallel testing or all the testing that has been done would encounter no errors or problems. |
| **Risks:** | The team would face different kinds of problems and errors during the parallel testing. |
| **Risk Mitigation:** | The team would need to check the system and do a debugging of the system before doing parallel testing. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.10 |
| **Work Package:** | 13th Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team would have a meeting and discuss the system and the project’s future. |
| **Completion State:** | This work package would be completed once the meeting regarding the project’s progress has been finished. |
| **Assumptions:** | The meeting would go on without any problems. |
| **Risks:** | The team would encounter problems regarding the projects progress and future. |
| **Risk Mitigation:** | The team would need to strategize and talk about the system and project on how to mitigate the risks or lessen the damages. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.11 |
| **Work Package:** | 12th meeting with the client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team will meet with the client regarding the system that was released and the projects future. |
| **Completion State:** | This work package will be completed once the team has met with the client and discussed the system and the project’s progress and future. |
| **Assumptions:** | The meeting with the client and the negotiation would have no problems at all and would go smoothly. |
| **Risks:** | The team and the client would not go eye to eye with the discussion regarding the system and the project’s future. |
| **Risk Mitigation:** | The team would need to explain properly to the client and strategize with the client in determining the project’s future and how it’s going to progress. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.1 |
| **Work Package:** | Deployment and Control kick off meeting |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | To kick off the meeting for deployment and control of the system |
| **Completion State:** | This work package would be completed once the team and the stakeholders come to settle the plans for deployment and control |
| **Assumptions:** | The kick-off meeting would operate smoothly and both parties at the same page. |
| **Risks:** | The team could encounter conflict of schedule for both parties resulting in the delay of the meeting |
| **Risk Mitigation:** | The team could schedule the kick-off meeting ahead of time. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.2 |
| **Work Package:** | Train General Users |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | To train or teach the users on how to use the system and how it operates. |
| **Completion State:** | This work package would be completed once the team has successfully taught the users on how to operate the website. |
| **Assumptions:** | The program would operate smoothly without any problems happening. |
| **Risks:** | The team could encounter many users with different problems regarding the system leading to a disaster. |
| **Risk Mitigation:** | The team could get outside help, and it can make the training of the users more successful. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.3 |
| **Work Package:** | Set up Kiosk for localize deployment |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team strategized on how to setup a kiosk for localized deployment |
| **Completion State:** | The team would apply those terms and conditions on how to apply the kiosk to fully utilize its capability |
| **Assumptions:** | The meeting would start and end smoothly |
| **Risks:** | Some of the team members won't be able to attend the meeting |
| **Risk Mitigation:** | Conduct the meeting thru any online platform and save the meeting for future references |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.4 |
| **Work Package:** | Deploy hosted app |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team strategized on how to properly deploy the app |
| **Completion State:** | The deployment is successful. The web app is up and running |
| **Assumptions:** | The web app is running smoothly and now is open for testing |
| **Risks:** | The internet is slow and affecting the web app’s performance |
| **Risk Mitigation:** | prepare a mobile data can be used as a backup for internet connectivity |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.6 |
| **Work Package:** | 13th meeting with client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team together with the client had a meeting to report a discovery that has been made to program the system in a better way without sacrificing the quality of work |
| **Completion State:** | The work package would be done after the client had given his feedback on the system program. |
| **Assumptions:** | The meeting would flow smoothly as the team found out a better way to work with the system |
| **Risks:** | The client won’t be able to attend the meeting |
| **Risk Mitigation:** | Schedule the meeting ahead of time. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.7 |
| **Work Package:** | 13th meeting with client |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | The team together with the client had a meeting to report a discovery that has been made to program the system in a better way without sacrificing the quality of work. |
| **Completion State:** | The work package would be done after the client had given his feedback on the system program. |
| **Assumptions:** | The meeting would flow smoothly as the team found out a better way to work with the system |
| **Risks:** | The client won’t be able to attend the meeting |
