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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:** | 1.1.2.1 |
| **Work Package:** | Deliverable: Client Signed Form |
| **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:** | 1.1.3.1 |
| **Work Package:** | Deliverable: Advisor Signed Form |
| **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’s purpose is to find the adviser that is fit and would help the team in producing the project. |
| **Completion State:** | Adviser is properly selected and have the adviser form signed |
| **Assumptions:** | Everyone has access to the list of every professor/adviser which also has their accomplishments listed. |
| **Risks:** | The team may not be able to choose the proper adviser for the project. |
| **Risk Mitigation:** | The team will choose carefully on whether who to choose as an adviser for the project. |
| **Budget:** | Hello po testing… |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.1.4 |
| **Work Package:** | Milestone: Project Idea |
| **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:** | 1.2.1.1 |
| **Work Package:** | Deliverable Minutes of The 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:** | 1.2.2.1 |
| **Work Package:** | Deliverable Minutes of The Meeting with (Advisor) |
| **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 adviser to discuss about the proposed project and initial details about it |
| **Completion State:** | The work package is complete once the project team documented all the details discussed from the meeting and necessary feedback from the adviser from the initial works presented by the team. |
| **Assumptions:** | Project Adviser would be able to attend the meeting with the project team to discuss about the project |
| **Risks:** | Project Adviser will not be able to attend the meeting in which the team would consider moving forward without proper guidance if the initial project deliverables are certain and correctly made thus making the outputs in jeopardy committing mistakes on certain deliverables related to the project |
| **Risk Mitigation:** | Plan the meeting ahead of time to perfectly set up the dates which meets both project team and adviser free time to meet and discuss for the meeting to take place, and to discuss about the project and certain output to be made. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.3.1 |
| **Work Package:** | Deliverable Minutes of The 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:** | 1.2.4.1 |
| **Work Package:** | Chapter 1 Progression |
| **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 draft of midterm deliverables: Intro and abstract, project context, statement of the problem, objectives, significance of the study, scope & limitation. |
| **Completion State:** | Work package is complete once the project team accomplished all the deliverables in preparation with the midterm presentation (sprint 1) |
| **Assumptions:** | The project team should be able to complete all the deliverables before the presentation in sprint 1 |
| **Risks:** | Project team would not be able to complete deliverables thus causing delay and unsatisfactory output on the presentation date. |
| **Risk Mitigation:** | Project team should be able to conduct frequent meetings to discuss the milestones achieve until certain outputs are complete. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.4.2 |
| **Work Package:** | Chapter 2 Progression |
| **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 draft of RRL’s, project team focuses on looking for related systems on the internet, related system would be more relevant in terms of Search for systems that are like the proposed system in terms of functionality, target audience, and market niche. Consider both direct and indirect competitors, as well as systems that offer similar solutions in related industries. |
| **Completion State:** | Work package is complete once the project team gathered enough numbers of relevant system and documented in the project paper RRL. |
| **Assumptions:** | Project team should be able to find a relevant system to what the project team’s proposed system to elaborate some advantages and disadvantages on the system and what the proposed system offers. |
| **Risks:** | Project team might not be able to find similar systems on the internet and would rather find an irrelevant system in terms of functionality, target audience. |
| **Risk Mitigation:** | Consider looking for local and foreign systems since there are a lot of systems in the world that are made in foreign and local, this gives a lot of options for the project team to review for their proposed system. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.4.3 |
| **Work Package:** | Chapter 3 Draft Progression |
| **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 project team chose to make a hybrid methodology model combining both scrum and waterfall methodology as the team sees that combining both methodologies would be a perfect method towards the project development of systems and documentations. |
| **Completion State:** | The work package is complete once the chapter 3 contents are documented and approved on the consultations from project adviser. |
| **Assumptions:** | The project team should be able to finish the initial draft of outputs needed in chapter 3 before the weekly deliverable's deadline. |
| **Risks:** | The project team might not be able to fill all the contents in chapter 3 thus causing delay of work since initial draft for chapter 3 should be consulted to the project adviser before giving feedback and suggestions. |
| **Risk Mitigation:** | Project team must ensure that initial drafts are completed before the consultation to the adviser to avoid conflict with the time for such chapter 3 deliverables deadline. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.4.4 |
