BANKING AND FINANCE

LOGISTIC II

A Project Study
Presented to the IT Project Evaluation Committee of
BESTLINK COLLEGE OF THE PHILIPPINES

In Partial Fulfillment
Of the Requirements for the Capstone:
Bachelor of Science in Information Technology

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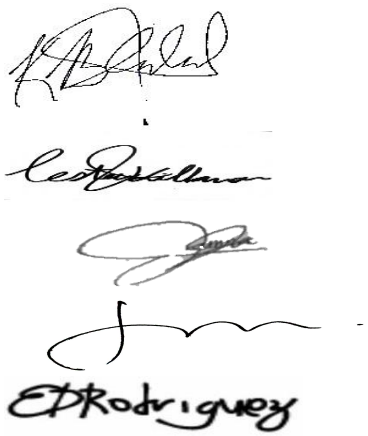
S.Y 2021-2022

DECLARATION

I certify that this project study not incorporate, without acknowledgement, any Material previously submitted for a Degree or Diploma in any University and to the best of my knowledge and belief, it does not contain any material previously published or written by another person or myself except were due reference is made available for photocopying and for inter-library and for the title and summary to be available to outside organizations.

Signature of Group/individual Date: January 18, 2022



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CERTIFICATION

This Project Study entitled ***LOSSLESS DATA COMPRESSION, FREE LICENSING, EASE AND MOBILITY, AND CONFIGURABILITY: BASIS FOR THE DEVELOPMENT OF AN ANDROIDBASED LIBRARY SYSTEM*** prepared and submitted by <group members> in partial fulfillment of the requirements for the degree **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY** has been examined and recommended for **Oral Examination.**

<ANDY ANDOVAS>

APPROVAL

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CERTIFICATE OF ORIGINALITY

This is to certify that the research work presented in this Project Study entitled *LOSSLESS DATA COMPRESSION, FREE LICENSING, EASE AND MOBILITY, AND CONFIGURABILITY: BASIS FOR THE DEVELOPMENT OF AN ANDROIDBASED LIBRARY SYSTEM* for the degree Bachelor of Science in Information Technology at the Bestlink College of the Philippines embodies the result of original and scholarly work carried out by the undersigned. This Project Study does not contain words or ideas for the published sources nor written works that have been accepted as basis for the award of a degree from any higher education institution, except where proper referencing and acknowledgment were made.

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25 October 2021

ABSTRACT

The Banking and Finance Logistic II is included in the thesis project, which needs you to meet a set of data acquisition and distribution requirements. To schedule and manage papers, for example, distributors and forwarders require up-to-date information. Vendor Portal is a web-based e-Procurement solution that helps businesses to manage and connect with third-party suppliers of goods and/or services. A vendor portal is a secure, web-based management tool that helps companies with a large number of vendors streamline their procurement process. For both the Buyer and the Supplier, Vendor Portal can be used to transfer and organize data, as well as to make transactions easier vehicle reservation allows the employees to choose and reserve an available vehicle based on what they need it to. This allows employees to easily check reserve vehicles without conflicting with the reservation schedule. Vehicle reservations also make reports much more accurate and easier as the records will be kept. Document tracking is a component of document management systems that automates the search, access, modification, and administration of electronic documents and files. You can restrict who can read a document and see who has accessed it, what modifications have been made, and who the document has been delivered to using a document tracker. Due to the sensitive nature of their documents, document tracking systems (also known as file tracking systems) are most widely utilized in the financial, healthcare, and legal industries. Fleet Management refers to overall action to keep a fleet running efficiently, on time, and safely. It is used to monitor fleet activities and make decisions from asset management, dispatch, routing, and vehicle acquisition. Most fleet managers use a fleet management system to help improve the efficiency of and increase visibility into their operations. This includes proactive vehicle maintenance, improving fleet safety, and automating and streamlining dispatching. Fleet management can locate vehicles in real-time, eliminate the need to contact drivers for status updates and job details, simplify trips sheets, filing, and vehicle inspection reports.

Audit management simplifies the entire auditing process, from planning and scheduling to performing the audit. Audit management supports all types of audits and seamlessly customizes how would like that information delivered to and viewed by staff, management, and any authorized users. Auditing can become automated to save time and improve productivity and efficiency. Audit management will store the history of previous audits and authorized staff members can access this information whenever necessary. Since previous audits are stored, the final results of a current audit can easily be compared to past audits.

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<Teacher of Project Study>

<Adviser of the Group>

<others. i.e., clients, company, that makes this study possible>

Almighty God ……

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LIST OF ACRONYMS

Acronyms	Meaning
LSP	Logistics Service Provider
VPN	Virtual Private Network
GPS	Global Positioning System
WBS	Work Breakdown Structure
CVRP	Capacitated Vehicle Routing Problem
SDLC	Systems Development Life Cycle
TS	Technical Solution

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1.1 PROJECT MANAGEMENT

1.1.1 BUSINESS CASE

1.1.1.1 EXECUTIVE SUMMARY

This report aims to look at the areas where Logistics Management interfaces with the core functional areas of finance, marketing, and accounting, then analyze the effectiveness of the order cycle and Inventory Management. Logistics is a process of planning, implementing, and
Controlling the efficient, effective flow and storage of goods, services, and related information from point of delivery to the point of consumption to meet the needs and demands of the customers. This research offers initial insight into the importance of inventory financing from an LSP perspective. As activities in this field may offer additional profits and differentiation options decision-makers at logistics service providers might want to estimate the potential resting in this expansion of the service catalog.

1.1.1.1.1 ISSUE

To simplify the logistics industry, it is a difficult effort to track all of the suppliers and consumers. The logistics department may have to print shipping labels and scan documents quickly may be redundant. Poor connectivity, inability to identify print availability in the network, the time consumption of scanned documents, poor planning, lack of a standard system for printers and scanners, and improper management of printing infrastructure are the most common causes of print or scan issues.

1.1.1.1.2 ANTICIPATED OUTCOME

The logistics department can properly input all details required for each transaction implementing the proposed project. As a result, the processing time will be minimized because the amount of data input required will be reduced. The customer will be able to quickly access and retrieve the file they require. For the ability to enter and regularly update on their recording system, the organization will also profit from more timely and accurate financial reporting. This real-time access cuts down on errors, improves cycle time, and is accessible to any authorized user.

1.1.1.1.3 RECOMMENDATION

After analyzing the logistics department's present system, the team was able to optimize its business process and come up with this recommended logistics Project, which will move to a more effective and manageable system. The suggested logistics project will make it simple for the user to access files and transactions. Because it has an editable portion, it will also decrease unintended errors. Data integrity will be maintained and protected as a result of this. In addition, data accuracy will improve. This system will achieve its goals in a variety of ways, including:

- **Transportation and Delivery t**he functions that send goods from the producer to the consumer are transportation and delivery.
- **Storage** facilities with functions to maintain the quality and value of goods, such as cooler and freezer warehousing or food processing centers, also correspond to storage locations.
- **Information Processing** that performs centralized management of the logistics flow from ordering to picking, shipping, and delivery are now essential to the world of logistics that handles thousands of items each day.

1.1.1.2 BUSINESS CASE ANALYSIS TEAM

Role	Description	Name/Title
Scrum Master	Who leads a team through a project using agile project management techniques	Kenneth Bruze Ledde/Team Leader
Business Analyst	Help define needs and recommends solutions for the enhancement of the project.	Janina Ramos/Team Member
Programmer	Is an individual that write /create computer software or application by giving the computer specific programming instruction	John Lester Villamor/Team Member
System Analyst	Manages the business case and Project team.	Jasmine Malinao/Team Member
Document Specialist	responsibilities include organizing an archiving system, retrieving documents upon request and outlining a long-term storage strategy.	Eunice Rodriguez/Team Member

1.1.1.3 PROBLEM DEFINITION

1.1.1.3.1 PROBLEM STATEMENT

VEHICLE RESERVATION

- **Complicated Reservation**

  Reservation is too complicated to use because of its design and others system components that those ordinary people that are not familiar with that sort of technology.

- **Unmatched vehicle**

  Vehicles that are really available because of its inefficient reserving feature.

- **Lost Records**

  Those records that are most important in the system like reservation records are not being kept.

Document Tracking Approval

- **Unsecured Data**

  It may take a while to analyze and find match vendor receipts and invoices

- **low production of Reports**

  Manual transferring of reports and data make the transactions slow. They use folders and scanned receipts for the recording of data.

- **Time-consuming in retrieving and releasing a record.**

  When the document records are needed to be viewed it consumes so much time for searching the files because it is not properly arranged or disorganized in the data storage

Audit Management

- **Difficulties in matching data**

It may take a while to analyze and find match vendor receipts and invoices.

- **Unsecured Data**

  Some data recorded in audit management are restricted for admin only.

- **Slow production of Reports**

  Manual transferring of reports and data make the transactions slow. They use folders and scanned receipts for the recording of data.

Vendor Portal

- **Unsecured Files**

  When inputting everything in a documented record so there are many cases that the files that will be lost, altered, or interfered with by unauthorized personnel.

- **Missing or lost files/documents**

  There are a number of possible causes of missing or lost files because of the unknown data, some files were replaced with another document that results in a problem.

Fleet Management

- **Delayed Time Tracking**

  The data was late to receive by the systems, it did not reach the exact time that it should be recorded.

- **Information Overload**

  There is a lot of data information that cannot be monitored in time because there is too much of it for saving or updating.

- **Vehicle Unavailability**

Vehicles that are really available but the system displays that those vehicles are not available because of its inefficient reserving features.

1.1.1.3.2 ORGANIZATIONAL IMPACT

The Banking and finance Logistic II will impact in so many ways. The following explains how the organization, tools, processes, hardware, software, and roles and responsibilities will be affected in implementing the project.

1.1.1.3.3 TECHNOLOGY MIGRATION

To effectively migrate the existing data to a logistic system, a phased approach has been developed to discuss the day-to-day operations. The following is a high-level overview of the phased approach:

Phase I: Developed system will be installed on the workstation and will be tested by our team.

1.1.1.4 PROJECT OVERVIEW

The Logistics system builds on the idea of implementing the system for the control and distribution of resources and materials and incorporates the aspects needed to keep those systems working properly. This category includes everything that supports the process of logistics: Vendor Portal is web-based that to give the list of companies, Vehicle Reservation is the availability of the vehicle, Fleet Management a concerned system to view the transportation to locate the destination of the vehicle, Audit Management is a system that creates reports of in and out of the raw materials from warehouse and Document Tracking system it is the storage of all files approved.

1.1.1.4.1 PROJECT DESCRIPTION

This part includes a description, goals & objectives, performance requirements, assumptions, restrictions, and milestones. Because the

baseline business problem, implications, and suggestions have already been defined, this section of the Business Case consolidates all project-specific information into one chapter and provides for quick comprehension of the project.

1.1.1.4.2 GOALS AND OBJECTIVES

The Logistics directly supports several goals and objectives established by the streamlined process. Is to meet customer requirements in a timely, cost-effective manner. The following table lists goals and objectives that the Logistics supports and how to support them.

Business/Objectives	Description
Vehicle Reservation	By company goals hands on counter clerk adept at engaging customer and providing exemplary service or product assistance
Fleet Management	They can lead to lower cost, revenue growth, employee satisfaction and enhanced customer service.
Document Tracking	It is offers clarity ensure timely delivery of tasks makes sure resource are used efficiently
Audit Management	Include whether the financial statement show a true and fair view and have been properly prepared in accordance with accounting standards.
Vendor Portal	Is to help your organization get the most value for

	money. Implementation of a VPN can result in long term saving and improved earning overtime.

1.1.1.4.3 PROJECT PERFORMANCE

The Logistics system builds on the idea of implementing the system for the control and distribution of resources and materials and incorporates the aspects needed to keep those systems working properly. This category includes everything that supports the process of logistics: Vendor Portal is web-based that to give the list of companies, Vehicle Reservation is the availability of the vehicle, Fleet Management a concerned system to view the transportation to locate the destination of the vehicle, Audit Management is a system that creates reports of in and out of the raw materials from warehouse and Document Tracking system it is the storage of all files approved. all files approved.

1.1.1.4.4 PROJECT ASSUMPTION

The following Assumptions apply to the Logistics. As project planning begins and more assumptions are identified they will be added.

Vehicle Reservation

- The system locates the vehicle who reservation. Reservation database contains all the reservation the auto reserved. The information includes date made reservation, customer name, then who deliver your reservation.

The vendor portal/Website vendor

- Will be manage all aspects of your project

Fleet Management

- GPS vehicle tracking.

Document Tracking

- Factor that are believed to be true but are not confirmed yet.

Audit Management

- The auditor should take into account the nature of the accounting estimate.

1.1.1.4.5 PROJECT CONSTRAINTS

These constraints should be determined at very point along the extended.

- Product Constraints
- Flow Constraints
- Storage Constraints

1.1.1.4.5 MAJOR PROJECT MILESTONE

To following are the major project milestone. Identified at this time. As the project planning moves forward and the schedule developer the milestones and their target completion dates will be modified/adjusted and finalized as necessary to establish baseline schedule.

Milestones/Deliverable	Target Date
Project Charter	Ongoing
Project Plan Review and Completion	Ongoing
Project Kick-Off	Ongoing
Sprint 1	Ongoing
Sprint 2	Ongoing
Sprint 3	Ongoing
Sprint 4	Ongoing
Sprint 5	Ongoing
Sprint 6	Ongoing
Sprint 7	Ongoing
Sprint 8	Ongoing
Closed/Project Completion	

1. 1. 1. 5 STRATEGICAL IGNMENT

The Project is supporting the progress of the department. This project will help the business to improve for the betterment and maturity of the company.

Plan	Goal/Objectives	Project to Relationship
2021 Plan for Logistics II	Improved keeping record	This project will keep record of collection and allow real time,
2021 Plan for Logistics II	Improved transactions easily manage.	This project will allow all transactions to be automated

1.1.1.6 COST BENEFIT ANALYSIS

The following table captures the cost and savings actions of the Project, descriptions of these actions, and the costs or savings associated with them through the year. At the bottom of the chart is the net savings for the year of the project. We always made sure that give our best to our clients so they can recommend us to other friends.

Action	Action type	Description	First Year Cost	Second Year Cost
Computer Laptop	Cost	Used for the System	20,000	20,000
Internet	Cost	communication to Client	15,000	15,000

1.1.1.7 APPROVALS

The signatures of the people below indicate an understanding of the purpose and content of this Project by those signing it. By signing this document, you indicate that you approve of the proposed project outlined and that the next steps may be taken to create a formal project in accordance with the details outlined here in.

Approved Name	Title	Signature	Date
Mr. Erwin Pineda	Project Sponsor		
Mr. Andy Andovas	Project Owner		

1.1.2 PROJECT CHARTER

The logistic II project is explicitly authorized by this charter to develop and execute a new logistics system for banking and finance. The project sponsor will be presented with a project plan, which will be developed and submitted for approval. The project plan will comprise scope statement, a schedule, a cost estimate, and provisions for scope, resource, schedule, and communication management, as well as quality, risk, procurement, and stakeholder management, as well as project control.

