

ID	Type	Subject	Status	Start date	Finish Date	Duration
2791	Phase	1.1 Initiation	New	04/01/2023	04/30/2024	260
2999	Work Package	1.1.1 Study the Current Project Documentation Submission Process	New	04/24/2024	05/05/2024	10

WBS:	1.1.1
Work Package:	Study the Current Project Documentation Submission Process
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	<ul style="list-style-type: none"> • Arcega, Leila Angela • Cajayon, Jeb Vincent • Mirando, Jonlord • Soquiat, Daniella Diana • Terania, Raina Marie • Tesorero, Lyka
Description:	The team is tasked with analyzing the existing process for submitting project documentation. This includes identifying inefficiencies, suggesting improvements, and ensuring compliance with organizational standards.
Completion State:	Completion of this work package will be marked by the submission of a comprehensive report detailing the current documentation submission process, identified issues, and recommended enhancements.
Assumptions:	<ul style="list-style-type: none"> • The current documentation process is documented and accessible. • All relevant stakeholders are available for interviews and consultations.
Risks:	<ul style="list-style-type: none"> • Incomplete or outdated documentation of the current process. • Potential delays in getting necessary information from stakeholders. • Limited access to necessary tools and software for analysis.
Risk Mitigation:	<ul style="list-style-type: none"> • Schedule regular meetings with stakeholders to gather information and address concerns promptly. • Develop a detailed project plan with clear timelines to manage delays. • Secure access to required tools and resources early in the project.
Budget:	Development Overall costs: ₱1,062.50 Labor costs: ₱1,062.50
Reference Docs:	

3024	Work Package	1.1.3 Develop Project Charter	New	04/01/2024	04/19/2024	15
WBS:	1.1.3					
Work Package:	Develop the Project Charter					
Package Owner:	Dasalgorithm					
Owner Organization:	Asia Pacific College					
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka					
Description:	The work package involves creating the foundational document that authorizes the Ramkolek project and provides a roadmap for its execution. This includes outlining the project purpose, objectives, scope, assumptions, risks, budget, and other critical elements.					
Completion State:	The project charter's completion will be marked by the approval of the document by the project sponsor, Sir Manuel Sebastian Sanchez.					
Assumptions:	<ul style="list-style-type: none"> • All participants understand the project objectives and requirements. • Necessary resources, including AWS for hosting and assistance from APC's ITRO, will be available as needed. • Stakeholders are committed to providing timely feedback and approvals. 					
Risks:	<ul style="list-style-type: none"> • Users might face a learning curve when adopting the new system. • Delays due to miscommunications or lack of resource availability. 					
Risk Mitigation:	<ul style="list-style-type: none"> • Provide comprehensive user training and support resources. • Establish clear communication channels and regular status updates to ensure alignment and address issues promptly. 					
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00					
Reference Docs:						

3023	Work Package	1.1.2 Develop Business case	New	04/01/2024	04/19/2024	15
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WBS:	1.1.2
Work Package:	Develop the Business case
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves creating a comprehensive business case for the implementation of Ramkolek. This will address the current inefficiencies, improve communication, and document handling among students and faculty.
Completion State:	The business case will be considered complete once it includes a detailed analysis of the current issues, anticipated outcomes, recommendations, justifications, a cost-benefit analysis, and an alternative analysis.
Assumptions:	<ul style="list-style-type: none"> • Users will have basic computer skills and internet access. • APC's existing information system can provide necessary user data. • The project will be supported by APC's Information Technology Resource Office (ITRO) for deployment and maintenance. • The system will be hosted on APC's AWS subscription.
Risks:	<ul style="list-style-type: none"> • Resistance to change from students and faculty used to the current system. • Potential technical issues during system development and deployment. • Difficulty in training users to effectively use the new system.
Risk Mitigation:	<ul style="list-style-type: none"> • Conduct thorough training sessions for all users to ease the transition. • Ensure rigorous testing and quality assurance to identify and fix technical issues before deployment. • Provide continuous support and resources to assist users in adopting the new system.
Budget:	Development Overall costs: ₱3,187.50 Labor costs: ₱3,187.50
Reference Docs:	

