

## Chapter 10 - Collaborative Activity 5

### Collaborative Task

2. Create a Stakeholder Register, Stakeholder Management Strategy, and Communication Management Plan of your project.

**Stakeholder Register**  
**Table 1**

Name	Position	Internal/External	Project Role	Contact Information
John Paul Elma	Student	Internal	Project Manager	mjpgdelmajr@tip.edu.ph
John Paul Elma	Student	Internal	Backend Developer	mleemateo@tip.edu.ph
Mark Kenneth Fabunan	Student	Internal	Frontend/Backend Developer	mmkafabunan@tip.edu.ph
Mark Angelo Dudas	Student	Internal	Frontend/Backend Developer	mmabdudas@tip.edu.ph
Alfio Regla	PR Director	Internal	Adviser	aregla.it@tip.edu.ph
Mighty Mart Store	Business Owner	Internal	Business Sponsor	mightymart@gmail.com

**Stakeholder Management Strategy**

**Table 2**

Name	Level of Interest	Level of Influence	Potential Management Strategies
ELMA, John Paul Jr.	High	High	Clearly define the project objectives, scope, deliverables, and timelines. Establish open and regular communication channels with project team members and stakeholders.
DUDAS, Mark Angelo	High	High	Create an appropriate system design that satisfies the project's objectives and conforms to the specifications.

			Assist cross-functional teams, including stakeholders, developers, and testers, to guarantee efficient teamwork throughout the system design process.
FABUNAN, Mark Kenneth	High	High	Document and standardize the processes and procedures for quality assurance activities. Clearly communicate these standards to the team members to ensure consistency and adherence to best practices.
MATEO, Lawrence Ezekiel	High	High	Help clients navigate organizational change effectively. Develop change management strategies and plans to ensure smooth transitions. Provide support in managing resistance, and communicating changes,

### Communication Management Plan

Table 3

Stakeholder	Document Name	Document Format	Contact Person	Due Date
Inventory Manager	Inventory System Training Schedule	Digital (PDF)	John Paul Elma	July 04, 2023
IT Department	System Integration Requirements	Digital (Word)	Lawrence Mateo	July 05, 2023
Warehouse Staff	System User Guide	Digital (PDF)	Mark Kenneth Fabunan	July 06,2023
Finance Department	Inventory System Reporting Guidelines	Digital (Word)	Mark Angelo Dudas	July 07,2023
Suppliers	Vendor Integration Protocol	Digital (PDF)	Mark Kenneth Fabunan	July 08, 2023
Project Sponsor	Executive Summary - Inventory Management System	Digital (PDF)	Mighty Mart Store	July 10, 2023

3. Create a report performance of your project by creating: status, progress, forecast as well as the lesson-learned report.

**Status Report  
Table 4**

Project Information	
<b>Project Name</b>	Streamlined Inventory and POS Solution for Mighty Mart Grocery Store
<b>Reporting Period</b>	June 7, 2023 - July 7, 2023
<b>Report Date</b>	July 7, 2023
<b>Project Manager</b>	John Paul Elma
<b>Project Sponsor</b>	Mighty Mart

Project Status Summary
<b>Key Accomplishment</b>
<ul style="list-style-type: none"><li>• Login Page: A secure login page with authentication and authorization features.</li><li>• Dashboard: A user-friendly hub for accessing project information and navigation.</li><li>• Home Page: A central page with easy access to essential sections and recent updates.</li><li>• Categories Page: A section for exploring different product categories.</li><li>• Product Page: Detailed information about the project's offerings.</li><li>• Media Page: Showcasing multimedia content related to the project.</li><li>• Sales Page: Facilitating sales and inquiries.</li><li>• Status Category: Keeping users informed about application/document progress.</li><li>• Sales Report: Generating comprehensive sales performance reports.</li></ul>

Progress Report
-----------------

### Expected Accomplishment

The project aims to provide a seamless and secure user experience, enhanced user engagement through appealing design and easy navigation, informative content about the project and its offerings, user-friendly interfaces for vacancies, media, and sales, transparency in the workflow with status updates, efficient user management with hierarchical roles and access control, customization options for user profiles and settings, and data-driven decision making with sales performance reports.

### Forecast

Table 5

Task	Status	Predicted Completion	Forecast Outcome
Login Page	Successfully implemented	June 22,2023	Increased user adoption and higher user engagement
Dashboard	Successfully implemented	June 22, 2023	Enhanced visibility and awareness of the project
Home Page	Successfully implemented	June 23, 2023	Improved efficiency with streamlined processes.
Categories Page	Successfully implemented	June 24, 2023	Increased user satisfaction through personalization.
Product Page	Successfully implemented	June 26, 2023	Data-driven decision making for optimized strategies.
Media Page	Successfully implemented	June 30, 2023	Project growth and expansion into new markets.
Sales Page	Successfully	July 1, 2023	

	<b>implemented</b>		
<b>Status Category</b>	<b>Successfully implemented</b>	<b>July 4, 2023</b>	
<b>Sales Report</b>	<b>Successfully implemented</b>	<b>July 8, 2023</b>	