The Logistics II project's goal is to improve the collecting and generation of transaction documentation that can be used in logistics. This project satisfies the needs of Banking and Finance by accelerating logistic services and facilitating transaction generation. The logistic system design, all coding, testing, deployment of an integrated system for use with current IT infrastructure, and a user's guide are all part of the project deliverables. The logistics project's objective is to build a system for providing prospective suppliers, develop a system for tracking vehicle availability, notify if maintenance or vehicle repair is required, develop a system for executing internal audit reports, and provide a system for managing paper-based documents. The project's high-level risks include ensuring that the implementation goes smoothly without disrupting ongoing logistics operations and that there are no problems moving collection files from the legacy system to the new system. The Project Sponsor will judge success once the system has been established and a full transaction cycle has been completed with no discrepancies that meets the objectives.

According to the milestone schedule below, the project plan will be submitted and approved. After the project plan has been approved, resources will be assigned to the project, and work will begin within 5 business days. Any schedule

adjustments that may have an impact on milestones must be approved by the Project Sponsor. The project plan will include a thorough schedule. The following is a high-level milestone schedule:

GANTT CHART

Project Title: Banking and Finance (Logistics II)

Project Manager: Kenneth Bruze Ledde

TASK TITLE	DATA COMPLETED	PCT OF TASK COMPLETE
PROJECT PLAN COMPLETE AND APPROVED	Ongoing	
DESIGN COMPLETED	Ongoing	
CODING COMPLETE	Ongoing	
TESTING COMPLETED	Ongoing	
IMPLEMENTING COMPLETED	Ongoing	
PROJECT COMPLETION	Ongoing	

1.1.3 STAKEHOLDERS STRATEGY

1.1.3.1 INTRODUCTION

The Logistics II Stakeholder Management Strategy will identify and categorize the project's stakeholders. This will aid in determining the stakeholders' impact and interests. It will also be aware of the methods and techniques for approaching or communicating with stakeholders. As a result, the project will be able to get input freely for the project's advancement.

Identifying and collaborating with stakeholders assists in ensuring the logistics II Project's success by gathering support and input. Clear objectives and maximizing the resources expected to complete the project will benefit the project.

1.1.3.2 IDENTIFY STAKEHOLDERS

The meeting of the Logistic II Project Team will be held to identify project stakeholders. The primary project team and the project sponsor will be present at this discussion. Bank officials, the development team, and any other employees who may be affected by the Logistic project are characteristics of stakeholders.

The following factors will be used to establish whether or not a person is a stakeholder:

1. Will this project have a direct impact on the person or their organization?
2. Will the person or their organization be in a position to influence the project?
3. Will the person have an impact on project resources (resources, personnel, and funding)?
4. Will there be a probability that an individual will benefit from the project? Stakeholders are considered as individuals who match one or more of the aforementioned criteria.

1.1.3.3 KEY HOLDERS

The project team will describe the main stakeholders who will be affected by this project and have a significant impact. The persons who are most essential to the project's success are known as key stakeholders. Once the relevant stakeholders have been identified, the project manager will devise a strategy for gathering their thoughts, concerns, and other forms of involvement in the project.

The project team will include key stakeholders in every project meeting, session, or deliverables work by analyzing. It will verify that all concerns are addressed through interaction with important stakeholders.

1.1.3.4 STAKEHOLDER ANALYSIS

The purpose of this analysis is to determine the level of influence or role of the stakeholders. It is necessary to understand the proper level or method for each essential stakeholder's participation.

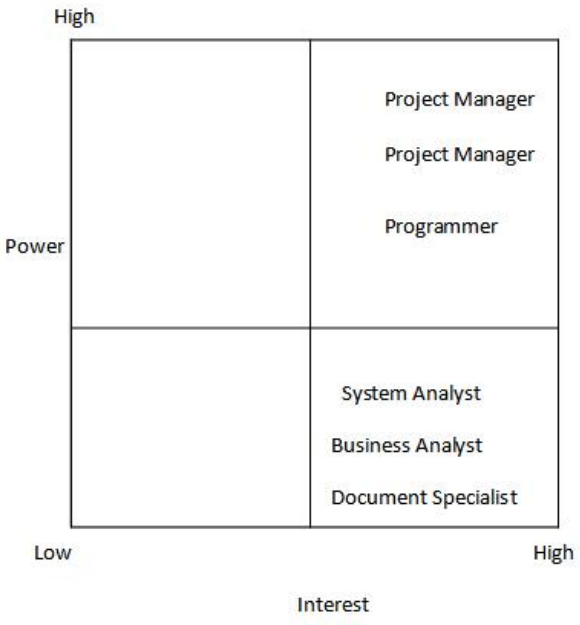
Stakeholders will be classified by the project team according to their

organization or department. The project team will use a power/interest matrix to highlight the possible impact each stakeholder could have on the project once all stakeholders have been classified. The project team will also construct a stakeholder analysis matrix based on this analysis, which will show each stakeholder's issues, level of involvement, and management strategy.

Organization	High-low Power (High-Low)	High-low Interest (High-Low)
Project Owner	High	High
Project Manager	High	High
Programmer	Low	High
System Analyst	Low	High
Business Analyst	Low	High
Document Specialist	Low	High

The power/interest chart for project stakeholders in Banking and Finance (Logistics II) is shown below. According to the key in the chart above, each letter denotes a stakeholder.

Stakeholder power/interest Matrix



The stakeholders Project Owner, Project Manager, and Programmer, who are located in the upper right quadrant of the matrix, must be kept informed and have a large participation, according to the power and interest

analysis and chart above. Because they are in the lower right quadrant, Stakeholder System Analyst, Business Analyst, and Document Specialist will demand the least amount of effort.

1.2 PROJECT PLANNING

Create a Project Background

The group must first review the project background of Logistic 2 and determine what the project is all about.

Determine Every Task That Is Necessary

To achieve a better result, the proponents assigned to logistic 2 must manage the tasks involved in carrying out the proposed project.

Take note of all the danger zones.

The project's proponents must be aware of the risks involved in carrying out the proposed project in order to estimate the costs, time, and resources required to complete the project and minimize the risks.

1.2.1 Project Management Plan

The logistic system is based on the idea of implementing systems for resource control and distribution, as well as the aspects required to keep those systems running smoothly. Everything that supports the logistics process is included in this category: vendor portal is a web-based system that provides a list of companies, vehicle reservation is the availability of a vehicle, fleet management is a concerned system to view transportation or allocate the destination of a vehicle, audit management is a system that generates reports of raw materials in and out of warehouses, and document tracking system is the storage of all approved files.

1.2.1.1 Introduction

The banking and finance system includes everything that supports the logistics

process Vendor Portal is a web-based system that provides a list of companies, Vehicle Reservation is the availability of the vehicle, Fleet Management is a concerned system to view the transportation to locate the destination of the vehicle, Audit Management is a system that generates reports on the in and out of raw materials from warehouse, and Document Tracking system is the storage of all file types.

1.2.1.2 Project Management Approach

Banking and finance in logistic 2 system have a data-gathering process by using interviews and any other data gathering process and process planning as pre-planning assignment is to build up a logical way to precede a minimized extra work and have tested creating test plans and test cases to expect and achieve system results

1.2.1.3 Project Scope

In the logistic 2 system, banking and finance have a data gathering process using interviews and any other data gathering process, and process planning as a pre-planning assignment is to build up a logical way to precede a minimized extra work, and testing by creating test plans and test cases to anticipate and achieve system results.

1.2.1.4 Milestone List

The implementation schedule for the milestone database project is shown below.

For sustainability, the main tasks/steps described above are included in this timeline to raise awareness about the project team and stakeholders.

Milestones/Deliverable	Target Date
Project Charter	Ongoing
Project Plan Review and Completion	Ongoing
Project Kickoff	Ongoing
Sprint 1	Ongoing
Sprint 2	Ongoing
Sprint 3	Ongoing
Sprint 4	Ongoing
Sprint 5	Ongoing
Sprint 6	Ongoing

Sprint 7	Ongoing
Sprint 8	Ongoing
Closeout/Project Completion	Ongoing

1.2.1.5 Schedule Baseline Work Breakdown Structure

The WBS for the Logistics 2 system is comprised of work packages with a given proper time of work by the team development. Work packages were developed through close collaboration among project team members and stakeholders with input from functional managers and research from past projects. The Work Breakdown Structure Dictionary consists of all work packages for the Logistic 2. These includes all tasks, resources, and deliverables.

The Logistic 2 systems schedule was based on the WBS and Project Charter with an input from all project team members. The schedule was reviewed and approved by the schedule will be maintained by the Project Manager. Any proposed changes to the schedule will be in the approval of the Project Manager and team will determine the impact of the change on the schedule, cost, resources, scope, and risks. If the change is approved by the Project Sponsors, then it will be implemented by the Project Manager who will update the schedule and all documentation and communicate the change to all stakeholders.

1.2.1.6 Change Management Plan

The project team change control process will be split down into the following steps for all projects.

Used to a Logistics 2:

Step #1: Determine whether or not a modification is required (any stakeholder/administrator).

Step#2: Log in to the change request log (Project Manager/Administrator).

For the course of the project, the Project Manager will maintain record of any requests.

Step #3: Analyze the Change (Project Leader, Project Team, User) The Project Leader will evaluate the impact of the risk on cost, risk, schedule, and scope.

Step #4: Submit a request for a change to (Project Leaders). The project will

send the change request and analysis to the whole project team and all partners.

Step #5: Admin decision-makers and the project's team on the basis of all submitted information, the project team will discuss the proposed change and decide whether it will be approved.

Step #6: Change Implementation (Project Manager/Administrator).

1.2.1.7 Communication Management Plan

Communication Type	Description	Frequency	Format	Participant/ Distribution	Deliverable	Owner
Monthly Status Report	Face to face summary of the project status	Monthly	Google Meet	Team	Updated	
Monthly Project's team meeting	Face to face Meeting to review action registers and Status	Monthly	Google Meet	Team	Updated	
Project Monthly Review	Present status to team	Monthly	Google Meet	Team	Updated	

1.2.1.8 Cost Management Plan

The Project Manager will be responsible for managing and controlling the project's costs and will have the power to do just that. The project leader has to be accessible all through the life of the project. The cost performance is reported and displayed, and the status or reports of its computations. The project leader must present it to the Sponsor so because Project Sponsor is in charge of all budget authority, decisions, and changes.

1.2.1.9 Procurement Management Plan

All procurement activities under this project would be submitted to the Project Manager. All procurement actions up to $10,000 should be approved by the Project Manager. The Project Sponsor must approve any procurement actions that exceed this amount.

1.2.1.10 Project Scope Management Plan

The Scope Statement with Work Breakdown Structure establishes the project's scope. The Project Leader, Sponsor, and Stakeholders shall approve and document the project scope assessment. The scope of the project includes all deliverable and measurements on work performance strategy.

1.2.1.11 Schedule Management Plan

Project schedules for the logistics 2 will be created using MS Excel. This schedule deliverables were identified in Work Breakdown Structure (WBS). All activity has defined to identify specific work that will be performed for the completion of all deliverables. Once a schedule has been developed, it will be reviewed by the project team and any assigned project tasks will be monitored. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved the project sponsor will review and approve the schedule and it will then be base lined.

In accordance with Logistics, the following will be designated as milestones for all project schedules:

- Completion of scope statement and WBS
- Base lined project schedule
- Approval of final project budget
- Approval of roles and responsibilities
- Requirement’s definition approval
- Project implementation

1.2.1.12 Quality Management Plan

All members of the project team will have the responsibility in doing the quality management. Assuring that all project outputs, from individual packages to final deliverable, meet a high standard of quality.

The following are the quality roles and responsibilities for the logistics

The Project Sponsor is responsible for approving all quality standards.

The Project Sponsor will review all project tasks and deliverables to ensure compliance with established and approved quality standards. Additionally, the Project Sponsor will sign off on the final acceptance of the project deliverable.

The Project Manager/ Team Leader is responsible for quality management throughout the entire development of the project. The Project Manager/Team Leader is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation. The Project Manager will monitor all deliverables and will conduct acceptance quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.

1.2.1.13 Risk Management Plan

The project team has the identify risk is an essential task and we must carry it out using protocols that consider what, now and when to do it, especially if we have an international reach, there for risk management consists of Anticipating, identify, assessing and mitigating these possible interruptions in every logistics process.

1.2.1.14 Risk Register

The Risk Register for this project is a log of all identified risks, their probability and impact to the project. The category they belong to, mitigation strategy, and when the risk will occur. The register was created through the initials project risk management meeting led by the Project Manager/Team Leader. During this meeting the project team identified and categorized each risk. Additionally, the team assigned each risk a score based on the probability of it occurring and the impact it could potentially have.

The Risk Register also contains the mitigation strategy for each risk as well as when the risk is likely to occur. Based on the identified risks and time-frames in the

risk register, each risk has been added to the project plan. At the appropriate time in the plan. Prior to when the risk is most likely to occur. The Project Manager/Team Leader will assign a risk manager to ensure adherence to the agreed upon mitigation strategy.

1.2.1.15 Staffing Management Plan

Staffing requirements for the logistics 2 include the following:

Project Manager (1 position) – responsible for all management for the Cashiering Project.
The Project Manager is responsible for planning, monitoring and managing all work activities, communicating to the project team, evaluating, coordinating and staffing.

Programmer (1 position) – responsible for coding and programming for the Cashiering Project. All coding and programming tasks will be testing its performance. Responsibilities also include assisting with risk identification, determining impacts of change requests, and status reporting.

Business Analyst (1 position) - Help define needs and recommends solutions for the enhancement of the project.

System Analyst (1 position) - Manages the business case and Project team.

Document Specialist (1 position) - responsibilities include organizing an archiving system, retrieving documents upon request and outlining a long-term storage strategy.

The Project Manager will negotiate with all necessary in order to identify and assign resources for the Cashiering Project. All resources must be approved by the appropriate functional manager before the resource may begin any project work. The project team will not be co- located for this project and all resources will remain in their current workspace.

1.2.1.16 COST BASELINE

The cost baseline for the logistics 2 in Baking and Finance includes all budgeted costs for the successful completion of the project.

Project Phase	Budgeted Total	Comments
Planning	50,000	Includes work hours for all project team members for gathering requirements and planning project
Design	20,000	Includes work hours for all project team members for work on conceptual design
Coding	35,000	Includes all work hours for coding
Testing	15,000	Includes all work hours for testing (including beta testing) of software
Transition and Closeout	10,000	Includes all work hours for transition to operations and project closeout.