| **Work Package:** | Chapter 4 Progression |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Everything under project methodology documentations. |
| **Completion State:** | * The work package is complete once the project team initially inputs the contents for the necessary Requirement analysis, Product Backlog, and anything under System Analysis and Design of the project documentation. * Consultation meeting with project adviser to discuss further about the project methodology contents |
| **Assumptions:** | Project team should be able to produce complete outputs under project methodology |
| **Risks:** | Project team might not be able to comply with the certain outputs needed to fill in the methodology documentation part, which may cause delay with the project documentation specifically the methodology part. |
| **Risk Mitigation:** | Project Leader/Manager should facilitate a working schedule to brainstorm and collaborate with the project team, to finish all the output at the end of term on time. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.4.5 |
| **Work Package:** | Chapter 5 Progression |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Results and Discussions:   * Release Plan * Prototype * Use Classes and Characteristics |
| **Completion State:** | Work Package is complete once the project team has provided output of release plan, prototype, and use classes and characteristics. |
| **Assumptions:** | Release plan, prototype, Use Classes and Characteristics are completed, and no errors and revisions are made. |
| **Risks:** | Might not finish all outputs on time which can cause delay and affect other upcoming tasks |
| **Risk Mitigation:** | Make sure that all documentations under Chapter 4 (methodology) are already cleared to focus on the tasks under |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.4.6 |
| **Work Package:** | Chapter 6 Progression |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Conclusion:   * What has been done * What will be done for the next PBL subject * Appendix A-E |
| **Completion State:** | Work package is complete once the project team accomplished all the task under chapter 6 |
| **Assumptions:** | All tasks must be accomplished within a certain period for each project team member, not only to ensure that everything will be accomplished on time but also to open up spaces for next tasks |
| **Risks:** | Project team might not be able to finish all tasks under chapter 6 on time, which can cause delays to other tasks needed to work on. |
| **Risk Mitigation:** | Project team members will make a specific task checklist for a day, to keep track of each member's work progress. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.5 |
| **Work Package:** | 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:** | 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 reasons 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:** | 1.2.6 |
| **Work Package:** | Project Proposal Submission |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Presentation of midterm deliverables including all content of the project paper from chapters 1-5 and for panelist feedbacks and suggestions for change request on the project initial documentation. |
| **Completion State:** | The work package is complete once the project team completes all the deliverables and is presented to the panelist. |
| **Assumptions:** | Project team should be able to present all the deliverables for midterm (sprint 1) as initial checkpoint for the project documentation. |
| **Risks:** | The project team might not be able to satisfy the panelist with the documentation, uncertainty with the arguments from problem statement and objectives could cause conflict if not properly determined. |
| **Risk Mitigation:** | Continuous consultations with project adviser and client to properly determined the organizational factors need to consider for documentation, the problems needed to address and the objectives of the project, adjustments with the documentations will be applied once the project adviser point out certain technicalities needed to consider. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.2.7 |
| **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:** | 1.2.8 |
| **Work Package:** | Milestone: Project Proposal Approval |
| **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 and finalization of tasks: Chapter 1-3, SOP Progression Report, Objective Progression Report, UI/UX Initial Design Conceptualization, Mobile Low-fidelity Wireframe, Video Pitch Shooting, Product Vision, Product Roadmap, Product Backlog, Release plan, Proofreading/paper validation, Finals (sprint 2), Review of Comments matrix, Final Paper Revisions, Compilation of Final paper, Submission of final requirements, Finalization of comments matrix |
| **Completion State:** | Work package is complete once the project team accomplished all the task under Post-Midterm Project Progression |
| **Assumptions:** | Project team should be able to finish all the task to avoid certain conflicts such as project delay, panel re-defenses. |
| **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:** | 1.1.5.1 |
| **Work Package:** | System and Design Preparation |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Submission of MNTSDEV Final Documentation * Creation of GitHub Repository * Request letter from adviser/consultant |
| **Completion State:** | The work package is complete once the project team has accomplished the check list of tasks needed before starting the System and design analysis. |
| **Assumptions:** | The project team should be able to accomplish all the task as soon as possible, because the sooner the task is done, sooner the project can proceed to the system analysis and design phase of the project |