3450	Work Package	1.1.4 Develop Stakeholder Analysis	New	04/01/2024	04/19/2024	15
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WBS:	1.1.4
Work Package:	Develop the Stakeholder Analysis
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package outlines the activities required to develop a stakeholder analysis for the project. It will identify individuals who are impacted and can influence the project's success.
Completion State:	The stakeholder analysis will be considered complete once all relevant stakeholders have been identified, a communication plan is established to keep stakeholders informed about the project and the stakeholder analysis process.
Assumptions:	<ul style="list-style-type: none"> • Project charters and scope statements, among other papers, are easily accessible. • Stakeholders are open to answering informative questions via surveys or interviews.
Risks:	<ul style="list-style-type: none"> • Difficulty Identifying Every Stakeholder • Inaccurate Stakeholder Information
Risk Mitigation:	<ul style="list-style-type: none"> • Consult with stakeholders through surveys or interviews to confirm and get more details about their needs, interests, and influence. • Use various techniques to identify stakeholders, such as going over project documentation and holding brainstorming sessions.
Budget:	Development Overall costs: ₱425.00 Labor costs: ₱425.00
Reference Docs:	

3451	Work Package	1.1.5 Develop Stakeholder Management Strategy	New	04/01/2024	04/19/2024	15
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WBS:	1.1.5
Work Package:	Develop the Stakeholder Management Strategy
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves creating a stakeholder management strategy to identify, engage, and manage stakeholders throughout the project. This ensures their needs and expectations are met, securing their support and optimizing project outcomes.
Completion State:	The stakeholder management strategy will be considered complete once all relevant stakeholders are identified, engagement plans for each stakeholder are developed, communication strategies are established, and the stakeholder management plan is documented and approved.
Assumptions:	<ul style="list-style-type: none"> • All key stakeholders are willing to participate in the strategy development process. • Stakeholders will provide timely and feedback during consultations. • The project team has access to all necessary resources to engage stakeholders effectively.
Risks:	<ul style="list-style-type: none"> • Miscommunication or misunderstanding of stakeholder expectations. • Changes in stakeholder positions or interests during the project.
Risk Mitigation:	<ul style="list-style-type: none"> • Facilitate open discussions to address and resolve conflicts. • Monitor and adjust the stakeholder management strategy as needed to accommodate changes.
Budget:	Development Overall costs: ₱637.50 Labor costs: ₱637.50
Reference Docs:	

2792	Phase	2.1 Planning	New	08/30/2023	05/31/2024	198
3025	Work Package	2.1.1 Develop the Work Breakdown Structure	New	04/29/2024	05/31/2024	25

WBS:	2.1.1
Work Package:	Develop the Work Breakdown Structure
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	The tasks are necessary to create a thorough Work Breakdown Structure for the project are described in this work package. The work breakdown structure is a hierarchical diagram that divides the project deliverables into smaller, easier-to-manage activities.
Completion State:	The work breakdown structure will be considered complete once all project deliverables are thoroughly divided into smaller, manageable task, are verified against the project scope documents, and the finalized WBS is viewed and is approved by all participants.
Assumptions:	<ul style="list-style-type: none"> • Participants are familiar with the fundamentals of WBS development. • The project deliverables are clearly stated in project scope documents, which are easily accessible and include the project charter and scope statement.
Risks:	<ul style="list-style-type: none"> • Incomplete Project Scope Definition • Overlooking Important Project Tasks • Inaccurate Task Breakdown
Risk Mitigation:	<ul style="list-style-type: none"> • Review the project scope documents to ensure clarity and completeness • Brainstorm with project participants to identify all potential tasks and activities required to achieve project deliverables
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00
Reference Docs:	