1.2.1.17 QUALITY BASELINE

Item	Acceptable Level	Comments
Collection and Generate reports	At least 98% working with 2% or less errors	
Compatibility	No errors associated with running software with compatible applications	Using the all applications.
Supporting Documentation	All documentation will be in completion	

1.2.2 RISK MANAGEMENT PLAN

1.2.2.1 INTRODUCTION

Bank courier delivery routing has been considered as a conventional distribution problem, formalized as the well-known Capacitated Vehicle Routing Problem, up until now (CVRP). Even though the CVRP solution plays a significant part in the effectiveness of a bank's operational planning of distribution management processes, its classical formulation ignores the most crucial routine aspect of a bank-related distribution operation: delivery safety. As a result, this paper presents an adaptive memory-based metaheuristic algorithm for planning safe delivery routes for a fleet of homogeneous armored vehicles that depart and arrive at a bank's central office, which serves a set of delivery offices. The purpose of this algorithm is to discover a solution (a set of delivery routes) that lowers the risk of robbery of armored vehicles.

This project is considered a medium-risk project because it has an overall risk score of 24 on a scale of 0 to 100. A score below 16 is a low-risk plan, a score between 16 and 45 is a medium-risk plan, and a score above 45 is a high-risk project.

Before you start risk management, it is important to set up a foundation to provide information on the structure of the project. Therefore, before creating this risk management plan, we have completed and explained the following Risk Management Plan.

Define the scope of work, the schedule, the resources, and the cost elements.

- Develop a WBS dictionary for the project.
- Develop a comprehensive schedule and also detailed schedules.
- Estimate the project's cost and set a budget.
- Determine the resources that are necessary and those that are available.
- Develop metrics for measuring performance.

Determine the required and maximum baseline levels.

- Schedule

- Resources
- Cost

Requirements for baseline reporting

- Format
- Distribution frequency
- List of recipients

Define the roles and responsibilities of risk management.

- The risk assessment meetings are supervised by the project manager.
- Members of the project team attend risk assessment sessions and serve as meeting recorder and timekeeper.
- Risk assessment meetings are attended by key parties.
- The project sponsor is welcome to attend risk assessment meetings.

1.2.2.2 TOP THREE RISK

The following are the top three high-probability and high-influence hazards to this project:

Hacking of data

Due to the system's low level of security, it may be vulnerable to hackers who acquire unauthorized access. As a result, the project manager will mitigate the danger by installing a high-level antivirus that can clean the system's hard disk.

Carrier delays and non-performance

If the tracking status is "Delayed," it signifies that there have been unforeseen logistical occurrences, and the delivery date will most likely be postponed. The carrier will update the package tracking in the coming days.

Lack of security

Security operations and logistics are intended to make the secure management and movement of people, goods, information, and other resources between a starting point and a final destination as simple as possible. These similar tactics can be used in fixed sites in some instances.

1.2.2.3 RISK MANAGEMENT APPROACH

The risk management process we used for this project included a planned cycle in which the project team identified, graded, and positioned the various risks. The most likely and significant effect risks were included to the job timetable to ensure that the demoted hazard supervisors were able to implement the moderation reaction at the appropriate moment. Risk administrators will make statements regarding their assigned risk during every other week project group meetings, but only if the meetings include their risk outlined time frame. During the project's final stages, the project manager will break down each risk in the same way as the risk management process does. Based on the findings of this inquiry, the project manager will identify any improvements that can be made to the risk management process in order to improve future actions. These enhancements will be recorded as part of the exercises learned data base.

1.2.2.4 RISK IDENTIFICATION

At the third risk assessment meeting for this project, the risk was recognized. The Crawford slip approach was utilized by the project team to identify the risks. The project manager organized a risk assessment meeting, giving each team member a notepad to write down the greatest risks.

Professional Assessment

For this project, two Specialist Evaluations were held. The review uncovered some risks, which were later mitigated by modifying the project design. The Risk Register is used to track the remaining risks.

Gathering data for risk analysis

With important team members and stakeholders, a risk analysis was conducted. The project plan and Risk Register were updated to include the hazards discovered during this gathering.

Analyzing historical Related Projects

The project team examines the history of similar projects to identify the most common risks and the procedures taken to mitigate them.

1.2.2.5 RISK QUALIFICATION AND PRIORITIZATION

Each risk was assigned a likelihood and impact factor in order to manage the severity of the hazards identified by the team. This task gives the project manager the authority to prioritize risks based on the project's outcome. To assist the team in moving each risk to an acceptable location on the graph, the project manager used a probability and effect matrix.

The recorder captures the finished result, and the project manager continues the process to the next level: the risk mitigation / avoidance strategy, after setting the risks and their impact and placing them in the correct location on the chart.

1.2.2.6 RISK MONITORING

When the project is exposed to each risk, high impact risks are added to the project plan to ensure that they are monitored at all times. Each risk is assigned to a risk manager at the appropriate point in the project timeline. Each risk manager communicates their risk status during the two-week project team meetings; however, only the risks related with the current time frame will be covered. Throughout the project's life cycle, risk monitoring is a continuous process. The project manager will ensure that the appropriate risk manager provides the essential status updates, including risk status, trigger identification, and risk response outcome, as the risks grow closer to the project timeline.

1.2.2.7 RISK MITIGATION AND AVOIDANCE

The project manager is in charge of leading the project team in devising a response to each risk that has been identified. As new risks are discovered, they are certified, and the team creates methods for avoiding and mitigating them. These risks are included to risk registration and project planning so that they may be monitored and managed in a timely way.

This project's risk will be managed and controlled within the schedule, scope, and budget constraints. The impact of all identified hazards on this triple limitation will be assessed. With the support of the project team, the project manager will establish the best method to respond to each risk in order to ensure that these limitations are met.

In some instances, a project disruption may be necessary. Allowing the solution

to be a last resort is the project's only roadblock. If more resources are required to satisfy time and space constraints, funding might be allocated to the project. Time and space are inextricably linked and do not allow for any freedom. Cost restrictions are only easily adjusted in extreme instances where risk avoidance or mitigation strategies fail.

1.2.2.8 RISK REGISTER

This project's risk register is a list of all recognized risks, their potential and impact on the project, the category to which they belong, mitigation techniques, and when the risk will occur. The project manager chaired a first project risk management meeting, which resulted in the creation of the registry. The project team identified and graded each risk during this meeting.

In addition, each threat was given a score based on its likelihood of occurrence and severity. The risk register also includes a plan for removing each danger, just as it is likely to occur.

Each risk was identified in the risk register and included in the project plan to support the timelines. The project manager appoints a risk manager at the appropriate time for the project (before the chance is likely to arise) to ensure compliance with the consensus reduction plan. Within the risk's intended time frame, each risk manager provides the danger status to the bi-weekly project team meeting. The Risk Register will be included to this Risk Management Plan as an appendix.

1.2.3. Scope Management Plan

1.2.3.1 INTRODUCTION

The Banking and finance in logistics project will identify and classify the system of the project. By this, it will help to know the influence and interest of the

Stakeholders. It will also know the use and methodology in approaching or communicating the stakeholders. In doing this, the project will be freely to gain input for the progress of the project.

Identifying and communicating with stakeholders gives help to ensure the success of the System by gaining support and input for the project. The project will benefit by Having clear objectives and maximizing the resources required to complete the project.

1.2.3.2 Scope Management Approach

The systems development life cycle (SDLC).is reliable approach to software Development. It is a tried-and-true methodology that has withstood the test of time.

Planning

It is the process of assessing an organization's goals and creating a realistic, detailed plan of action for meeting those goals. Much like writing a business plan, a management plan takes into consideration short-and long-term corporate strategies.

Analysis

It can be used to improve understanding of how the process operates, and to determine potential targets for process improvement through removing waste and increasing efficiency.

Design

It is an approach for breaking down a large project into logistic management. To develop a system or other modules use the design to solve a variety of problem.

Testing

It is the guide of running a system with the intention of finding errors. Testing enhances the integrity of a system by detecting deviations in design and errors in the system. Testing aims at detecting error-prone areas.

Implementation

It is an essential part of the system process, and organizations that develop a module must expect to include a process for applying the plan.

Maintenance

It is conducted to establish requirements and tasks to be accomplished for maintaining operational capability for the life of the system to be sustained throughout its system process.

1.2.3.3 Roles and Responsibilities

Roles	Responsibilities
Vendor Portal	
List of the company	Vendor portal provided the report list of the supplier and send to procurement.
Vehicle Reservation System	
Scheduling and reservation of the vehicle	The summary reports of the reserve and vehicle schedule.
Fleet Management	
Maintenance Request	Request the maintenance of the vehicle.
Audit Management	
In and Out	Summary of in and out materials
Document Tracking Approval	
List of the approved documents	List of all approved documents in logistics.

1.2.3.4 Scope and Definition

Logistic system builds on the idea of implementing systems for the control and distribution of resources and materials, and incorporates the aspects needed in order to keep those systems working properly. This category includes everything that supports the process of logistic. Vendor portal it is a web-based that to give the list of company, Vehicle reservation is the availability of vehicle, fleet management a concerned system to view the transportation or to a locate the destination of vehicle, audit management is a system that create reports of in and out of the raw materials from warehouse and document tracking system it is the storage of all files approved.

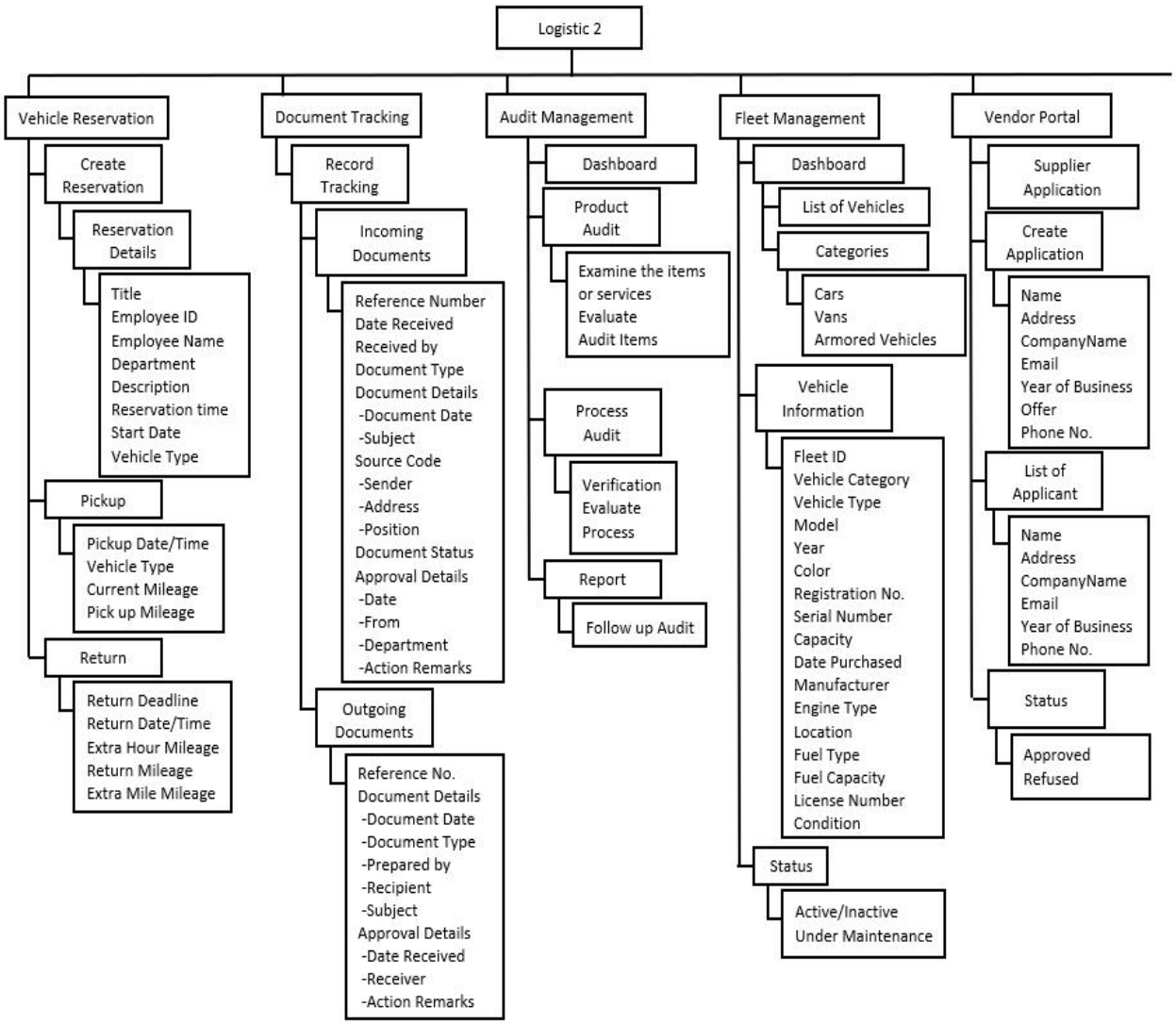
1.2.3.5 Project Scope Statement

The vendor portal is not able to bid for the provided materials of the company. Only procurement will allow.

- The vehicle reservation is not able to deliver the supply.
- Fleet management is not able to count the materials inside the vehicle.

- The audit management is computed in the transaction of goods, services and purchase equipment is not applicable to audit management.
- Document Tracking is the sub-module related to logistic system but is not the bound of the system do their process or flow.

1.2.3.6 WBS



WBS STRUCTURE

1.2.3.7 Scope Verification

After deploying the database, several steps will be taken to test the successful implementation. First, manage operation managers will ensure that the assigned maintenance technician has access to the database to perform the assigned maintenance work. Once this is verified, managers will ensure that their maintenance techniques test their ability to perform all assigned tasks in the database and that the correct permissions and actions are in place. Finally, maintenance managers will query and execute all assigned metrics and reports to ensure that all database capabilities are met. Upon completion of these activities, maintenance administrators will meet with the project team to review all testing activities and finally confirm that implementation requirements have been successfully completed.

1.2.3. 8 Scope Control

To implement the system the proponents and the user must set an appointment or attend seminars to knowledge the user on how to use or control the system that the proponents proposed, the member of the group must train and give the user manual for the user to have an idea about the control the system so they can easily use and understand the automated system that our group proposed.

1.3 PROJECT EXECUTION PLAN

1.3.1 IMPLEMENTATION AND MIGRATION PLAN

1.3.1.1 PURPOSE

This implementation and migration strategy was created to show how the Logistics II System is implemented, established, and transferred to its working environment in the Banking and Finance industry. The project's purpose is to make all stakeholders aware of the project's specifics, requirements, and duties so that the product may be moved to the operating group. Before being reviewed and approved, any suggested changes to the project must go through the project change control process.

1.3.1.2 DESCRIPTION OF IMPLEMENTATION

The Logistic II Project will be undertaken to replace existing maintenance Logistic systems that are insufficient for extension work at the banking. This database's implementation is an intentional and highly technical undertaking. This implementation description gives all stakeholders a clear picture of how the project will be implemented.

A beta version of the Logistics database will be submitted to the bank once the design is finalized. To validate data integrity and compatibility between the method maintenance data is obtained and the new database, the team takes all existing data from the previous database and loads it into the logistics database. Following the completion of the test and verification of the logistics database's functionality, maintenance workers will receive operator training for the new tool. The Logistics database will be uploaded to the bank's maintenance servers and partitioned to prevent user access once the training is completed. After that, the customer double-checks the functionality.