| **Risks:** | Project team might take a while to finish the task causing time conflicts for the system analysis and design to start |
| **Risk Mitigation:** | Project team should ensure that deliverables from the past course is complete to avoid conflict submitting prerequisite outputs in the next course which is the system analysis and design. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.1.1 |
| **Work Package:** | Deliverable: Minutes of The 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:** | * Deliverables Discussion * Workload distribution to project team members * Documentation adjustments * System Diagram output updates |
| **Completion State:** | Work package is complete once the project team accomplished weekly deliverables and consulted to the project adviser or consultant |
| **Assumptions:** | Project team should be able to accomplish all the weekly task from the course and produce outputs such as UML diagrams of the system to proceed with other output without conflict |
| **Risks:** | Project team might not be able to produce satisfactory output the is needed for the weekly deliverables or attend meetings for output consultation with project adviser and consultant |
| **Risk Mitigation:** | Project team should schedule daily meetings to keep track of individual members output progress, to point out certain errors and incorrect content on the certain deliverables. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.2.1 |
| **Work Package:** | Deliverable: Minutes of the Meeting with (Advisor) |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Event Table Checking * Initial Checking of diagrams (midterm deliverables) |
| **Completion State:** | The work package is complete once the project team documented all the comments and suggestions from the project adviser upon consulting the necessary deliverables before moving on to the next outputs. |
| **Assumptions:** | Project team should be able to follow the recommendations and comments from the project adviser as it is much credible to follow. |
| **Risks:** | Project team might not be able to list down and follow the recommendations from the project adviser, thus causing conflict resulting to wrong output made. |
| **Risk Mitigation:** | Project team should strictly follow the project adviser suggestions as much as possible since the project advisers are professional and credible source of information towards the project and system development |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.3.1 |
| **Work Package:** | Deliverable Minutes of the 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:** | * 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:** | 1.3.4.1 |
| **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:** | 1.3.4.2 |
| **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:** | 1.3.4.3 |
| **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:** | 1.3.4.4 |
| **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:** | 1.3.4.5 |
| **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:** | 1.3.4.6 |
| **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:** | 1.3.4.7 |
| **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:** | 1.3.4.8 |
| **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:** | 1.3.4.9 |
| **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:** | 1.3.4.10 |
| **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:** | 1.3.4.11 |
| **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:** | 1.3.4.12 |
| **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:** | 1.2.2.5 |
| **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:** | 1.3.4.14 |
| **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:** | 1.3.5 |
| **Work Package:** | System Design 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:** | Making diagrams and necessary outputs needed for midterm deliverables, in preparation for midterm presentation. |
| **Completion State:** | Work package is complete once all the diagrams and other necessary output are reviewed by team members through meetings |
| **Assumptions:** | Project team should be able to tackle all the task for midterm deliverables and produce satisfactory output needed prior to the midterm presentation |
| **Risks:** | Project team would not be able to complete some tasks that can give conflicts towards the midterm presentation |
| **Risk Mitigation:** | Project team should ensure that every project team member has specific task to equally distribute the workload and finish it on time |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.6 |
| **Work Package:** | System Design Submission |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Presentation of midterm deliverables including all the necessary diagrams needed to the panelist |
| **Completion State:** | The work package is complete once the panelist and professors in the defense approve all the deliverables and output submitted and presented. |
| **Assumptions:** | Project team should be able to provide all the necessary diagrams needed for the midterm presentation. |
| **Risks:** | Project team would not be able to move forward to pre finals with backlogs left in the midterm presentation. |
| **Risk Mitigation:** | Project team should be able to accomplish all the task and carefully determine the diagrams to avoid conflict on the presentation date. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.7.1 |
| **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:** | 1.3.7.2 |
| **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:** | 1.3.7.3 |
| **Work Package:** | System Prototype Running on browser |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Running the System Prototype on the browser to ensure that system requirement will comply with what the Ticketing Service System needs. |
| **Completion State:** | The work Package is Complete Once the project team has launched the System Prototype on a browser and works perfectly |