3026	Work Package	2.1.2 Develop the Scope Management Plan	New	04/29/2024	05/31/2024	25
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WBS:	2.1.2
Work Package:	Develop the Scope Management Plan
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	The tasks that are necessary to create an extensive scope management plan for the project are listed in this work package. The methods and procedures for starting, planning, overseeing, managing, and verifying the project scope during its whole life cycle will be included in the scope management plan.
Completion State:	The scope management plan will be considered complete once it is fully reviewed, approved by the stakeholder and it is successfully implemented in its initial phase.
Assumptions:	<ul style="list-style-type: none"> The project deliverables are clearly stated in project papers that are easily accessible, including the scope statement and project charter.
Risks:	<ul style="list-style-type: none"> An inaccurate description of the project or the exclusion of important tasks might cause delays if the project scope is unclear. Miscommunication, frustration, and maybe rework may result from failing to notify stakeholders about changes to the project's scope.
Risk Mitigation:	<ul style="list-style-type: none"> Review the project scope documents to ensure clarity and completeness Create a communication strategy to inform stakeholders of any updates or changes to the project's scope.
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00
Reference Docs:	

3604	Work Package	2.1.3 Develop the Schedule Management Plan	New	04/29/2024	05/31/2024	25
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WBS:	2.1.3
Work Package:	Develop the Schedule Management Plan
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package lists the steps needed to create a thorough schedule management plan for the project. The methods and procedures for developing, overseeing, managing, and updating the project schedule will be included in the schedule management plan.
Completion State:	The schedule management plan once it is fully documented, approved by key stakeholders, and implemented in the project management system.
Assumptions:	<ul style="list-style-type: none"> • There is an established Work Breakdown Structure and a well-defined project scope. • The resources needed to finish project tasks are determined.
Risks:	<ul style="list-style-type: none"> • Unrealistic Schedule Estimates • Poor management of schedule • Project schedules might be delayed by scope changes not properly included in the schedule.
Risk Mitigation:	<ul style="list-style-type: none"> • Include stakeholders in the scheduling process to guarantee accurate task duration estimates. • Ensure that scope changes are managed using a change control procedure so that any authorized modifications are reflected in the schedule.
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00
Reference Docs:	

3605	Work Package	2.1.4 Develop the Cost Management Plan	New	04/29/2024	05/31/2024	25
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WBS:	2.1.4
Work Package:	Develop the Cost Management Plan
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package focuses on creating a cost management plan for the project. This includes estimating costs and determining the budget.
Completion State:	The cost management plan will be considered complete upon the submission of the cost management plan that includes detailed cost estimates and budget baseline. The plan should be approved by the project sponsor.
Assumptions:	<ul style="list-style-type: none"> • Project sponsors are available to review and approve the cost management plan • Cost estimates are available for all the features of the system
Risks:	<ul style="list-style-type: none"> • Delays in the approval process due to project sponsor unavailability. • Some features of the system may not have cost estimates, which can result in unexpected expenses and budget issues.
Risk Mitigation:	<ul style="list-style-type: none"> • Schedule meetings in advance with project sponsor to ensure timely review and approval. • Maintain detailed documentation of all cost estimates and the assumptions they are based on to facilitate future reviews and adjustments.
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00
Reference Docs:	

4450	Work Package	2.1.6 Develop the Human Resources Management Plan	New	04/29/2024	05/31/2024	25
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WBS:	2.1.6
Work Package:	Develop the Human Resources Management Plan
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves creating a comprehensive Human Resource Management (HRM) plan. The plan will focus specifically on defining roles and responsibilities for the stakeholder and team members.
Completion State:	The human resources management plan will be considered complete upon the delivery of a detailed HRM plan outlining the roles and responsibilities of all stakeholders and team members. The plan should be reviewed and approved by stakeholders.
Assumptions:	<ul style="list-style-type: none"> • All relevant information regarding the project roles and responsibility is available. • Stakeholders and team members are willing to provide input and feedback during the HRM plan's development.
Risks:	<ul style="list-style-type: none"> • Incomplete or inaccurate information about project roles and responsibilities. • Stakeholders and team members may have conflicting opinions on the definition of roles and responsibilities.
Risk Mitigation:	<ul style="list-style-type: none"> • Conduct thorough research and consultations to gather accurate information. • Facilitate regular meetings with stakeholders and team members to align roles and responsibilities and address conflicts.
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00
Reference Docs:	

