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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:** | 1.2.1.1 |
| **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:** | 1.1.5.1 |
| **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:** | 1.2.7 |
| **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:** | 1.3.7.3 |
| **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:** | 1.3.5 |
| **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:** | 1.3.8 |
| **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:** | 1.3.13.2 |
| **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:** | 1.3.13.4 |
| **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:** | 1.4.5 |
| **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:** | 1.4.6.3 |
| **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:** | 1.4.9 |
| **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:** | The recording would encounter an error and the video gets corrupted. |
| **Risk Mitigation:** | Fast internet connection is a must. |
| **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:** | Meeting with the adviser on how the deployment of the system is going and checking if there might be missing details and if there is a better solution. |
| **Completion State:** | This work package is completed once the meeting has been successful and the team 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:** | The team and advisor’s discussion would find themselves in a dead end and the project cannot move forward or progress further. |
| **Risk Mitigation:** | The team and advisor would need to talk about on how to handle the current situation and would come with all kinds of solutions and future to ensure the |
| **Budget:** |  |
| **Reference Docs:** | https://asiapacificcollege.sharepoint.com/:f:/s/PROJMANT3MI201MI203/EkJeHa2ZZwpMpuVPI2GfEskB3ApDqvVtM7lE0Ph940rUHw?e=tBnXHq |

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| **WBS:** | 1.7.2 |
| **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 |