The project team gathers all of the maintenance data from the legacy system in a final data collection and imports it into the logistics database. As soon as the project team declares the data import to be successful. At this time, maintenance workers undertake a manual emergency procedure in which they manually record all maintenance actions over the course of two days while preparing the logistical database for commissioning.

The manually recorded maintenance data is entered into the logistics database as soon as the team has verified that the acceptance requirements have been met. The project's implementation phase is officially completed when the manual data input is completed and the acceptance criteria are met.

1.3.1.3 POINTS OF CONTACT

The Logistics Database Initiative is a very fluid and technical project that spans numerous different major banks. As a result, it's critical to recognize the points of contact for the project's various qualities. The table below lists the points of contact for all stakeholders in case they have any urgent queries or concerns. The Logistics Database Project Communications Plan should be followed by all stakeholders to ensure that their communications are compliant.

The Logistics Database project is a highly versatile and technical project that crosses banking. As a result, it's critical to comprehend the points of contact for the

many parts of this undertaking. All interested parties with urgent queries or concerns should contact the people listed in the table below. All stakeholders should make sure that their messages are in line with the Cashiering database project's communication plan.

Name	Role	Contact Information
Kenneth Bruze Ledde	Project Manager	09984144515
John Lester Villamor	Programmer	09469515599
Jasmine Malinao	System Analyst	09394769837
Janina Ramos	Business Analyst	09512205786
Eunice Rodriguez	Document Specialist	09618002503

1.3.1.4 MAJOR TASK

The Logistic Database project team has established an overview of the most important tasks that must be completed for the project to be implemented and migrated successfully. The project team has double-checked that all of these tasks are within the scope of this project. In addition, all critical responsibilities are delegated to relevant individuals and/or groups, and all stakeholders are informed. The primary activities for logistics implementation and migration planning are listed below.

- Project team designed the entire Logistics system.

The completion of all design work for the Logistics Database is part of this job.

- Project team has completed all testing.

The effective testing of the Logistics Database in the testing environment is required for this task.

- Project team and Maintenance Operations team: Complete Handler's Training

This assignment is for the handler's training on the Logistics Database to be completed.

- Project team tests functionality on maintenance servers.

The project team loaded the database onto the maintenance servers and tested functionality as part of this task.

- Data collection in its entirety: the project team

This operation entails retrieving all existing maintenance data from the legacy database and transferring it to the Logistics Database.

- Commission / Launch: Project team and Maintenance Operations Group This assignment serves as the Logistics Database's official operational launch.

- Maintenance Operations Group Operational Acceptance

This assignment entails the Maintenance Operations Group's formal approval of the Logistics Database.

1.3.1.5 IMPLEMENTATION SCHEDULE

The Logistics database project's implementation schedule is listed below. The essential tasks/steps indicated above are included in this timetable to increase awareness about the project team and stakeholders for long-term sustainability.

Milestones/Deliverable	Target Date
Project Charter	09/03/2021
Project Plan Review and Completion	09/15/2021
Project Kick-Off	09/29/2021
Sprint 1	Ongoing
Sprint 2	Ongoing
Sprint 3	Ongoing
Sprint 4	Ongoing
Sprint 5	Ongoing
Sprint 6	Ongoing
Sprint 7	Ongoing
Sprint 8	Ongoing
Closed/Project Completion	

1.3.1.6 SECURITY

The bank team developed and implements security protocols for banking information systems. The banking firewall and security measures will secure the Logistics database, which will be monitored by the Project team's security administrator. While there will be no specific or additional security measures for historical databases, the security administrator will be involved in all aspects of design, testing, implementation, and migration. In addition, after the Logistics database is no longer in use for operational purposes, the security administrator will monitor it, as well as other IT tools, to ensure that the bank is still in compliance. Security politics.

1.3.1.7 IMPLEMENTATION SUPPORT

To maintain the Logistics II Database Projects on schedule, internal banking and finance will be required. This project's support is provided by the Project Owner, the Maintenance Operations team, and the Project Team.
All meetings and discussions to complete the project's responsibilities will be supervised by the Project Manager. The Project Manager will collaborate with both the Project Team and the Maintenance Operations team to achieve these goals. Based on the views and needs of the operations and maintenance groups, the project team constructs, tests, and implements the Logistics database on both the test server and the maintenance server. The project team also prepares maintenance operators for the Logistics database and provides training to them.

1.3.1.8 LISTING OF HARDWARE, SOFTWARE AND FACILITIES

Instead of the location of the existing database, the Logistics II Database Project requires a database architecture based on the logistics platform. While this improves functionality and capabilities, it does not necessitate the purchase of more hardware or the updating of existing equipment. In addition, no additional infrastructure is required to complete the project's implementation and migration. This project will be completed within the capabilities of the current facility, as well as banking and finance hardware.

1.3.1.9 PERFORMANCE MONITORING

The Logistics II database contains all of the same capabilities as the Legacy database, plus a few more. As a result, the design team has added these extra functions into the Logistics Database Performance Monitoring Plan. To achieve this purpose, additional monitoring standards were implemented in the production environment once the database was transferred to capture real-time data. Maintenance Operations Leads are responsible for tracking performance and producing weekly reports for project managers and senior bank executives. If database performance falls below acceptable levels, the issue is immediately escalated to bank workers, who identify and implement corrective actions as well as the root cause. The investigation gets underway. This is the current strategy used by all firms for the Project team.

1.3.1.10 IMPLEMENTATION REQUIREMENTS (HARDWARE/SOFTWARE/PERSONNEL/FACILITIES/OTHER CAPITAL INVESTMENT:

The requirements collection operation for the Logistics database project has been completed by the project team and stakeholders. The list of needs is quite specific and manageable because this is a small and medium-sized project that is handled in-house without the use of a contract or outside help. The requirements for a successful deployment of a Logistics database project are listed below.

Hardware/Software:

Functional virtual testing servers are not available. Functional maintenance servers are also not available.

Personnel:

Project Sponsor -

Project Manager - Kenneth Bruze Ledde

Programmer - John Lester Villamor

System Analyst – Jasmine Malinao

Business Analyst – Janina Ramos

Document Specialist - Eunice Rodriguez

Facilities:

None – utilize existing facilities

Other Capital Investments:

None – utilize existing resources

1.3.1.11 BACK OUT PLAN

We noticed the possibility of a new database failing as soon as it runs on a banking and finance maintenance server when planning a database implementation. To mitigate this risk, the project team devised a backout strategy that allows the maintenance crew to continue working even if the system is not turned on.

All maintenance data for both the database and the old maintenance database is updated as the data gathering job advances. Until the checkout database is implemented and operationally accepted, the deprecated database is kept on the service server. The Project Team quickly removes all maintenance technician access and restores access to the old database when the system is booted and a fault or failure is found. This permits repair operations to continue while the Logistics database is being troubleshooted and tested.

1.3.1.12 POST IMPLEMENTATION VERIFICATION

After the deployment of the database, many procedures will be conducted to ensure that the implementation is successful. To begin, managers will ensure that the allocated maintenance technician has access to the database in order to complete the repair work. Managers will ensure that their database maintenance approaches test their capacity to accomplish all assigned duties in the database, as well as that the right permissions and actions are in place, once this has been validated. Finally, to confirm that all database capabilities are satisfied, maintenance managers will query and execute all assigned metrics and reports. Maintenance administrators will meet with the project team when these activities are completed to discuss all testing efforts and check that all implementation requirements have been met.

1.4.1.3 TRANSITION TEAM ORGANIZATION

Role	Name & Contact Information	Responsibilities
Project Owner	Mr. Enrico Pineda Mr. Andy Adovas	Provide strategic leadership and direction. Assume final responsibility for the project. Take part in important activities. Distribute resources. Approve the results of the work. Changes to the scope must be approved. Identify and safeguard the location Make project-related business/approach decisions.
Scrum Master	Mr. Kenneth Bruze Ledde	Advertisers direct you and expect you to speak to them. Project work plans are managed, reviewed, and prioritized. Report on your progress. Organize the project team Changes should be recommended, issues should be escalated, and risks should be minimized.
Development Team	Mr. John Lester Villamor Ms. Janina Ramos Ms. Jasmine Malinao Ms. Eunice Rodriguez	Participate in project tasks such as planning, deliverable implementation, and quality control. Open information and easier integration Organizing an archiving system and recovering records are among the responsibilities.
Stakeholders	Admin Client Owner	Supporting those who have contributed to the creation of this project. In this project, give information and feedback.

1.4.1.4 WORK TRANSITION

For this contract transition, all project members will stay with their current firm. The project team will remain stand-by to execute their transition team activities until the time of the transition is accomplished and accepted by all parties. The development team will be providing workspace for parties involved until transition is finished.

1.4.1.5 WORK EXECUTION DURING TRANSITION

Work will be proceeding to be executed by Logistics team in line with the accepted project schedule and work breakdown structure (WBS) in place. The Logistics Team will secure the user staffs work alongside the parties involved. Logistics Team will maintain all management for the tasks and deliverable. At the end of the 80-day transition time, upon transition acceptance will take its place.

1.4.1.6 SUBCONTRACTS

Sub-contract	Awarded	Tasks
10111	Example for Logistics	Execute transaction work within the System to assist.

1.4.1.7 PROPERTY TRANSITION

All services provided to BCP will be under a particular contract, with the research group becoming part of a government after the transition phase is completed and accepted. And It officer is in charge of assigning and issuing all electronic devices. Laptop, computer, flash, external, and hard drives are all included. All of the IT officers' requirements.

1.4.1.7.1 GOVERNMENT FURNISHED EQUIPMENT (GFE)

All GFE delivered to BCP will be covered by a contract that will be finalized in the near future. The government over the transition phase's completion and acceptance.

1.4.1.7.2 INCUMBENT OWNED EQUIPMENT

All necessary own equipment will remain in this equipment, including laptops, organizational tools, maps, etc. if it is deciding that any recumbent owned equipment is need to remain with the customer to secure the successful accomplishment of the contract, the customer and incumbent contracting staff representatives will be interrelate attaining of the equipment through the customer's confirmed procurement management process.

1.4.1.7.3 INTELLECTUAL PROPERTY

All intellectual property which is a straight line per transaction/transition contract. The contract deliverable will be migrated to the next contractor as a result of a hard project on it. in order to make sure the project's satisfactory conclusion The contract pricing considers intellectual property as, as a result, any resulting copyrights that the new buyer will own.

1.4.1.7.4 USER ACCOUNT AND PASSWORD

Several user profile permissions and approval are changed as part of the project changeover. It has to be made and disabled. Personnel is currently on the development/project teams. The user accounts and access needed for a contract are listed in the chart below deliverable.

On the first day of the agreed time of change, the employees specified inside the BCP will be provided access. Officials on all BCP users will be informed that once changeover is complete and approved. The accounts will be deleted.

User Account	BCP
Administrator	IT Transition Lead/Team Leader
Client	Give information and feedback in this project.

1.4.1.8 KNOWLEDGE TRANSFER

Knowledge transfer will start happening during the 60-day transition period for this transition. Knowledge would be transmitted in a number of ways. The incumbent Project Manager/Team Leader will plan two formal classroom training sessions with the incumbent IT Transition Lead. These sessions will focus on the specific IT problems which occur as a result of database tasks and activities. In addition, the incumbent Project Manager/Team Leader will coordinate two formal classroom sessions with the incumbent Configuration Manager. The requirements on documentation, and also organizational processes and assets, will be addressed in these sessions. These events will be completed no later than 15 days first before the 60-day transition period expires All through the six-month-month period, all Development members of the team in BCP counterparts are expected to familiarize themselves with the database, tools, processes, and organizational resources. No later than 20 days prior to transition completion, the Project Manager/Team Leader, project team members, and clients will meet to determine if any additional training or knowledge transfer is required.

1.4.1.9 SCHEDULE

The schedule for transferring the transaction contract to the Project/Development team is shown in the GANTT chart above. Any changes to this plan will need the client's and all other stakeholders' approval. To assess whether all transformation activities have been performed, just use the approved change checklist. Each contractor's transition Project Leader will meet with the client's transition Project Manager/Team Leader must ensure that all concerns have been resolved properly. The checklist and supporting documentation will be signed and approved by the client's project sponsor and the company's human resources manager once the client's transfer PM has formally approved the transition. The formal step will be the last.

The customer's contracting office representative approves and signed the contract. The transition will not be completed until every one of these approvals and signatures has been obtained.

1.4.1.10 HANDOVER AND ACCEPTANCE

The client will create the resolution of when transition is finished and will give formal acceptance indicating such. To do this, the client's transition Project Manager/Team Leader will make use of the established transition checklist in order to decide that all activities related with the transition have been finished. The client's transition Project Manager/Team Leader, will also meet with the transition Project Manager/Team Leader from each contractor to secure that all concerns and matters have been met and addressed appropriately. Once the client's transition PM has formally approved the transition, the checklist and supporting documentation will be signed and approved by the client's project sponsor and the company's human resources director. The last step is the formal acceptance and signature of the customer's contracting officer representative. It is only after all of these approvals and signatures are in place that the transition will be considered finished.

1.4.2 PROJECT ACCEPTANCE

This report serves as a formal acceptance of the Logistics Project's work packages and milestones. All acceptance criteria and criteria in the project documents and scope statement was met successfully either by Logistic Project. Project testing was done to ensure that all required outputs meet their specifications. Both quality and functioning of the product were also assessed and evaluated. The personnel were given the project and given training on how to use it as their new way system. All of the knowledge on how to use the project has been transferred. The Project Manager/Team Leader is authorized to execute the project's formal closeout. A post-project review, documentation of life lessons, release of the Project Team, close out all procurement, and preserve any relevant project documents all are parts of the closeout process. The Project Sponsor will be contacted once the closing procedure is complete, and the Project Manager will be dismissed from the project.

1.4.3 POST PROJECT OVERVIEW

The Logistics Project Overview describes how this project will address the business problem faced by Bachelor of Science of Information Technology students at Best Link College of the Philippines. A project description, Logistics Program aims and priorities, project performance objectives, project assumptions, constraints, and major milestones are even included in the overview. Each of these components will be expanded when the project is approved and developed to include a greater level of detail in working toward the project plan.

1.4.3.1.1 PROJECT TEAM AND SNIFFING

The Banking and Finance consisted of a skilled and knowledgeable team. The chart below provides information about Logistic team members.

Name	Title	Project Role
Mr. Enrico Pineda Mr. Jorge Lucero Mr. Ronald Roldan	BCP Teacher	Project Sponsor
Mr. Kenneth Bruze Ledde	Project Manager/Team Leader of LOGISTICS 2	Project Manager
Mr. John Lester Villamor Ms. Janina Ramos Ms. Jasmine Malinao Ms. Eunice Rodriguez	Design Tech Testing Tech Material Tech	LOGISTICS 2 Team

LOG 2 project team members used customary project management methodologies to with success complete the project. The project team was a matrix organization with full support from purposeful managers and senior leadership. Effective communication, careful coming up with, neutral involvement, project management tools, and structure all contend key roles within the project's success.