4451	Work Package	2.1.7 Develop the Change Management Plan	New	04/29/2024	05/31/2024	25
WBS:		2.1.7				
Work Package:		Develop the Change Management Plan				
Package Owner:		Dasalgorithm				
Owner Organization:		Asia Pacific College				
Participants:		Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka				
Description:		This work package involves creating a management plan for the Ramkolek project, outlining standards, procedures, roles, and responsibilities for managing changes.				
Completion State:		The change management plan will be considered complete once the plan is fully developed, reviewed, and approved by the project sponsor, including all necessary documentation.				
Assumptions:		<ul style="list-style-type: none"> All team members will cooperate and provide the necessary information. 				
Risks:		<ul style="list-style-type: none"> Delays in gathering information from team members. 				
Risk Mitigation:		<ul style="list-style-type: none"> Conduct a regular meeting with the team members to ensure timely information collection. 				
Budget:		Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00				
Reference Docs:						

4452	Work Package	2.1.8 Develop the Communication Management Plan	New	04/29/2024	05/31/2024	25
WBS:		2.1.8				
Work Package:		Develop the Communication Management Plan				
Package Owner:		Dasalgorithm				
Owner Organization:		Asia Pacific College				
Participants:		Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka				
Description:		This work package involves creating a communication management plan to ensure that the Ramkolek system is developed to the highest standards. The plan will outline the communication management approach, constraints, communication directory, technologies used, and standards.				
Completion State:		The communication management plan is considered complete once all sections are filled in and it is successfully implemented for the project's duration.				
Assumptions:		<ul style="list-style-type: none"> Stakeholders and team members will actively participate in the communication process and adhere to the plan. 				
Risks:		<ul style="list-style-type: none"> Miscommunication among stakeholders and team members could lead to misunderstanding and delays of the project 				
Risk Mitigation:		<ul style="list-style-type: none"> Establish a clear communication to maintain effective communication 				
Budget:		Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00				
Reference Docs:						

4453	Work Package	2.1.9 Develop the Quality Management Plan	New	04/29/2024	05/31/2024	25
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WBS:	2.1.9
Work Package:	Develop the Quality Management Plan
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves creating a quality management plan to ensure that the Ramkolek system is developed to the highest standards. The plan will outline quality assurance processes, standards, and criteria for the project's life cycle.
Completion State:	The quality management plan will be considered complete upon the successful implementation throughout the project. The plan should detail quality standards, control measures, and assurance procedures.
Assumptions:	<ul style="list-style-type: none"> All team members understand the importance of following the Quality Management Plan.
Risks:	<ul style="list-style-type: none"> Inconsistent adherence to quality standards by team members.
Risk Mitigation:	<ul style="list-style-type: none"> Schedule a training session to educate the team members about the quality management plan and its importance of adherence to the quality standards.
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00
Reference Docs:	

4454	Work Package	2.1.10 Develop the Risk Management Plan	New	04/29/2024	05/31/2024	25
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WBS:	2.1.10
Work Package:	Develop the Risk Management Plan
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves creating a comprehensive risk management plan. The plan will identify potential risks, assess their impact, and outline strategies for mitigating these risks.
Completion State:	The risk management plan will be considered complete upon the submission and approval of a detailed risk management plan, which includes identified risks, their assessments, mitigation strategies, and contingency plans.
Assumptions:	<ul style="list-style-type: none"> • All potential risks can be identified and assessed during the planning phase. • Team members will provide necessary information and insights to identify risks.
Risks:	<ul style="list-style-type: none"> • Overlooking critical risks that may impact the project. • Inaccurate assessment of risk impact and likelihood.
Risk Mitigation:	<ul style="list-style-type: none"> • Conduct thorough brainstorming sessions and use risk assessment tools to identify all possible risks.
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00
Reference Docs:	