| **Assumptions:** | System Prototype should run on any kind of browser |
| **Risks:** | System Prototype may not run perfectly with any system browser, which can cause problems when the fully functional system will run on a typical browser. |
| **Risk Mitigation:** | Make sure that we will use software resources for prototype development that will always guarantee compatibility. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.8 |
| **Work Package:** | Milestone System Design Approval |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Final Design and Approval of the Ticketing Service System to proceed with the development of a fully functional and deployable system |
| **Completion State:** | The work package is complete once the System Design is approved and passed with the panelist, course professor, project adviser, project client. |
| **Assumptions:** | Every output and requirements for the System Design and Analysis should be done |
| **Risks:** | * Unfinished Outputs * Unsatisfactory Diagrams * Documentation Backlogs |
| **Risk Mitigation:** | Project team should track the progress of the unfinished outputs to proceed with the new task and avoid delays. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.10.1 |
| **Work Package:** | Deliverable: Minutes of the 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:** | 1.3.11.1 |
| **Work Package:** | Deliverable: Minutes of the Meeting with (Advisor) |
| **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 advisor for consultation about the system functionality and design ideas, ensure that all that we put in the system will follow industry standards. |
| **Completion State:** | Work Package is Complete once the project team meet the advisor and document all the task suggested by the adviser |
| **Assumptions:** | Project team should be able to implement all the requests and changes suggested by the project adviser |
| **Risks:** | Project doesn’t know how to implement the change requests from the adviser or would have a hard time figuring out how to implement the change requests. |
| **Risk Mitigation:** | Consult with the advisor about the steps towards change requests within the project documentation and the system itself. This will help clarify the things that is needed to effectively implement changes in the project |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.12.1 |
| **Work Package:** | Deliverable: Minutes of the 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:** | 1.3.13.1 |
| **Work Package:** | Initial Prototype UI/UX |
| **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:** | 1.3.13.2 |
| **Work Package:** | Milestone 1: Release 1 of Working Prototype |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * User Dashboard * Admin Dashboard * Ticket List * Ticket History |
| **Completion State:** | The Work Package is complete once the developers have already made a system that has minimum requirement of having User Dashboard, Admin Dashboard, Ticket List, Ticket History. |
| **Assumptions:** | The system should have the basic functions that a Ticketing Service System should have. |
| **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:** | 1.3.13.3 |
| **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:** | 1.3.13.4 |
| **Work Package:** | Milestone 2: Release 2 of Working Prototype |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Complete all the User tab * Complete all Admin Tab * Complete basic system functionalities * Complete UI/UX design |
| **Completion State:** | The work package is complete once the front-end and back-end developer produces a complete all the User and Admin tab, complete basic system functionalities and UI/UX design. |
| **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:** | 1.3.14 |
| **Work Package:** | Working Prototype 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:** | Insert revisions on the system front-end and back-end after being consulted to the project adviser, minor tweaking of the system functionalities or adjustments based on client suggestions |
| **Completion State:** | The work package is completed once the revisions has been put into place. |
| **Assumptions:** | The working prototype revision would go smoothly without encountering any problems. |
| **Risks:** | The working prototype could still encounter problems after revised. |
| **Risk Mitigation:** | Making sure and double checking if the working prototype is revised or coded properly. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.15 |
| **Work Package:** | Milestone 3: Release 3 of Working Prototype |
| **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 completion and the release of the working prototype and the presentation of the completed version to the client. |
| **Completion State:** | The work package is completed once the release of the final version of the working prototype is complete. |
| **Assumptions:** | The release of the working prototype will happen smoothly |
| **Risks:** | While releasing the working prototype, the team might encounter errors on the working prototype at the last moment. |
| **Risk Mitigation:** | The team would have to properly revise the working prototype for it to be released properly and as soon as possible. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.16 |
| **Work Package:** | Verify Use Case Requirements |
| **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 the use case requirements or diagrams if there is nothing wrong with it and proceeding with the project after 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 would be able to complete and revise the use case requirements as fast as possible. |
| **Risks:** | The team would encounter errors while verifying the requirements. |