Staffing lessons from previous comes were employed in building the project team. Instead of portioning several resources, as some past comes have done, the LOGISTICS 2 team/Development team was staffed with one resource per development space. The project sponsor created clear to the project manager that if any further resources were needed, they have to be requested through customary and therefore the impact on project price and schedule would want to be outlined.

1.4.3.1.2 PROJECT DELIVERABLE (PLANNED VS. ACTUAL)

The Logistics System Project has been completed with success. there have been planned deliverables for every section of this project similarly as for the finished product. This section highlights the planned deliverables and compares them to actual deliverables as they occurred. The first trial or actual there will be small that will be fixed on the spot.

1.4.3.1.3 TRANSITION OPERATIONS

Transition of a project to an operational setting is a difficult task for several organizations. Logistics ensures that and operations leadership apply effective communication throughout a project's length to make sure continuity once the transition takes place. To boot, Logistics encourages that each one project managers embody senior operations leadership as stakeholders all told to come. The Logistics project was with success transitioned to operations as a result of effective communication and careful coming up with. The inclusion of the vp of Operations, shift managers, and business unit leaders as stakeholders ensured a collective approach to the creation of an improved product that may well be transitioned easily to a producing setting. Future profits will profit by involving operations workers early within the project coming up with sections and soliciting input from operations team members on vital issues for the project from an operational perspective. The Logistics team wasn't solely winning in human activity and coming up with operations workers however they leveraged these strengths to work out expectations of what operations needed as a part of the transition. If the operations workers had not

been enclosed as stakeholders nor participated within the project coming up with, it's probable this step would be unmarked and therefore the project would have encountered delays and extra prices. One space of improvement would be to create all paradigm merchandise on producing lines with operations personnel aiding as critical personnel building merchandise within the workplace. This may have allowed operations personnel to achieve familiarity with the merchandise earlier within the project's life cycle and expedited a good sander transition amount.

1.4.3.2 PROJECT COSTS

Project Item	Description	Project Cost
One Time Cost	Hardware (Laptop)	30.000
	Wires and Cables	1,500
	Software	25,000
		Total One Time Cost
		P56,500

Project Item	Description	Project Costs
On Going Costs	Project Manager	30,000 x 7 = 210,000
	System Analyst	42,000×7 = 294,000
	Lead Programmer	35,000×3 = 105,000
	Business Analyst	25,000×5 =125,000
	Document Specialist	14,000×7 = 98,000
		Total On Going Cost
		P643,000

1.4.3.3 PROJECT SCHEDULE

Task Activity	Date Start	Date Finished	Duration
Draw lots of module	10/05/2021	10/05/2021	3hour
Looking for an adviser	10/15/2021	10/15/2021	1hour
Research for the module	10/16/2021	10/16/2021	6hour
Studying the logistic and make the questions for the interview	10/18/2021	10/18/2021	4hour
Gathering information in the bank	11/01/2021	11/01/2021	3hour

Studying sub-module	11/03/2021	11/03/2021	5hour
Consulting for research	11/04/2021	11/04/2021	6hour
Inquire for interview	11/05/2021	11/05/2021	4hour
Conduct for interview in the bank	11/06/2021	11/06/2021	5hour
Start for making documents for chapter 1	11/07/2021	11/07/2021	4days
Continuation of documentation for chapter 1	11/12/2021	11/12/2021	1days

1.4.3.4 RECOMMENDATIONS

This section ought to highlight any recommendations and lessons learned which might be of use in the future comes. This is often a valuable part of the project sales event section and structure project archives. Within the project coming up with section one amongst the primary steps is to analyze structure archives to spot helpful info for coming up with and executing a project. These recommendations and lessons learned area unit one amongst the foremost vital items or project success in any effective project management cluster.

Recommendation #1:

Make regular follow-ups and evaluation with the product owner.

Recommendation #2:

Perform security analysis to the system.

Recommendation #3:

Try to run the system on platforms other than windows.

1.5 TECHNICAL SOLUTION DESIGN

Technical Solution (TS) is responsible for designing, developing, and implementing solutions to requirements. Products, product components, and product-related life-cycle activities are all covered by solutions, designs, and implementations, which can be performed separately or in combination.

1.5.1 PROJECT INFORMATION

NAME	Banking and Finance System Logistic 2
Business Sponsor	Mr. Enrico Pineda
Description	Banking and finance logistic 2 is a process of planning, implementing, and controlling to meet the wants and needs of customers in the areas of finance, marketing, accounting, and inventory management.
Objectives	Banking and finance logistic 2 is a web-based system of Vendor Portal that provides a list of companies; Vehicle Reservation is the availability of the vehicle; Fleet Management is a concerned system that views the transportation to locate the destination of the vehicle; Audit Management is a system that generates reports of in and out of raw materials from warehouse; and Document Tracking is the storage of all approved files.

1.5.2 EXECUTIVE SUMMARY

Banking and finance Logistics II System interacts with the core functional areas of finance, marketing, and accounting, as well as the order cycle and inventory management. To meet the needs and demands of customers, logistics is the process of planning, implementing, and controlling the efficient, effective flow and storage of goods, services, and related information from point of delivery to point of consumption.

1.5.3 REQUIREMENTS DEFINITION

Vehicle Reservation				
Req No.	**User Story**	**Business Requirement**	**Acceptance Criteria**	**Remarks**
1	As admin, I must be able to reserve the available vehicle.	• Reservation form • Vehicle table	• Allow user to view vehicle information. • Allow user to add reservation and pick a vehicle. • Allow user to delete reservation.	On-going
2	As staff, I must be able to reserve the available vehicle.	• Reservation form • Vehicle table	• Allow user to view vehicle information. • Allow user to add reservation and pick a vehicle. • Allow user to delete reservation.	On-going
3	As employee, I must be able to reserve the available vehicle.	• Reservation form • Vehicle table	• Allow user to view vehicle information. • Allow user to add reservation and pick a vehicle. • Allow user to delete reservation.	On-going

Fleet Management				
Req No.			Title	Project Role
4	As admin, I must be able to add vehicle and view the list info of existing vehicle.	• Vehicle form • Vehicle table	• Allow user to view vehicle information. • Allow user to add vehicle. • Allow user to edit vehicle info.	On-going
5	As staff, I must be able to add vehicle and view the list info of existing vehicle.	• Vehicle form • Vehicle table	• Allow user to view vehicle information. • Allow user to add vehicle. • Allow user to edit vehicle info.	On-going
6	As employee, I must be able to view the list info of existing vehicle.	• Vehicle table	• Allow user to view vehicle information.	On-going

Audit Management				
Req No.			Title	Project Role
7	As admin, I want to confirm, view, add, edit and delete report.	• Audit report form • Report table and history	• Allow user to create report. • Allow user to edit report. • Allow user to view report • Allow user to confirm and respond to report	On-going
8	As staff, I want to view, add, edit and delete report.	• Audit report form • Report table and history	• Allow user to create report. • Allow user to edit report. • Allow user to view report.	On-going
9	As employee, I want to view, add, edit and delete report.	• Audit report form • Report table and history	• Allow user to create report. • Allow user to edit report. • Allow user to view report.	On-going

Document Tracking				
Req No.			**Title**	**Project Role**
7	As admin, I want to be able to send document and be updated where the document is and the status.	• Document table • Sending form	• Allow user to send document and track the location and status.	On-going
8	As staff, I want to be able to send document and be updated where the document is and the status.	• Document table • Sending form	• Allow user to send document and track the location and status.	On-going
9	As employee, I want to be able to send document and be updated where the document is and the status.	• Document table • Sending form	• Allow user to send document and track the location and status.	On-going

Vendor Portal				
Req No.			**Title**	**Project Role**
7	As admin, I want to be able to approve/decline and view the whole information of the supplier applicant.	• Supplier application table. • Supplier application form	• Allow user to approve or decline the application for supplier. • Allow user to view the application of the supplier.	On-going
8	As staff, I want to be able to approve/decline and view the whole information of the supplier applicant.	• Supplier application table. • Supplier application form	• Allow user to approve or decline the application for supplier. • Allow user to view the application of the supplier.	On-going
9	As employee, I want to be able view the whole information of the supplier applicant.	• Supplier application table.	• Allow user to view the application of the supplier.	On-going

1.5.4 SOLUTION DESCRIPTION

Logical Architecture

Architecture Level 2-3 diagram, showing affected/used components and interfaces.

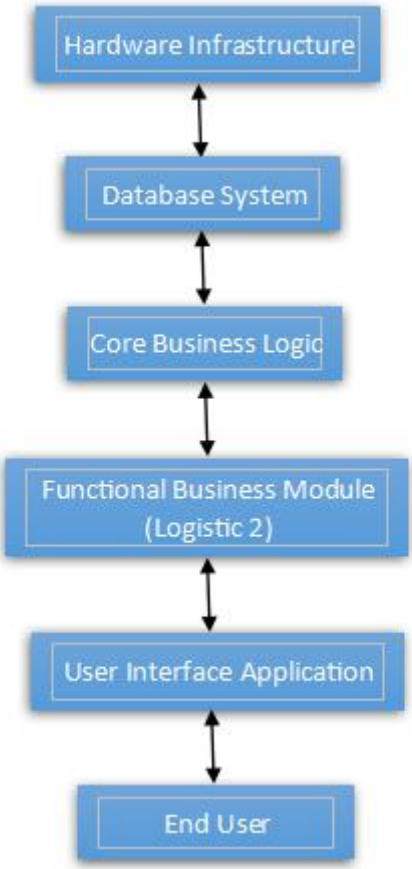


Figure no. 1.5.4 Solution Description

1.5.4.1 LOGICAL ARCHITECTURE
1.5.4.2 HIGH-LEVEL ARCHITECTURE

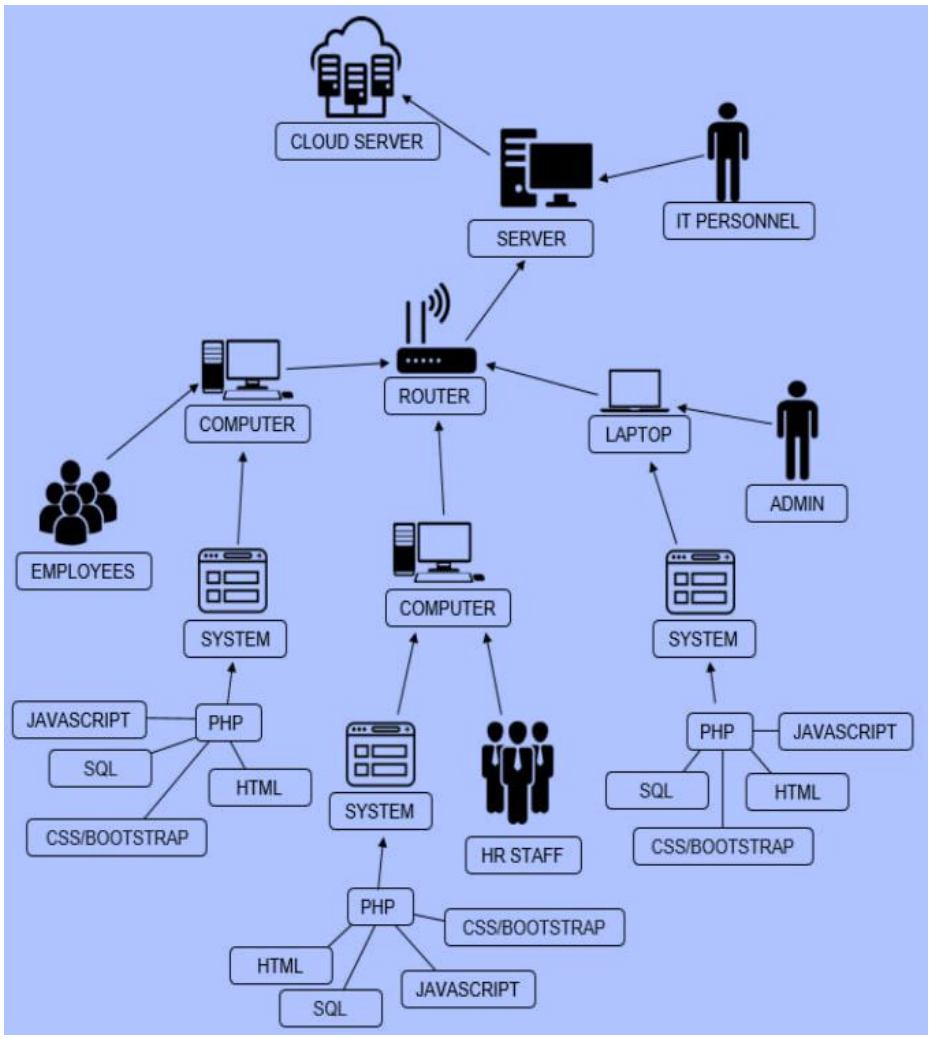
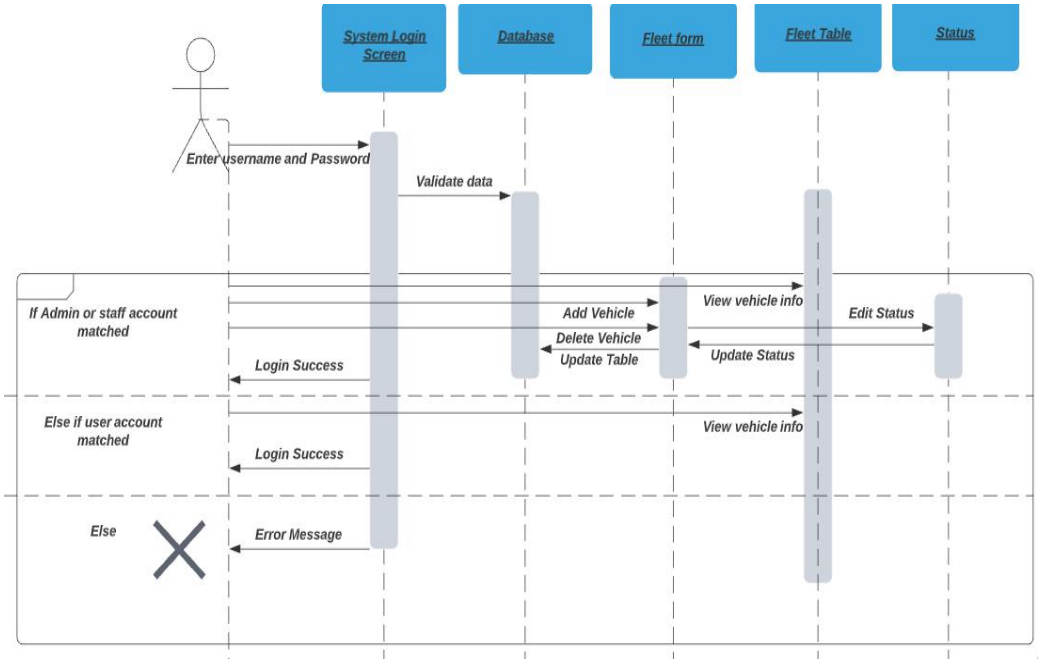