4455	Work Package	2.1.11 Develop the Procurement Management Plan	New	04/29/2024	05/31/2024	25
WBS:		2.1.11				
Work Package:		Develop the Procurement Management Plan				
Package Owner:		Dasalgorithm				
Owner Organization:		Asia Pacific College				
Participants:		Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka				
Description:		This work package involves creating a comprehensive procurement management plan for the project. The plan will serve as a roadmap for acquiring all necessary resources, from start to finish.				
Completion State:		The procurement management plan will be considered complete upon the project sponsor's approval and adoption.				
Assumptions:		<ul style="list-style-type: none"> • All procurement requirements and project needs are clearly defined. • Sponsors are available to review and approve the procurement plan. 				
Risks:		<ul style="list-style-type: none"> • Potential delays in procurement due to supplier issues or contract negotiations. • Risk of selecting suppliers who may not meet quality or timeline requirements. 				
Risk Mitigation:		<ul style="list-style-type: none"> • Conduct thorough supplier evaluations and background checks. • Use clear performance metrics in contracts to ensure supplier accountability. 				
Budget:		Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00				
Reference Docs:						

4456	Work Package	2.1.12 Develop the Implementation Plan	New	04/29/2024	05/31/2024	25
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WBS:	2.1.12
Work Package:	Develop the Implementation Plan
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves creating a detailed implementation plan for the project.
Completion State:	The implementation plan will be marked complete once the implementation plan is approved by the stakeholders and successful training for the APC (Asia Pacific College)staff.
Assumptions:	<ul style="list-style-type: none"> • All project documentation is complete and up to date. • APC staff are available for training and transition activities.
Risks:	<ul style="list-style-type: none"> • Potential gaps in project documentation that could hinder the transition. • Delays in scheduling or conducting training sessions for APC staff
Risk Mitigation:	<ul style="list-style-type: none"> • Conduct a review and update of all project documentation prior to handover. • Coordinate with APC to schedule training sessions in advance.
Budget:	Development Overall costs: ₱1,700.00 Labor costs: ₱1,700.00
Reference Docs:	

	Work Package	2.1.13 Design System	New	08/30/2023	11/20/2023	59
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WBS:	2.1.13
Work Package:	Design System
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves creating a comprehensive design system for the project. The design system will include a collection of reusable components, guidelines for UI/UX design, and a consistent visual style.
Completion State:	The design system will be marked complete once it is implemented into the project, all the components reviewed, and guidelines to ensure consistency and usability.
Assumptions:	<ul style="list-style-type: none"> There is a clear understanding of the project's visual and functional requirements.
Risks:	<ul style="list-style-type: none"> Delays in finalizing the design system due to differing opinions.
Risk Mitigation:	<ul style="list-style-type: none"> Hold a meeting to discuss and agree on the design decisions.
Budget:	Development Overall costs: ₱12,537.50 Labor costs: ₱12,537.50
Reference Docs:	

2793	Phase	3.1 Execution	New	01/08/2024	03/08/2024	45
3622	Task	3.1.1 Develop System	New	01/08/2024	03/08/2024	45
2798	Epic	3.1.1.1 Sprint 01	New	01/08/2024	01/26/2024	15
2803	Feature	3.1.1.1.1 User Authentication	New	01/08/2024	01/26/2024	15

WBS:	3.1.1.1.1
Work Package:	User Authentication
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This feature involves setting up a login page and account authentication for the system.
Completion State:	The user authentication will be marked complete by the successful implementation and testing of a secure login page and authentication system.
Assumptions:	<ul style="list-style-type: none"> • The team has the necessary skills and knowledge to implement user authentication • The development environment is ready and accessible
Risks:	<ul style="list-style-type: none"> • User facing issues with login or account creation • Delays in the implementation due to technical challenges
Risk Mitigation:	<ul style="list-style-type: none"> • Provide detailed documentation and support for account creation and login issues to help the user. • Break down the project into smaller tasks with clear deadlines to manage progress.
Budget:	Development Overall costs: ₱8,500.00 Labor costs: ₱8,500.00
Reference Docs:	

3615	Feature	3.1.1.1.2 Project Submission Form	New	01/08/2024	01/26/2024	15
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WBS:	3.1.1.1.2
Work Package:	Project Submission Form
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This feature involves creating the students' project paper submission form. This will allow students to submit their project papers.
Completion State:	The project submission will be considered complete once the submission form is fully functional, tested, and deployed for use y the students.
Assumptions:	<ul style="list-style-type: none"> • Users have basic knowledge of form creation and can collaborate effectively • Students have access to the internet to use the submission form
Risks:	<ul style="list-style-type: none"> • Possible miscommunication • Students facing issues accessing or using the form
Risk Mitigation:	<ul style="list-style-type: none"> • Ensure clear and consistent communication through established channels. • Provide a guide for students on how to use the forma and troubleshoot common issues
Budget:	Development Overall costs: ₱8,500.00 Labor costs: ₱8,500.00
Reference Docs:	

3616	Feature	3.1.1.1.3 Proofreading Request Form	New	01/08/2024	01/26/2024	15
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WBS:	3.1.1.1.3
Work Package:	Proofreading Request Form
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	The leader will create a proofreading request form for students and faculty. This will include fields for personal info and document details.
Completion State:	The proofreading request form will be considered complete once they develop and implement a fully functional proofreading request form.
Assumptions:	<ul style="list-style-type: none"> Necessary information for creating the form is readily available The team has access to requires software and tools
Risks:	<ul style="list-style-type: none"> Miscommunication about form requirements Technical issues during form development
Risk Mitigation:	<ul style="list-style-type: none"> Schedule regular check-ins with stakeholders to ensure clear communication and understanding of requirements. Allocate time Allocate time for troubleshooting and testing to handle technical issues efficiently.
Budget:	Development Overall costs: ₱8,500.00 Labor costs: ₱8,500.00
Reference Docs:	

2801	Epic	3.1.1.2 Sprint 02	New	01/29/2024	02/16/2024	15
3618	Feature	3.1.1.2.1 System Notification	New	01/29/2024	02/16/2024	15

WBS:	3.1.1.2.1
Work Package:	System Notification
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	The team will set up the notification system for creation, update, approval, and return of project paper submissions and proofreading requests.
Completion State:	The system notification will be considered complete once the implementation and testing of the notification system is successful and meets all specified requirements.
Assumptions:	<ul style="list-style-type: none"> • The team has access to all necessary software and hardware • Stakeholders will provide timely feedback and approval • The network infrastructure is stable and can support the new notification system
Risks:	<ul style="list-style-type: none"> • Potential technical issues during the implementation. • Delays in stakeholder feedback. • Insufficient training for end-users leading to misuse of the system.
Risk Mitigation:	<ul style="list-style-type: none"> • Conduct thorough debugging and testing of the system before the full implementation. • Schedule regular check-ins with stakeholders to gather feedback and make a necessary adjustment. • Provide a comprehensive training and support materials for all the users of the notification system
Budget:	Development Overall costs: ₱8,500.00 Labor costs: ₱8,500.00
Reference Docs:	

3619	Feature	3.1.1.2Submission and Request Form Approval	New	01/29/2024	02/16/2024	15
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WBS:	3.1.1.2.2
Work Package:	Submission and Request Form Approval
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	Set up the approval process for project paper submission and proofreading request forms.
Completion State:	The submission and request form approval will be considered complete once the approval process for submission and request form are fully functional and are validated through a series of test submissions and approval.
Assumptions:	<ul style="list-style-type: none"> Stakeholders are cooperative and provide timely feedback. There is a clear understanding of the current submission and request process.
Risks:	<ul style="list-style-type: none"> Delays in feedback from stakeholders. Incomplete or unclear requirements for the approval process.
Risk Mitigation:	<ul style="list-style-type: none"> Set clear deadlines for stakeholder feedback and follow up regularly. Organize a meeting to clarify requirements and ensure all team members are aligned.
Budget:	Development Overall costs: ₱8,500.00 Labor costs: ₱8,500.00
Reference Docs:	

3621	Feature	3.1.1.2.3 Roles and Permissions	New	01/29/2024	02/26/2024	15
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WBS:	3.1.1.2.3
Work Package:	Roles and Permissions
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	Implement roles and permissions for users. This includes access control depending on the roles.
Completion State:	The roles and permission will be considered complete once the implementation and testing of the roles and permission system are successful, ensuring that access control functions correctly according to specified roles.
Assumptions:	<ul style="list-style-type: none"> • Team members have the necessary skills and knowledge to implement the system • The system requirements for roles and permissions are well-defined and documented. • The necessary software and tools for implementation are available and accessible.
Risks:	<ul style="list-style-type: none"> • Misunderstanding of role requirements leading to improper permissions setup. • Potential technical issues during implementation cause delays. • Security vulnerabilities due to improper configuration of access controls.
Risk Mitigation:	<ul style="list-style-type: none"> • Conduct a requirement gathering and validation sessions to ensure clear understanding of role requirements. • Plan for additional time in the project schedule to address potential technical issues. • Perform rigorous testing and code reviews to identify and fix security vulnerabilities.
Budget:	Development Overall costs: ₱8,500.00 Labor costs: ₱8,500.00
Reference Docs:	

3614	Epic	3.1.1.3 Sprint 03	New	02/26/2024	03/08/2024	10
3617	Feature	3.1.1.3.1 User Dashboard	New	02/26/2024	03/08/2024	10

WBS:	3.1.1.3.1
Work Package:	User Dashboard
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	The team will implement roles and permission for users on the user dashboard.
Completion State:	The user dashboard will be considered complete once the implementation and testing of roles-based access control on the user dashboard are successful. All roles and permissions must be clearly defined and verified to ensure proper functionality.
Assumptions:	<ul style="list-style-type: none"> • All required user roles and permissions are clearly defined. • Users are willing to participate in testing the new roles and permissions.
Risks:	<ul style="list-style-type: none"> • Misunderstanding about the role and permissions • Users find the new access control confusing
Risk Mitigation:	<ul style="list-style-type: none"> • Conduct a meeting to ensure clear understanding of roles and permission • Provide support for users to adapt to the new system
Budget:	Development Overall costs: ₱8,500.00 Labor costs: ₱8,500.00
Reference Docs:	

3620	Feature	3.1.1.3.2 Report Generation	New	02/26/2024	03/08/2024	10
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WBS:	3.1.1.3.2
Work Package:	Report Generation
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This feature will focus on developing a report generation feature....
Completion State:	The report generation will be considered complete once integration of the report generation feature into the system is successful. Reports should be generated correctly and meet all specified requirements.
Assumptions:	<ul style="list-style-type: none"> • All the necessary data is available and accessible within the system. • There are established standards and formats for the reports.
Risks:	<ul style="list-style-type: none"> • Data extraction may not work correctly, which may lead to inaccurate reports. • Delays in development due to unexpected technical challenges.
Risk Mitigation:	<ul style="list-style-type: none"> • Test the data extraction methods thoroughly to ensure their accuracy.
Budget:	Development Overall costs: ₱8,500.00 Labor costs: ₱8,500.00
Reference Docs:	

2794	Phase	4.1 Control	New	08/05/2023	08/06/2023	2
4457	Work Package	4.1.1 Project Progress Tracking	New			

WBS:	4.1.1
Work Package:	Project Progress Tracking
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package is to monitor the project's progress by looking over the project's milestones, schedule, and the deliverables.
Completion State:	This will be considered complete once the project is complete and all milestones and deliverables have been met.
Assumptions:	<ul style="list-style-type: none"> • The team uses Open Project and Jira to manage the project. • All members use the Open Project and Jira to update the progress on the project.
Risks:	<ul style="list-style-type: none"> • Members do not use Open Project and Jira • Members input wrong information
Risk Mitigation:	<ul style="list-style-type: none"> • Instruct all members to use Open Project and Jira • The team leader will check on member updates
Budget:	
Reference Docs:	

4458	Feature	4.1.1 User Acceptance Testing	New	08/05/2024	08/06/2024	2
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WBS:	4.1.1
Work Package:	User Acceptance Testing
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This feature involves planning and conducting user acceptance testing to ensure the system meets all specified requirements and is ready for deployment.
Completion State:	The user acceptance testing will be considered complete once the user acceptance testing is successful, with documented test results and user feedback that indicates that the system meets all acceptance criteria. Any issues identified during testing should be resolved.
Assumptions:	<ul style="list-style-type: none"> Users will be available and willing to participate in user acceptance testing.
Risks:	<ul style="list-style-type: none"> User maybe unavailable or unwillingly participate in fully testing
Risk Mitigation:	<ul style="list-style-type: none"> Schedule a session in advance and ensure users understand the importance of their participation.
Budget:	
Reference Docs:	

2795	Phase	5.1 Closeout	New	09/02/2024	09/27/2024	20
4460	Work Package	5.1.1 Documents Compilation and Finalization	New	09/02/2024	09/11/2024	8

WBS:	5.1.1
Work Package:	Documents Compilation and Finalization
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	The team is responsible for compiling all the necessary documents needed for the projects, they must ensure that it is complete and finalized.
Completion State:	The documents compilation and finalization will be considered complete once the documents are compiled and verified, ready for review and approval of the project sponsor.
Assumptions:	<ul style="list-style-type: none"> • All the documents are accessible and available for compilation. • Members must have the necessary skills to organize and verify the skills
Risks:	<ul style="list-style-type: none"> • Incomplete or missing documents • Inaccurate information
Risk Mitigation:	<ul style="list-style-type: none"> • Create a checklist for the required documents and track their status. • Verify the accuracy of the information
Budget:	
Reference Docs:	

4461	Work Package	5.1.2 Project Handover and Acceptance	New	09/12/2024	09/20/2024	7
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WBS:	5.1.2
Work Package:	Project Handover and Acceptance
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves the team setting up a meeting with the client. The team will officially handover all documents and present the completed system to the client.
Completion State:	The project handover and acceptance will be considered complete once the project sponsor reviews and accepts the project.
Assumptions:	<ul style="list-style-type: none"> • All documents have been completed • The system is complete and tested
Risks:	<ul style="list-style-type: none"> • Incomplete and missing documents • Inaccurate information • Incomplete and malfunctioning system • Client non-acceptance
Risk Mitigation:	<ul style="list-style-type: none"> • Create a checklist for the required documents and track their status. • Verify the accuracy of the information • Conduct unit testing • Ensure the project achieves the set objectives
Budget:	
Reference Docs:	

4462	Work Package	5.1.3 Closure Meeting	New	09/23/2024	09/27/2024	5
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WBS:	5.1.3
Work Package:	Closure Meeting
Package Owner:	Dasalgorithm
Owner Organization:	Asia Pacific College
Participants:	Arcega, Leila Angela Cajayon, Jeb Vincent Mirando, Jonlord Soquiat, Daniella Diana Terania, Raina Marie Tesorero, Lyka
Description:	This work package involves the team conducting a meeting with all members to review the project's run, identify what went well, what problems were encountered, and what came next.
Completion State:	The closure meeting will be considered complete once all members have spoken their thoughts on the project's run.
Assumptions:	<ul style="list-style-type: none"> All members are present
Risks:	<ul style="list-style-type: none"> Missing members
Risk Mitigation:	<ul style="list-style-type: none"> Invite all members and confirm attendance
Budget:	
Reference Docs:	