| **Risk Mitigation:** | Consulting with the adviser if the revisions or if some parts in the use case need to be changed. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.3.17 |
| **Work Package:** | Run the System on browser |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | Running the systems on a browser to check for errors and mistakes and see if the system is working properly without any problems. |
| **Completion State:** | The work package is complete once the project team successfully run the system protoype on the browser checking the all the functionality and features see if there are software issues. |
| **Assumptions:** | The Ticketing Service System should work perfectly when you run it on the system browser |
| **Risks:** | Some functionalities might fail, and system bugs may arise coming from code erros logic, synthax etc. |
| **Risk Mitigation:** | Check the codes see if there are any errors |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4 |
| **Work Package:** | Execution |
| **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 execution of the project and the debugging of the system. |
| **Completion State:** | The work package would be completed if the execution of the website has been done successfully. |
| **Assumptions:** | The execution of the website or the system would be done properly without encountering any errors or bugs. |
| **Risks:** | The system could encounter bugs and errors while it is in the middle of an execution. |
| **Risk Mitigation:** | Debugging could help the system prevent encountering any bugs or errors before execution of the system is done. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |
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| **WBS:** | 1.4.1.1 |
| **Work Package:** | Deliverable: Minutes of the Meeting (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:** | 1.4.2.1 |
| **Work Package:** | Deliverable: Minutes of the Meeting (Advisor) |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** | * Consult System functionalities. * Documentation checking * Deliverables checking |
| **Completion State:** | The work package is complete once the project team has already documented the weekly consultation with project advisor through minutes of the meeting and apply the change requests and suggestions based on the project advisor comments. |
| **Assumptions:** | Project team should be able to implement all the requests and changes suggested by the project adviser |
| **Risks:** | Project doesn’t know how to implement the change requests from the adviser or would have a hard time figuring out how to implement the change requests. |
| **Risk Mitigation:** | Consult with the advisor about the steps towards change requests within the project documentation and the system itself. This will help clarify the things that is needed to effectively implement changes in the project |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.3.1 |
| **Work Package:** | Deliverable: Minutes of the Meeting (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:** | 1.4.4.1 |
| **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:** | 1.4.4.2 |
| **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:** | 1.4.4.3 |
| **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:** | 1.4.4.4 |
| **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:** | 1.4.4.5 |
| **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:** | 1.4.4.6 |
| **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:** | 1.4.4.7 |
| **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:** | 1.4.4.8 |
| **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:** | 1.4.4.9 |
| **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:** | 1.4.4.10 |
| **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:** | 1.4.4.11 |
| **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:** | 1.4.4.12 |
| **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:** | 1.4.4.13 |
| **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:** | 1.4.4.14 |
| **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:** | 1.4.4.15 |
| **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:** | 1.4.4.16 |
| **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:** | 1.4.4.17 |
| **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:** | 1.4.5 |
| **Work Package:** | Procedure Hardware/ Software Materials |
| **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 procedure and the materials would be documented and listed to know the process step by step on how the system is being handled and made. |
| **Completion State:** | The work package is completed once the procedure is ongoing and the required materials are obtained. |
| **Assumptions:** | The procedure/process of how the system is made will operate smoothly. |
| **Risks:** | The system could encounter software failure, and the hardware part can have missing parts. |
| **Risk Mitigation:** | The team would need to make the system properly, knowing the insides of the system and how it operates, and they could also gather the materials that are needed as soon as possible in the hardware part. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.6.1 |
| **Work Package:** | Unit 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:** | * 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:** | 1.4.6.2 |
| **Work Package:** | User Acceptance Testing (UI/UX) |
| **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:** | 1.4.6.3 |
| **Work Package:** | Functional 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:** | * Test Planning * Test Execution * Error Reporting & Debugging |
| **Completion State:** | This work package is completed once the system is done testing, debugging, and processing. |
| **Assumptions:** | The function testing of the system would go smoothly without a hitch. |