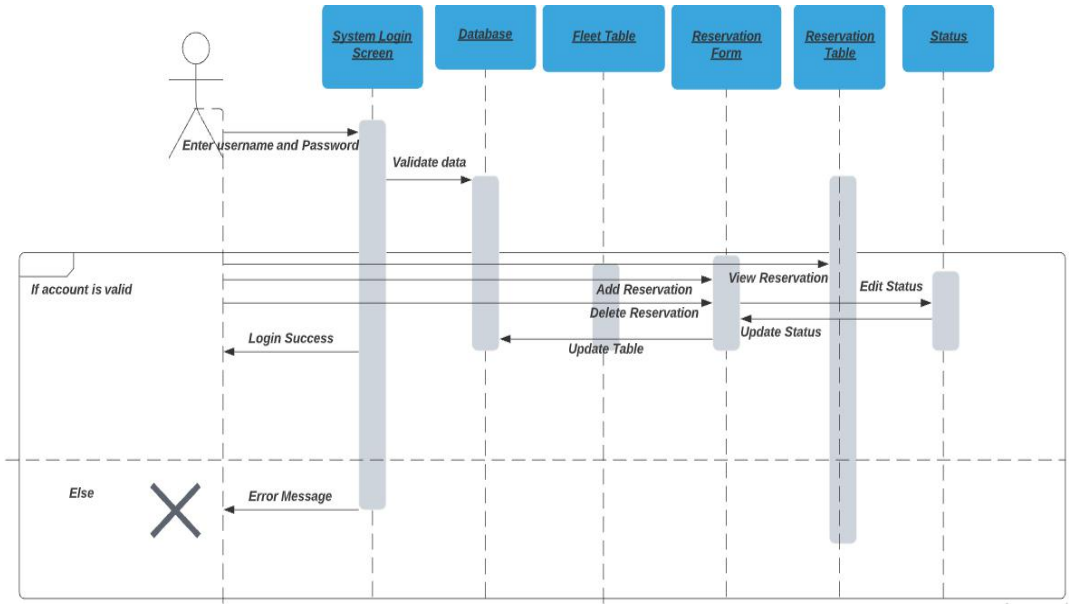
Figure no. 1.5.4.2 High-Level Architecture

1.5.4.3 PROCESS FLOW

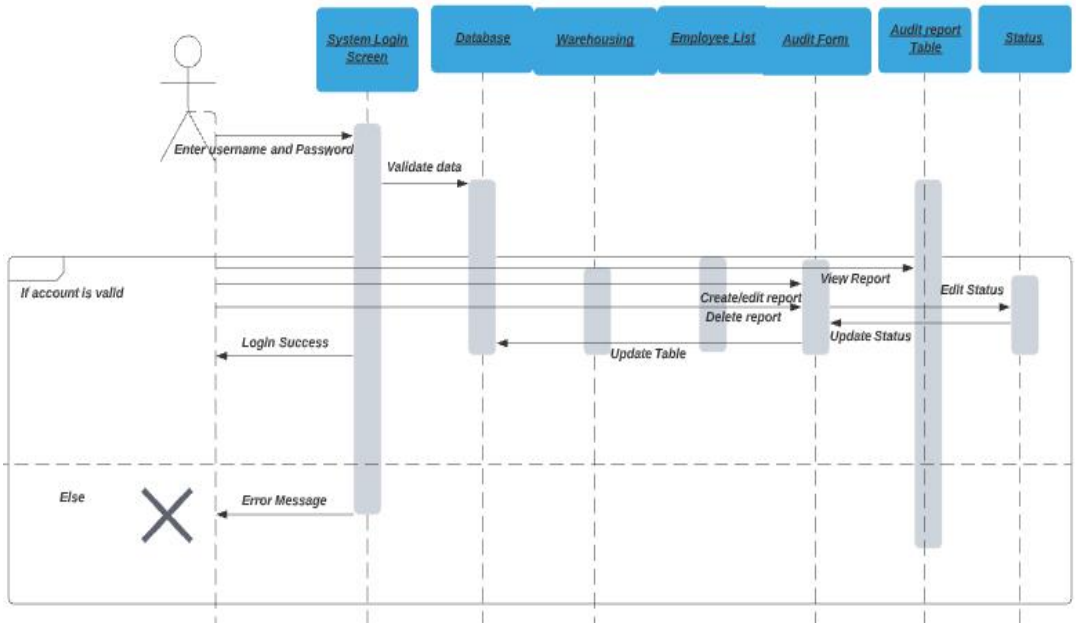
Fleet Management



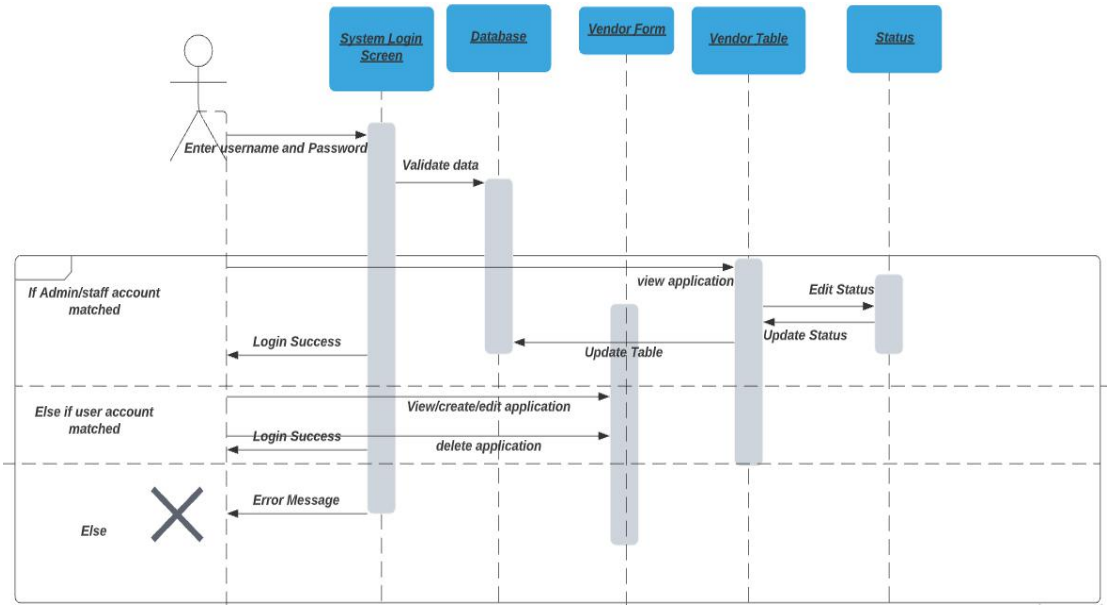
Vehicle Reservation



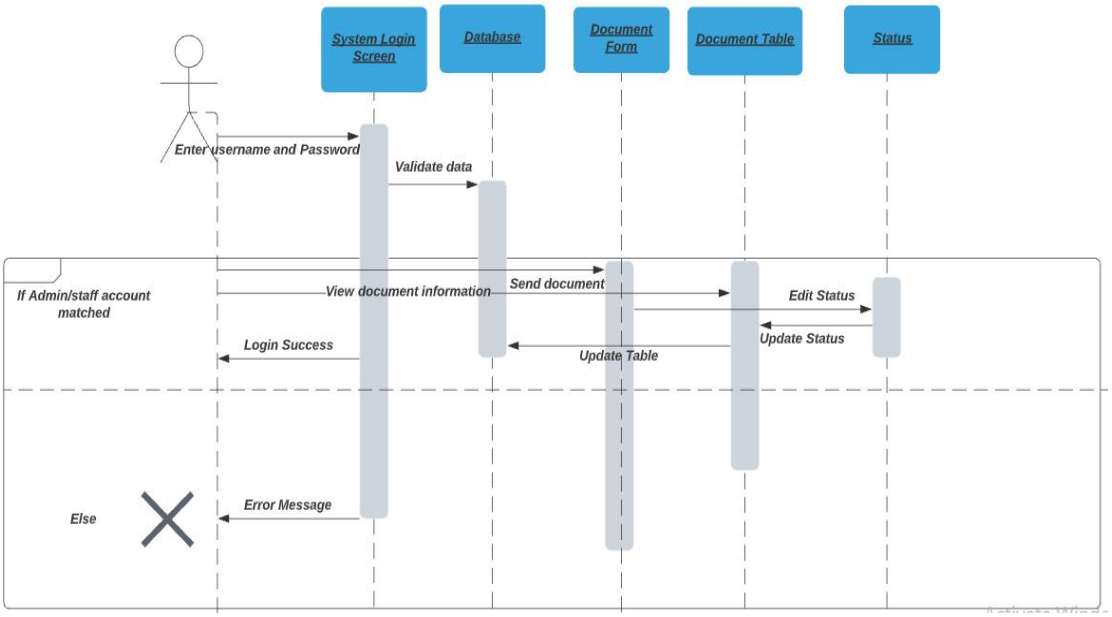
Audit Management



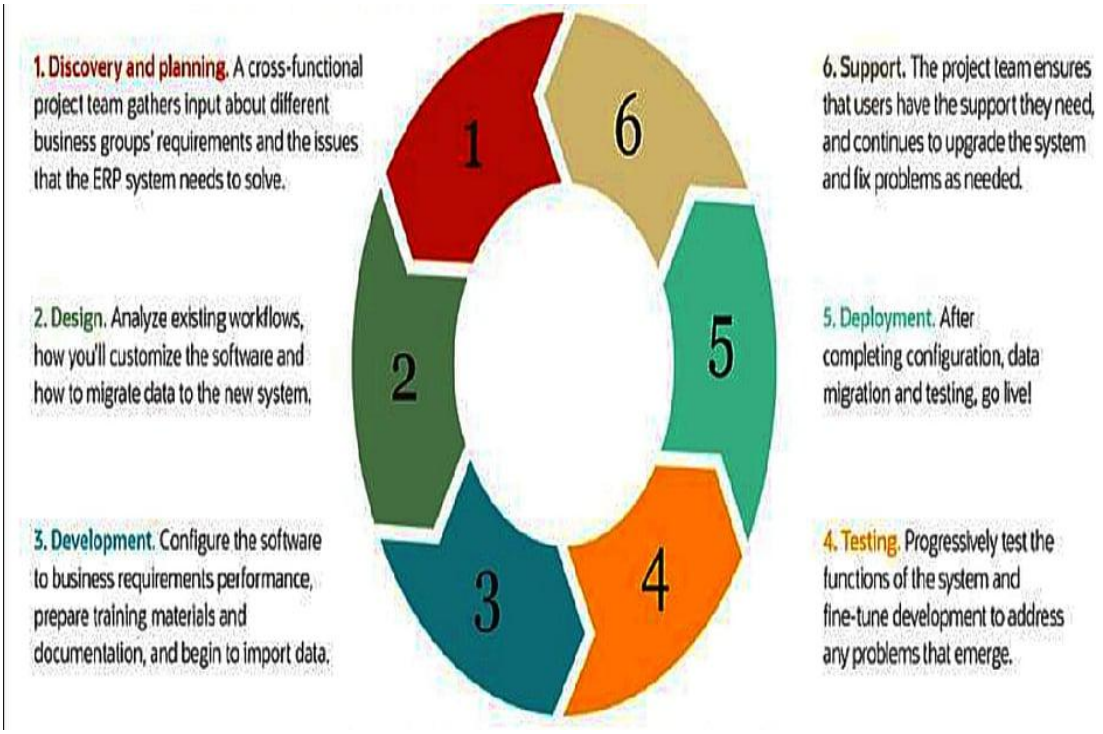
Vendor Portal



Document Tracking



1.5.5 IMPLEMENTATION TIMELINE



1.6 SYSTEM ARCHITECTURE (TOP1 -> EIS, TOP LEVEL 2 -> GROUP)

Top level1 EIS

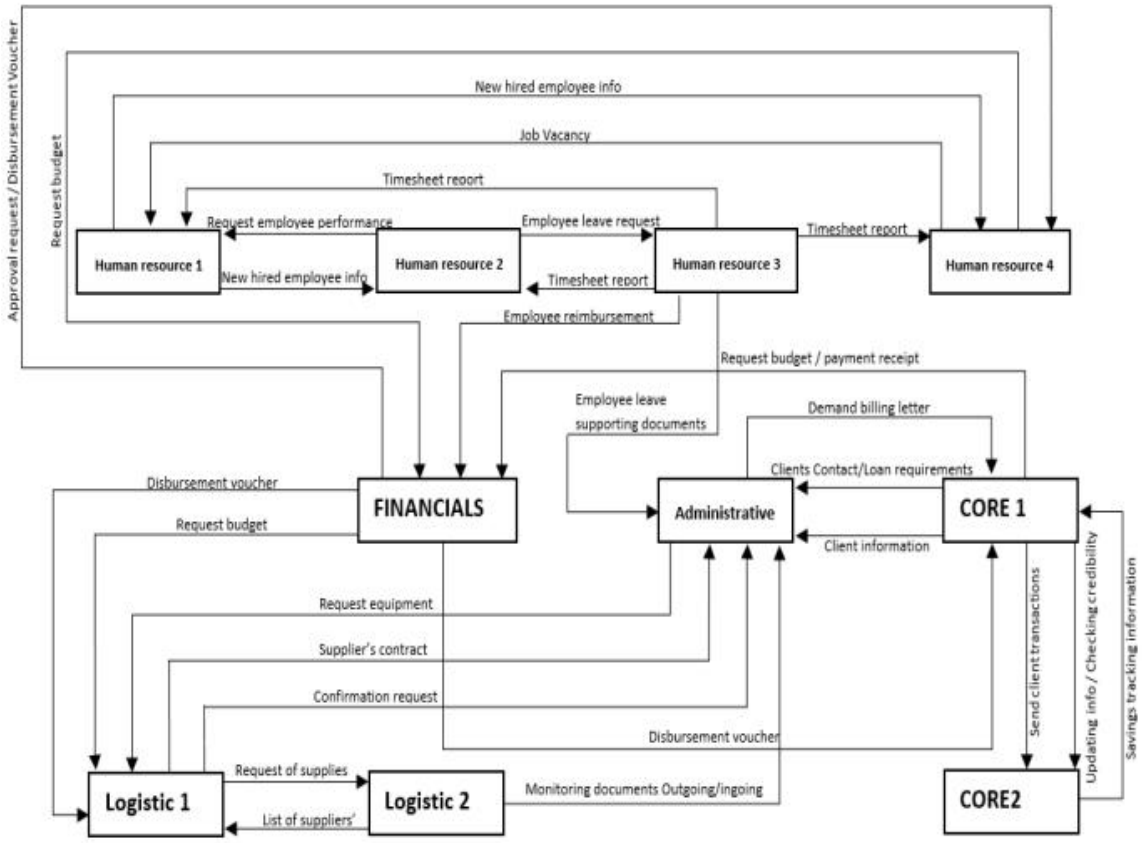
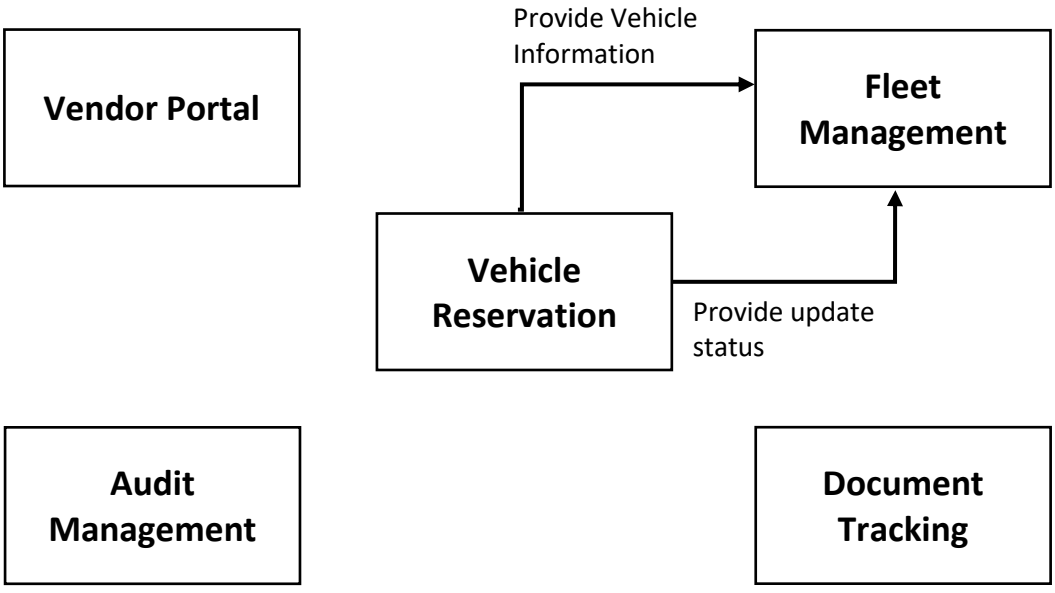


Figure no. 1.6 Top Level 1 EIS

Top level 2 Group



1.6.1 BUSINESS PROCESS ARCHITECTURE

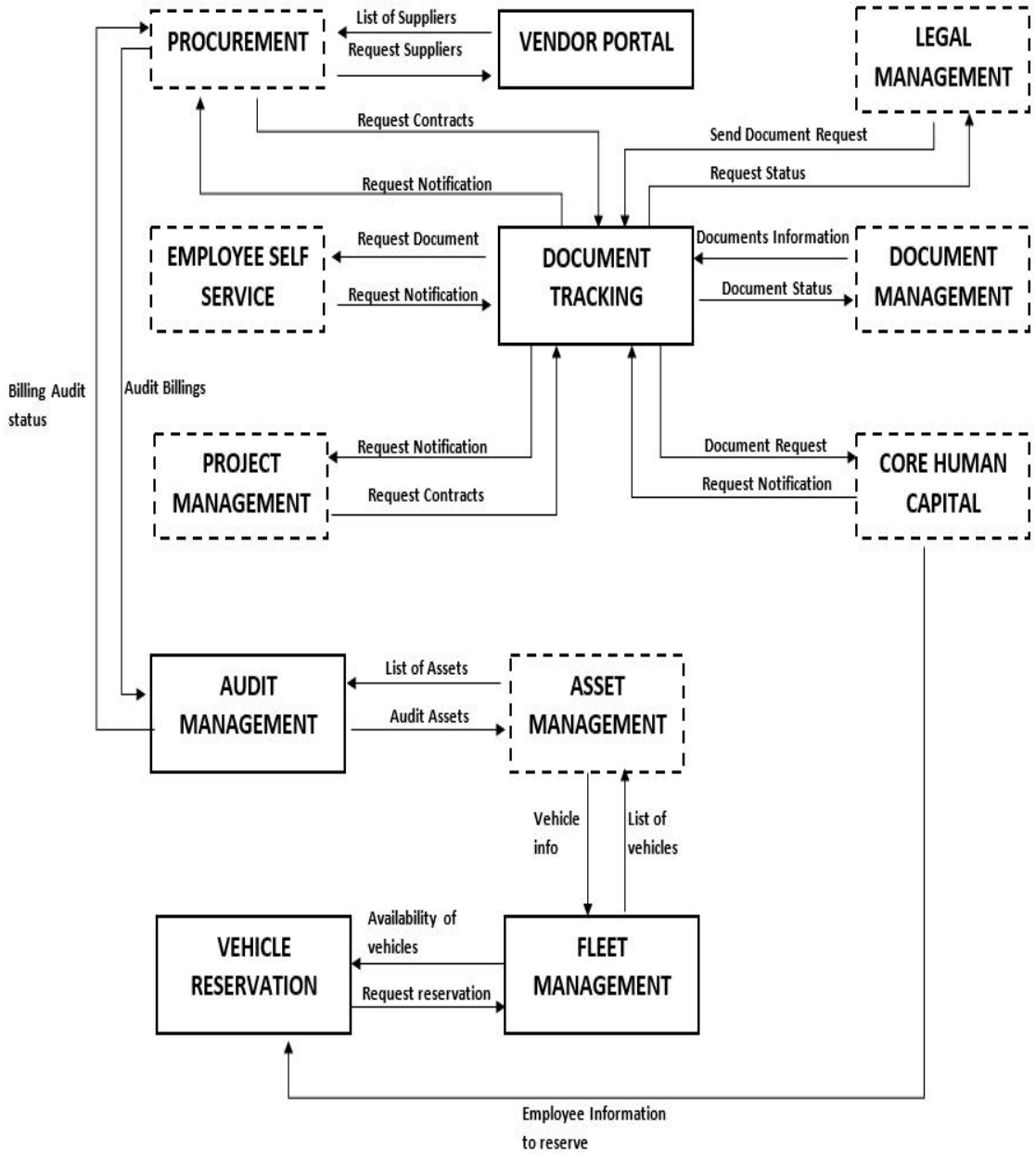


Figure no. 1.6.1 Business Architecture

1.6.2 APPLICATION ARCHITECTURE

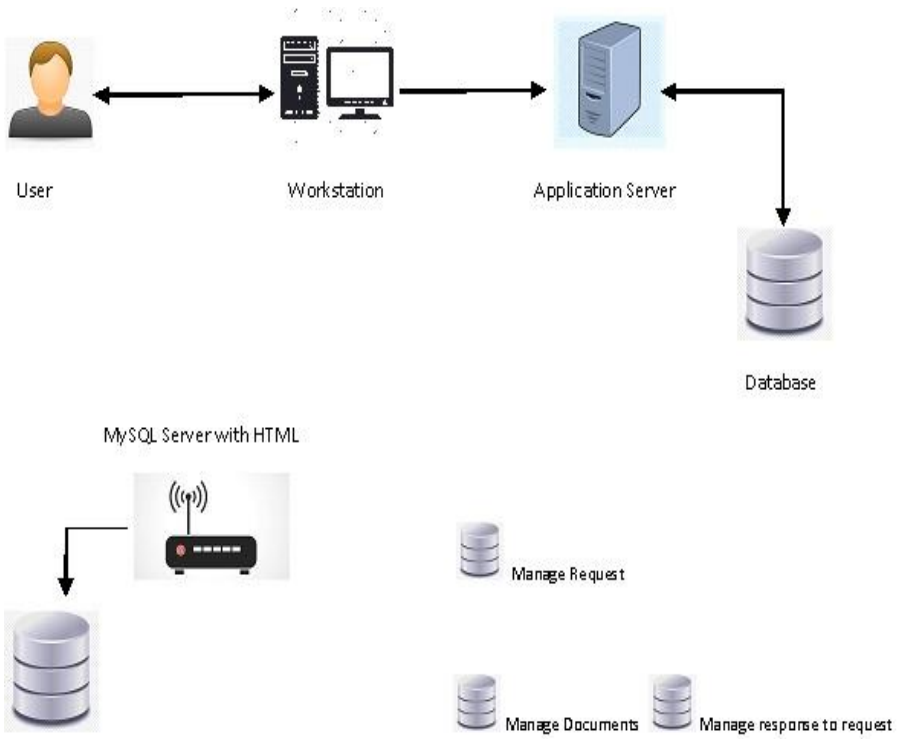


Figure no. 1.6.2 Application Architecture

1.6.3 DATA ARCHITECTURE

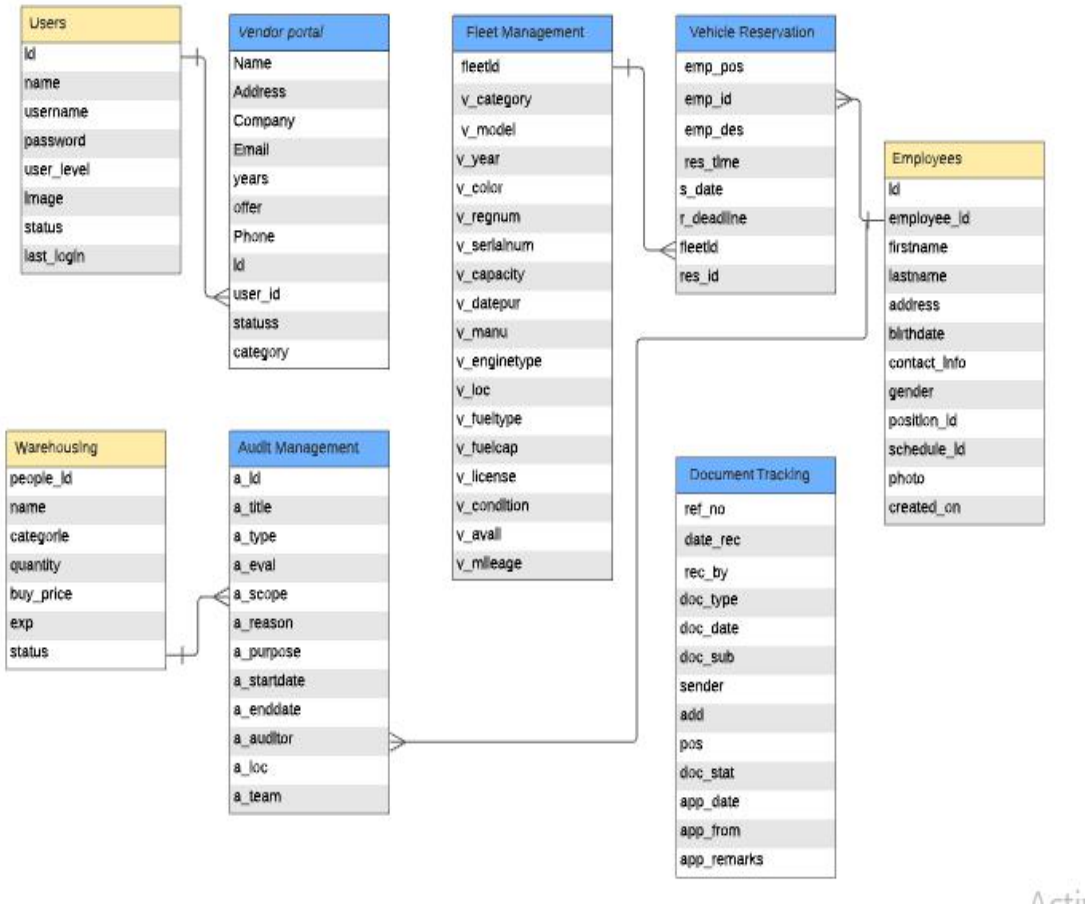


Figure no. 1.6.3 Data Architecture

1.6.4 TECHNOLOGY ARCHITECTURE

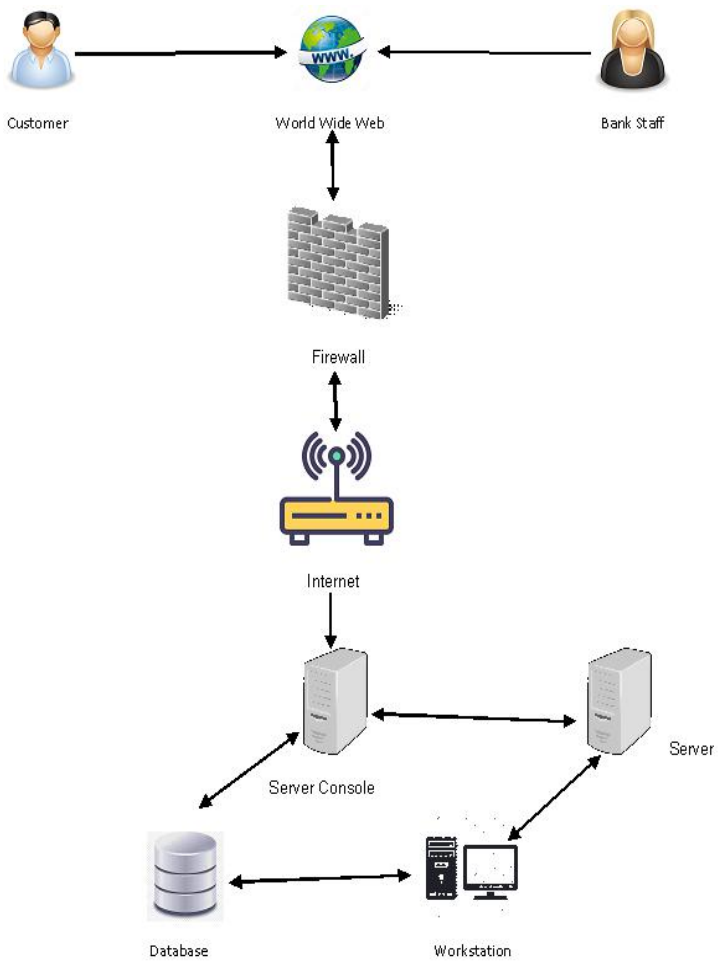


Figure no. 1.6.4 Technology Architecture

2.0 Product Backlog
2.1 Product Backlog (User Stories) Tables

User Story Number	User Stories	Task	Status
Vehicle Reservation			
	As an owner, I want for Vehicle Reservation to set a list of vehicles for giving a good service	Design	9 hours
		UI	5 hours

1	in my company. *To set a List of vehicle reservation*	Database	12 hours
		Testing	2 hours
2	As an owner, I want for Vehicle Reservation to set a request vehicle form for the person who requesting and a reservation for the driver's information. *To set request vehicle for the person who requested in this company*	Design	7 hours
		UI	4 hours
		Database	10 hours
		Testing	2 hours
3	As an owner, I want for Vehicle Reservation to dispatch the vehicle and check the maintenance of the vehicle. To set dispatching for the vehicle dispatched.	Design	9 hours
		UI	4 hours
		Database	10 hours
		Testing	2 hours
Fleet Management			
5	As an owner, I want for Fleet Management to maintain the available vehicle and the under-maintenance vehicle to preserve all the vehicles. *To view the available vehicle and the under-maintenance vehicle.*	Design	6 hours
		UI	3 hours
		Database	5 hours
		Testing	1 hours
	As an owner, I want for Fleet Management to see the percentage	Design	8 hours