**Progress Report  
Table 6**

<b>Description</b>	<b>Date</b>	<b>Completion%</b>	<b>Owner</b>	<b>Comments</b>
Proposal	June 7, 2023	100%	Group	
Login Page	June 22,2023	100%	Dudas	
Dashboard	June 22, 2023	100%	Dudas Mateo Fabunan	
Home Page	June 23, 2023	100%	Dudas Mateo Fabunan	
Categories Page	June 24, 2023	100%	Dudas Mateo Fabunan	
Product Page	June 26, 2023	100%	Dudas Mateo Fabunan	
Media Page	June 30, 2023	100%	Dudas Mateo Fabunan	
Sales Page	July 1, 2023	100%	Dudas Mateo	

			Fabunan	
Status Category	July 4,2023	100%	Dudas Mateo Fabunan	
Sales Report	July 8,2023	80%	Dudas Mateo Fabunan	

**Lesson-Learned Report**  
**Table 7**

**Project Name:** SmartStock: Streamlined Inventory and POS Solution for Mighty Mart Grocery Store

**Project Sponsor:** Mighty Mart Grocery

**Project Manager:** John Paul Elma Jr.

**Project Dates:** June 07, 2023

**Final Budget:** 40,000 php

1. Did the project meet the scope, time, and cost goals?

The project is expected to meet the scope and cost goals, as it will involve developing an actual online document management system within the projected time frame. The team aims to deliver the system on time..

2. What was the success criteria listed in the project scope statement?

The success criteria listed in the project scope statement is to create Mighty Mart's Inventory System

3. Reflect on whether or not you met the project success criteria.

The project team aims to meet the project success criteria by developing and delivering SmartStock: Streamlined Inventory and POS Solution for Mighty Mart Grocery Store, an inventory system.

4. What were the main lessons your team learned from this project?

The team will learn important lessons from this project, including the significance of maintaining strong relationships with all stakeholders and ensuring that all necessary work tasks are completed on time.

ish.

5. Describe one example of what went right on this project.

One example of what will go right on this project is that the stocks of the product can be easily managed because of the new inventory system.

6. Describe one example of what went wrong on this project.

One potential example of what may go wrong on this project is if there might be an inaccurate data entry or user error during the process of updating the inventory.

7. What will you do differently on the next project based on your experience working on this project?

Drawing from our project experience, for upcoming projects, our focus will be on conducting comprehensive testing and evaluation of the integration process prior to implementation. We will meticulously analyze and address all technical prerequisites and dependencies to mitigate any unforeseen issues. Moreover, we will establish transparent communication channels with all stakeholders to effectively manage expectations and ensure smooth project execution.

## Individual Task

### Dudas Individual Task:

*1. Discuss the course/s in your program that focuses on communication skills development. Give some skills that employers are looking. Is the employers will con communication skills as an IT-related program?*

- Effective communication is highly valued in IT, as it plays a crucial role in collaborating with team members, conveying technical information, and problem-solving. Employers seek IT professionals with strong verbal and written communication skills, including the ability to articulate ideas clearly, adapt technical jargon for non-technical stakeholders, and actively listen to understand others' needs. Collaboration and teamwork skills are also important for successful IT projects. IT-related programs often include courses that cover communication skills such as technical writing, oral presentations, and interpersonal communication to equip students with the necessary abilities to excel in IT environments.

### Fabunan Individual Task:

*1. Discuss the course/s in your program that focuses on communication skills development. Give some skills that employers are looking. Is the employers will emphasis on communication skills as an IT-related program?*

- Good communication skills are important in IT programs. Employers want IT professionals who can explain ideas clearly, work well in teams, and interact with others effectively. Skills like clear speaking and writing, active listening, teamwork, presenting ideas, getting along with others, and using body language are valuable. These skills help in collaborating, problem-solving, and working with clients. IT programs often teach these skills alongside technical knowledge to prepare students for the real world.

### **Elma Individual Task:**

*1. Discuss the course/s in your program that focuses on communication skills development. Give some skills that employers are looking. Is the employers will emphasis on communication skills as an IT-related program?*

- Many academic programs, including IT-related ones, have dedicated courses for improving communication skills. These courses cover written and verbal communication, teamwork, technical explanation, active listening, and nonverbal cues. Employers highly value communication skills in the IT sector as they foster effective collaboration, client interactions, and clear explanation of technical concepts. Strong communication is crucial for IT professionals working in teams, presenting solutions, and translating complex information for non-technical stakeholders. It ensures understanding, prevents misunderstandings, and facilitates smooth project implementation.

### **Mateo Individual Task:**

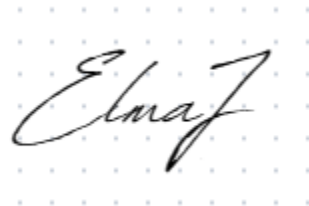
*1. Discuss the course/s in your program that focuses on communication skills development. Give some skills that employers are looking. Is the employers will emphasis on communication skills as an IT-related program?*

- Employers in IT-related fields often prioritize a combination of technical expertise and soft skills. While technical skills are crucial, employers also highly value strong communication skills. Clear and effective communication allows IT professionals to collaborate with team members, articulate complex concepts to non-technical stakeholders, and resolve issues efficiently. Employers seek professionals with exceptional written and verbal communication skills, active listening abilities, and the capacity to explain technical concepts in a clear and concise manner. Additionally, skills like problem-solving, adaptability, and teamwork are highly sought after in IT roles to navigate complex projects and effectively contribute to organizational success.





Mark Angelo Dudas



John Paul Elam Jr.



Mark Kenneth Fabunan



Lawrence Mateo