| **Risks:** | The system could stumble upon an error and may have to undergo debugging and could take a long period of time. |
| **Risk Mitigation:** | The system has to be checked thoroughly so that debugging could be done early. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.7 |
| **Work Package:** | Deploy running system to internal users (ITRO) |
| **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 group would deploy the system and would have to test it themselves in the perspective of a customer and an admin to find out if the deployed system is defective or if it has a bug. |
| **Completion State:** | This work package would be completed once the deployed system has been debugged and tested and is working as intended without any problems encountered. |
| **Assumptions:** | Without any glitches, the system would launch, and it wouldn't have any issues. |
| **Risks:** | The system could encounter disruptions such as system integration & compatibility issues, Data corruption or data loss, Security vulnerabilities, Performance issues, process disruptions. |
| **Risk Mitigation:** | The team could create a thorough deployment plan while taking potential effects on the system into account and backing up the system in case something goes wrong. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.4.8 |
| **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:** | 1.4.9 |
| **Work Package:** | Deploy whole running system (ITRO/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:** | Deploying the system as a whole and showing the finished product to the client or stakeholder. |
| **Completion State:** | This work package would be completed once the system’s deployment would go smoothly. |
| **Assumptions:** | The system would be deployed completely and be used by the client or stakeholder. |
| **Risks:** | The system would encounter a problem or error in an unexpected time. |
| **Risk Mitigation:** | Debugging the system and checking the performance of it before it has been deployed completely. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.1.1 |
| **Work Package:** | Deliverable: Minute of the 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 members on how the deployment of the system is going and checking if there might be possible errors, security vulnerability, and dangers. |
| **Completion State:** | This work package is completed once the meeting has been successful and the team members had a discussion regarding how the system operates and the team’s future. |
| **Assumptions:** | The meeting would go smoothly and all things that needs to be tackled have been discussed and been planned out strategically for the future of the project. |
| **Risks:** |  |
| **Risk Mitigation:** |  |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.2.1 |
| **Work Package:** | Deliverable: Minute of the Meeting with (Advisor) |
| **Package Owner:** | Nacor Industries |
| **Owner Organization:** | Asia Pacific College ITRO |
| **Participants:** | * Ruth Morallos * Vincent Nacor * Allan Nefalar * Kieyl Ponce * Patrick Cortez * Bryan Geneta |
| **Description:** |  |
| **Completion State:** |  |
| **Assumptions:** |  |
| **Risks:** |  |
| **Risk Mitigation:** |  |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.3.1 |
| **Work Package:** | Deliverable: Minute of the 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:** |  |
| **Completion State:** |  |
| **Assumptions:** |  |
| **Risks:** |  |
| **Risk Mitigation:** |  |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.4 |
| **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:** |  |
| **Completion State:** |  |
| **Assumptions:** |  |
| **Risks:** |  |
| **Risk Mitigation:** |  |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.5 |
| **Work Package:** | Project Maintenance |
| **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 maintenance of the system and the project itself to determine the errors |
| **Completion State:** |  |
| **Assumptions:** |  |
| **Risks:** |  |
| **Risk Mitigation:** |  |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.6 |
| **Work Package:** | Update Project 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 make the project management plan up to the latest update. |
| **Completion State:** |  |
| **Assumptions:** |  |
| **Risks:** |  |
| **Risk Mitigation:** |  |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.5.7 |
| **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:** | 1.6.1 |
| **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:** | 1.6.2 |
| **Work Package:** | Narrative Reports |
| **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 make a narrative report regarding the project itself and how it is doing, and will report if this specific project will benefit the client itself |
| **Completion State:** | The work package will be completed once the narrative report has been made and is completed and is passed earlier or within the deadline. |
| **Assumptions:** | The report will be presented in a complete state without any problems and no errors. |
| **Risks:** | The narrative report would be incomplete and is missing crucial details about the project. |
| **Risk Mitigation:** | While making the report, double checking it thoroughly to check if any details were missing regarding the project. |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.6.3 |
| **Work Package:** | Update Reports |
| **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 uncomplete 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:** | 1.6.4 |
| **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:** | 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:** | 1.6.5 |
| **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:** |  |
| **Completion State:** |  |
| **Assumptions:** |  |
| **Risks:** |  |
| **Risk Mitigation:** |  |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |