WORK PACKAGES

Tracking Activity Project Management

Asia Pacific College

3 Humabon Place, Magallanes,

Makati City, Philippines

May 2023

Level	OWNER	WBS Code	Element Name	Definition
1	ABYSS	1	Tracking Activity Project Management	All work to implement a Tracking Activity Management System
2	**Jose Norberto Verde**	**1.1**	**Initiation**	**The work to initiate the project.**
3	Jose Norberto Verde	1.1.1	Define project goals and objectives	Defining of project goals and objectives to start project
3	Jose Norberto Verde	1.1.2	Identify project stakeholders and team members	Identifying the project stakeholders and team members that will be part of the project
3	Jose Norberto Verde	1.1.3	Determine project scope and requirements	Project Scope and Requirements will be determined by the Team in order to set limits for the project.
3	Jose Norberto Verde	1.1.4	Create project plan and timeline	Creation of Project Plan and Timeline for identifying Schedule
3	Jose Norberto Verde	1.1.5	Set up Project Tracking Monitoring System	Setting Up the System, Tracking Activity Project Management.
2	**Noreen Keziah Sioco**	**1.2**	**Planning**	**The work for the planning process for the project**
3	Noreen Keziah Sioco	1.2.1	Create detailed project plan	Outlining tasks, milestones, resources, and timelines for successful project execution.
3	Noreen Keziah Sioco	1.2.2	Define project tasks and milestones	Establish a clear and specific breakdown of project activities and significant markers of effectivity track progress and ensure successful project compilation.

3	Noreen Keziah Sioco	1.2.3	Create task board and assign tasks to team members	Setting a visual for task management and delegating specific assignments to team members to enhance collaboration and streamlined workflow.
3	Noreen Keziah Sioco	1.2.4	Create project schedule and timeline	Constructing a well-organized and time-bound project schedule, outlining key activities and deadlines, to facilitate efficient project planning and execution.
3	Noreen Keziah Sioco	1.2.5	Create budget and resource plan	Developing a comprehensive financial framework and allocation of resources to manage project costs and optimize resource utilization effectively.
3	Noreen Keziah Sioco	1.2.6	Identify potential risks and create risk management plan	Thoroughly assess and analyze potential risks and devise a comprehensive plan to proactively mitigate and manage them throughout the project lifecycle.
3	Noreen Keziah Sioco	1.2.7	Create communication plan	Planning a structured communication strategy to establish effective channels, guidelines, and frequency for seamless information exchange and collaboration among project stakeholders
3	Noreen Keziah Sioco	1.2.8	Set up features in Project Tracking Monitoring System	Configure and enable essential functionalities within the Project Tracking Monitoring System to accurately monitor project progress, track milestones, and effectively manage tasks and resources.
2	**Bea Angeline Cruz**	**1.3**	**Execution**	**Work involved to execute the project.**

3	Bea Angeline Cruz	1.3.1	Implement project plan and complete project tasks	Execute the project plan by actively carrying out assigned tasks and successfully completing project deliverables within the established timelines and quality standards.
3	Bea Angeline Cruz	1.3.2	Monitor project progress and adjust plan as needed	Evaluating key performance indicators and adapt the project plan as necessary to ensure optimal progress and alignment with project objectives.
3	Bea Angeline Cruz	1.3.3	Use task board and file sharing features to collaborate and share information with team members	Utilizing task board and file sharing features within the collaboration platform to foster seamless communication, promote teamwork, and facilitate efficient information sharing among team members.
3	Bea Angeline Cruz	1.3.4	User Training	Provide comprehensive training to users, equipping them with the necessary knowledge and skills to effectively utilize the system or software.
2	**Joseph Adrian Lebag**	**1.4**	**Control**	**The work involved for the control process of the project. Throughout the project**
3	Joseph Adrian Lebag	1.4.1	Monitor project progress and performance	Continuously monitor and assess project progress and performance, leveraging key metrics and indicators, to ensure timely identification of issues, effective resource allocation, and overall project success.

3	Joseph Adrian Lebag	1.4.2	Use reporting and analytics features to track project metrics and performance	Enabling data-driven insights and informed decision-making for project optimization.
3	Joseph Adrian Lebag	1.4.3	Adjust project plan and resources as needed to ensure project stays on track	Continuously evaluate and refine the project plan and resource allocation to proactively maintain project progress and alignment with establishment goals, making necessary adjustments as requirement.
3	Joseph Adrian Lebag	1.4.4	Manage potential risks and issues	Proactively handle project risks and issues by identifying, assessing, and implementing mitigation strategies to ensure smooth project progress.
3	Joseph Adrian Lebag	1.4.5	Use communication to address conflicts or concerns among team members or stakeholders	Resolve conflicts and concerns among team members and stakeholders through effective communication.
2	**Mark Gerald Giba**	**1.5**	**Closeout**	**The work to close-out the project.**
3	Mark Gerald Giba	1.5.1	Complete final project tasks and deliverables	Successfully accomplish the final project tasks and deliverables, ensuring all requirements are met and delivering a high-quality result.
3	Mark Gerald Giba	1.5.2	Review project performance and outcome	Review project performance and outcomes for insights and improvement.
3	Mark Gerald Giba	1.5.3	Use reporting and analytics features to generate project reports and lessons learned	Generate project reports and extract lessons learned using reporting and analytics features.
3	Mark Gerald Giba	1.5.4	Archived project files and documents	Organize and store project files and documents in an archived format for future reference and easy retrieval when needed.

3	Mark Gerald Giba	1.5.5	Conduct project review meeting with team members and stakeholders to discuss successes and areas for improvement	Conduct project review meeting to discuss successes and improvement.
3	Mark Gerald Giba	1.5.6	Close out project in Project Tracking Monitoring System	Complete project closure within the Project Tracking Monitoring System to finalize and formally conclude all project-related activities.