6	of the maintenance dispatch and availability of the vehicles. *To view the percentage maintenance dispatch of the vehicle*.		
		UI	4 hours
		Database	9 hours
		Testing	2 hours
Audit Management			
7	As an owner, I want for Audit Management to create a new audit for the new auditing and monitor all billings. *To view the new audits*	Design	10 hours
		UI	4 hours
		Database	6 hours
		Testing	2 hours
8	As an owner, I want for Audit Management to create a schedule for auditing. *To view the schedule audits*	Design	6 hours
		UI	3 hours
		Database	8 hours
		Testing	2 hours
9	As an owner, I want for Audit Management to create a Result form for auditing the billings. *To view the audit results.*	Design	4 hours
		UI	2 hours
		Database	8 hours
		Testing	1 hour
Document Tracking			
10	As an owner, I want for Document Tracking Approval to create tracking for the audit papers, billings, receipts, and legal documents. *To create document*	Design	12 hours
		UI	8 hours
		Database	6 hours

	tracking.	Testing	2 hours
11	As an owner, I want for Document Tracking Approval to make a request for documents to view the documents. *To track the documents and deliver them safely.*	Design	10 hours
		UI	6 hours
		Database	9 hours
		Testing	4 hours
Vendor Portal			
12	As an owner, Using Vendor Portal I can give a list to the supplier to conduct a more buyers to help the procurement for their items needed. *To create a list of bidding.*	Design	10 hours
		UI	4 hours
		Database	8 hours
		Testing	2 hours
13	As an owner, I want for Vendor Portal to view the person who registered. *To access Procurement request.*	Design	8 hours
		UI	4 hours
		Database	6 hours
		Testing	1 hours
14	As an owner, I want for Vendor Portal to choose one supplier for a good background and good quality their items/product *To have supplier record*.	Design	12 hours
		UI	6 hours
		Database	8 hours

		Testing	2 hours
15.	As an owner, I want for Vendor Portal to search the summary of bidding, awards, invitation and Registration *To view the result reports of biddings*	Design	9 hours
		UI	3 hours
		Database	6 hours
		Testing	2 hours

3.0 SPRINT BACKLOG
3.1 SPRINT BACKLOG TABLE

User Stories Number	User Stories	Task (1….n)	User Story Points
Vehicle Reservation			
1	Is a short and informal description of a features of a software system's.	Design	6 hours
		UI	3 hours
		Database	9 hours
		Testing	2 hours
2	As user not deal with technical detailed.	Design	10 hours
		UI	5 hours
		Database	7 hours
		Testing	2 hours
3	Set a list of vehicles reservation.	Design	9 hours
		UI	4 hours
		Database	10 hours
		Testing	3 hours
Fleet Management			
4	As user creating a	Design	12 hours

	monitoring for set a vehicle		
		UI	9 hours
		Database	10 hours
		Testing	3 hours
5	View the available vehicles and the under maintenance.	Design	9 hours
		UI	4 hours
		Database	6 hours
		Testing	2 hours
4	As user creating a monitoring for set a vehicle	Design	10 hours
		UI	5 hours
		Database	9 hours
		Testing	2 hours
Audit Management			
7	To view the new audits	Design	9 hours
		UI	3 hours
		Database	5 hours
		Testing	3 hours
8	To viewing the scheduled audits	Design	7 hours
		UI	3 hours
		Database	6 hours
		Testing	2 hours
9	To view the audits resulted.	Design	9 hours
		UI	5 hours
		Database	10 hours
		Testing	3 hours
Document Tracking			
10	To create a document tracking	Design	10 hours
		UI	5 hours
		Database	6 hours

		Testing	2 hours
10	To create a document tracking	Design	9 hours
		UI	3 hours
		Database	6 hours
		Testing	3 hours
Vendor Portal			
13	To procurement requested	Design	6 hours
		UI	3 hours
		Database	5 hours
		Testing	1 hours
14	To have recorded the supplier	Design	8 hours
		UI	4 hours
		Database	9 hours
		Testing	2 hours
15	To view the resulted report of biddings.	Design	6 hours
		UI	3 hours
		Database	5 hours
		Testing	1 hours

Appendices

Appendix A – Curriculum Vitae

JOHN LESTER VERSOZA VILLAMOR
187 Saint Peter Street Holy Spirit, Quezon City
Contact No: 09469515599
Email: lestervillamor025@gmail.com

OBJECTIVE

I am looking for On-The-Job Training that would fit and enhance my skills and knowledge and develop my personality as a career person.

PERSONAL DATA

Date of birth:	July 25, 2000	**Place of birth:**	Quezon City
Age:	21	**Civil Status:**	Single
Nickname:	Papot	**Gender:**	Male
Mother:	Jovelyn V. Villamor	**Occupation:**	Office Staff
Father:	Edgardo V. Villamor	**Occupation:**	Tricycle Driver
Religion:	Catholic	**Spoken Language:**	English / Filipino

EDUCATIONAL ATTAINMENT

PRESENT SCHOOL:
School: Bestlink College of the Philippines
Course: Information's and Communication Technology
Address: 1071Brgy. Kaligayahan, Quirino Highway, Novaliches Quezon City.

SECONDARY SCHOOL:
School: Holy Spirit National High School
Address: Sto. Ireneo Street, Holy Spirit Quezon City
Year Graduated: 2015 - 2016

PRIMARY SCHOOL:
School: Doña Juana Elementary School
Address: Saint Peter Street, Holy Spirit Quezon City.
Year Graduated: 2011- 2012

- Oriented in Microsoft Office Application such as:
  - ✓ Microsoft Word
  - ✓ Microsoft Excel
  - ✓ Microsoft PowerPoint
  - ✓ Microsoft Access
- Capable of editing picture, files and presentation using different Microsoft Windows.
- Knowledgeable in Different Programming languages such as:
  - ✓ Java
  - ✓ HTML
  - ✓ C++
  - ✓ PHP

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

JOHN LESTER V. VILLAMOR

KENNETH BRUZE MABANSAY LEDDE
Block 21 Lot 7 Package 2 Phase 6 Barangay 178 Camarin Caloocan City
Contact No: 09984144515
Email: leedskenneth12@gmail.com

OBJECTIVE

To contribute to the company or organization as well as improve my knowledge and experience.

PERSONAL DATA

Date of birth:	July 25, 1999	**Place of birth:**	Camarines Sur
Age:	22	**Civil Status:**	Single
Nickname:	Ken	**Gender:**	Male
Mother:	Lorena M. Ledde	**Occupation:**	House wife
Father:	Ambrocio C. Ledde	**Occupation:**	Mechanical Engineer
Religion:	Roman Catholic	**Spoken Language:**	English / Filipino

EDUCATIONAL ATTAINMENT

PRESENT SCHOOL:
School: Bestlink College of the Philippines
Course: Bachelor of Science in Information Technology
Address: 1071Brgy. Kaligayahan, Quirino Highway, Novaliches Quezon City.

SECONDARY SCHOOL:
School: Camarin High School
Address: Cadena de amor, Barangay 174, Caloocan City, Metro Manila
Year Graduated: 2014 - 2015

PRIMARY SCHOOL:
School: Caloocan North Elementary School
Address: Phase 6, Camarin, Barangay 178, Caloocan City North.
Year Graduated: 2010 – 2011

- Motivated and always willing to learn new things.
- Oriented in Microsoft Office Application such as:
  - ✓ Microsoft Word
  - ✓ Microsoft Excel
  - ✓ Microsoft PowerPoint
  - ✓ Microsoft Access
- Capable of editing picture, files and presentation using different Microsoft Windows.
- Knowledgeable in Different Programming languages such as:
  - ✓ Java
  - ✓ HTML
  - ✓ C++
  - ✓ PHP

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

KENNETH BRUZE M. LEDDE

JANINA MAMARIL. RAMOS
130 Steve Street Barangay Quezon City
Contact No: 09512205786
Email:babysiopao67@gmail.com

OBJECTIVE

I'm looking for secure and responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

PERSONAL DATA

Date of birth: January 02, 2000
Age: 22
Nickname: Nina
Mother: Rafaela M. Ramos
Father: Joselito B. Ramos
Religion: Catholic
Place of birth: Quezon City
Civil Status: Single
Gender: Female
Spoken Language: Tagalog/English

EDUCATIONAL ATTAINMENT

PRESENT SCHOOL:
School: Bestlink College of the Philippines
Course: Information's and Communication Technology
Address: 1071Brgy. Kaligayahan, Quirino Highway, Novaliches Quezon City.

SECONDARY SCHOOL:
School: ABE College International Business College
Year Graduated: 2017 – 2018

School: Commonwealth High School
Year Graduated: 2012 - 2016

PRIMARY SCHOOL:
School: Commonwealth Elementary School
Year Graduated: 2005- 2011

SKILLS

- Multitasker
- Hard Worker
- Self-Organized
- Good Communication

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

JANINA M. RAMOS

Jasmine Morillo Malinao
Francisco homes Ph. A brgy. Guijo
San Jose Del Monte Bulacan
09058050937/09394768937
Jasminemalinao06@gmail.com

OBJECTIVE

To acquire a post as an OJT in a progressive organization, to provide outstanding multitasking skills in order to sustain workflow, and to gain long-term field experience.

PERSONAL DATA

Age: 21
Date of birth: July 06, 2000
Birthplace: Quezon City General Hospital
Nationality: Filipino
Language: Filipino
Gender: Female
Marital Status: Single

Height: 160 cm
Weight: 48 kilos
Religion: Roman Catholic

EDUCATIONAL ATTAINMENT

College : Bestlink College of the Philippines
2018-PRESENT

Senior High School : San Jose Del Monte National High School
2015-2018

High School : San Jose Del Monte National High School
2012-2015

Elementary : Gaya Gaya Elementary school
2007-2012

SKILLS

- Data Encoding
- Communication skills
- Capable of editing picture, files and presentation using different Microsoft Windows.

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

JASMINE M. MALINAO

EUNICE D. RODRIGUEZ
232 Richmond Village Ongpin Bgry Bahay Pare
Meycauayan City of Bulacan
Contact No: 09618002503
Email: eunicerodriguez908@gmail.com

OBJECTIVE

To share my knowledge and to enhance my skills with your successful company and to get Experience real-life Customer service.

PERSONAL DATA

Date of birth:	February 5 1999	**Place of birth:**	Quezon City
Age:	22	**Civil Status:**	Single
Nickname:	Eunice	**Gender:**	Female
Mother:	Cherissa D. Rodriguez	**Occupation:**	House Wife
Father:	Eduardo D.L Rodrguez	**Occupation:**	Truck Driver
Religion:	Catholic	**Spoken Language:**	English / Filipino

EDUCATIONAL ATTAINMENT

PRESENT SCHOOL:

School:	Bestlink College of the Philippines
Course:	Bachelor of Science in Information Technology
Address:	1071Brgy. Kaligayahan, Quirino Highway, Novaliches Quezon City.

SECONDARY SCHOOL:

School:	Sampaguita High School
Address:	Camarin Caloocan
Year Graduated:	2012 - 2016

PRIMARY SCHOOL:

School:	Bahay Pare Elementary School
Address:	Brgy Bahay Pare Meycauayan Bulacan
Year Graduated:	2006- 2012

- Oriented in Microsoft Office applications such as:
  - ✓ Microsoft Word
  - ✓ Microsoft Excel
  - ✓ Microsoft PowerPoint
- Capable of editing pictures, files, and presentations using different Microsoft Windows.
- Knowledgeable in Different Programming languages such as:

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

EUNICE DAGANGON RODRIGUEZ

Appendix J

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John ...
Doni
You
4103
COLLEGE OF COMPUTER STUDIES
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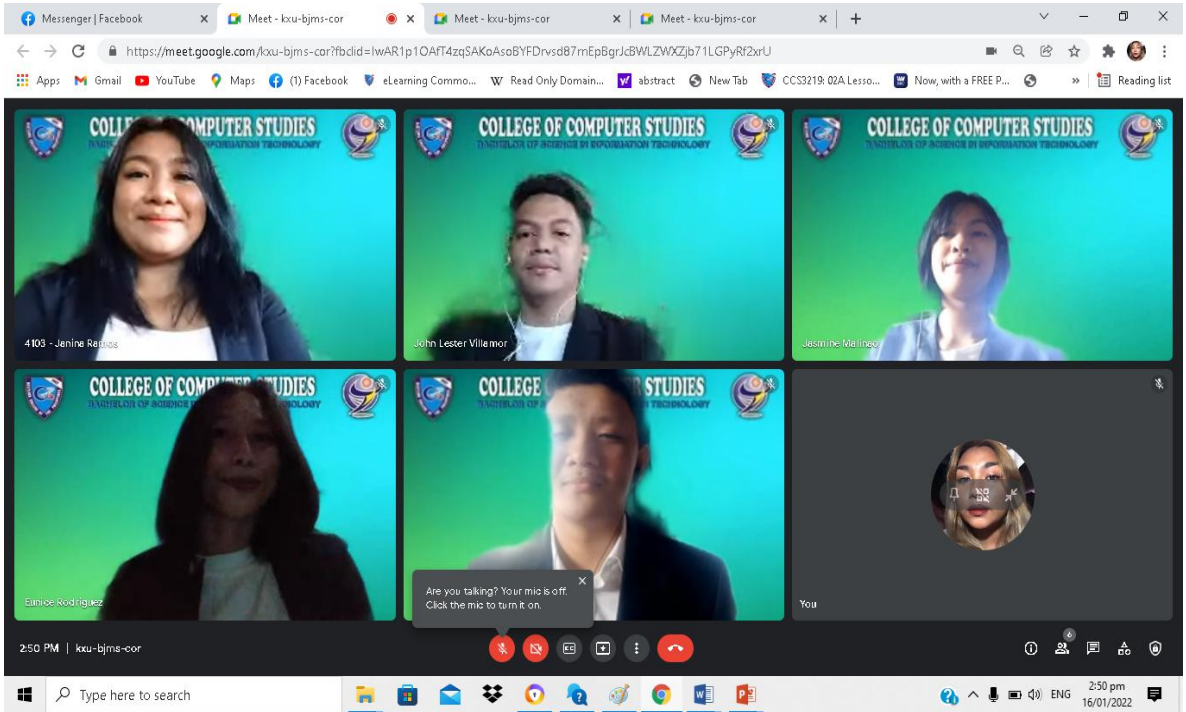
5 others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COLLEGE OF COMPUTER STUDIES
4103 - Janine Ramos
John Lester Villamor
Jasmine Malinao
Eunice Rodriguez
Are you talking? Your mic is off.
Click the mic to turn it on.
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