| **Risk Mitigation:** | Schedule the meeting ahead of time. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.8 |
| **Work Package:** | Promotion/Advertisement |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | To promote and advertise the ticketing system to the public. |
| **Completion State:** | The work package would be complete when the announcement or when the ticketing system’s advertising in the public is complete. |
| **Assumptions:** | The announcement of the ticketing system will be a success. |
| **Risks:** | The promotion/advertisement of the ticketing system will bump into problems and have the announcement or advertisement delayed. |
| **Risk Mitigation:** | Choosing the right place and the right time and the advertisement is created properly for the audience. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.9 |
| **Work Package:** | Update Project Documentations |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Updating the progress of the project’s documentation and deliverables in general along with the project’s overall progress. |
| **Completion State:** | This work package would be complete if the team has updated all the things that are needed to update regarding the project and especially the system and paper. |
| **Assumptions:** | The update of the deliverables and documentation of the project would go on without any problems. |
| **Risks:** | The team may encounter errors and would need to change or revise files on the documentation and deliverable part of the project. |
| **Risk Mitigation:** | The team would need to double check the documentation and deliverables. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.7.1 |
| **Work Package:** | Auditing |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | By doing an audit of the whole thing, may it be documents or website, the team can find out whether the project is optimized to meet the client’s request. |
| **Completion State:** | The work package would be completed once the auditing is done and no errors about the project were seen. |
| **Assumptions:** | The auditing was done smoothly without any problems |
| **Risks:** | The auditing just discovered errors and things that needed to be changed on the project. |
| **Risk Mitigation:** | To minimize the risks, the documentation and the website should be checked properly for the auditing to go smoothly. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.7.2 |
| **Work Package:** | Reports and Documentations Handover |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | To update the reports regarding the website, and the team’s situation. |
| **Completion State:** | The work package is completed if the team has updated their reports regarding the project and team’s status quo. |
| **Assumptions:** | The updated reports would be received properly. |
| **Risks:** | The report is incomplete or has some parts that are lacking. |
| **Risk Mitigation:** | Thoroughly check the report and double check it, to avoid errors. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.7.3 |
| **Work Package:** | Gain Formal Acceptance |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Getting a permit or a formal acceptance for the team and for the website to operate legally |
| **Completion State:** | The work package is complete once the permit or if the team has gained a formal acceptance for the project. |
| **Assumptions:** | The team would get a formal acceptance or permit smoothly |
| **Risks:** | The team will not get a formal acceptance and some parts of the project need to be changed. |
| **Risk Mitigation:** | The project should be explained properly, and the requests of the client should be met. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.7.4 |
| **Work Package:** | Archive Files/ Documents |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Archive all the necessary files and documents for the entire project, and handover to the client once the project is done. |
| **Completion State:** | The work Package is complete once the project team successfully create and archive file of all the project documentations and handed over to the client |
| **Assumptions:** | Archive files should contain complete documentations of the project under the entire development cycle |
| **Risks:** | Project team might not be able to archive all the files and miss some important files that can be crucial to the project information |
| **Risk Mitigation:** | Every project team members should cooperate and double check all the necessary files are archived. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.7.5 |
| **Work Package:** | Closeout Meeting with Members |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Closeout meeting with members contains all the necessary tasks that each project team members should accomplish, making sure that all outputs within the project documentations are complete as well as the functional system that is ready to deploy and handover to the project client. |
| **Completion State:** | The work package is complete once the project team already completed each tasks assigned to them prior to completing all outputs and making sure the system is fully functional and software worthy to be handed over to the project client |
| **Assumptions:** | Project team member should already know what to do on each tasks that will be given to them when the meeting takes place. |
| **Risks:** | Some of the project team members might not be able to attend the meeting as this is one of the crucial meetings that will happen in the entire project development cycle |
| **Risk Mitigation:** | Project team should be prepared and ready to take all the tasks given to them to avoid conflicts with time since closeout meetings happens once in a project development |