TeknoSpace
Software Project Management Plan
Version <02.00>

Revision History

Date	Version	Description	Author
<07/02/2024>	<01.00>	SPMP 1.0	Group ARMAlytics
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Software Project Management Plan

1   INTRODUCTION

This Software Project Management Plan (SPMP) outlines the framework for managing the University Updates Website project, detailing objectives, scope, schedule, dependencies, and risk management strategies to ensure successful delivery and effective communication within the university community.

1.1   PURPOSE OF PROJECT MANAGEMENT PLAN

The Software Project Management Plan will layout the details of the management plan that will be followed in order to develop the TeknoSpace website application. It includes the development cycle, organization, specific roles, projected timelines and testing protocols. The intended audience of TeknoSpace PMP is all project stakeholders including the senior leadership and the project team.

2 EXECUTIVE SUMMARY OF PROJECT MANAGEMENT PLAN

The Executive Summary of the Project Management Plan for TeknoSpace outlines the approach to developing the TeknoSpace website application. It details the project's goals, responsibilities, timelines, and methods for ensuring smooth operation. This plan aims to maintain organization and clarity throughout the project, ensuring all team members understand their roles and expectations.

Objectives:

1. Develop a user-friendly website accessible only to university students and faculty.
2. Enable faculty and educators to post updates, announcements, and maintenance information.
3. Implement features for students to interact with posts through likes and comments.
4. Ensure the website is responsive, scalable, and meets security standards.

Scope:

- Design and development of website functionalities (authentication, posting, interaction).
- Integration of a secure login system for university credentials.
- Implementation of a structured schedule and time management approach.
- Testing, deployment, and user training for effective use of the platform.

Approach:

- Establishing a baseline schedule within the first two weeks.
- Daily monitoring of progress against milestones.
- Timely updates to the project schedule to reflect current status.

Team Structure:

The project team consists of four members responsible for different aspects including development, design, testing, and project management oversight. Roles and responsibilities are clearly defined to ensure accountability and efficiency.

Risk Management:

Key risks identified include potential delays in development, scope creep, and security vulnerabilities. Mitigation strategies involve proactive communication, regular risk assessments, and adherence to best practices in web development and cybersecurity.

Communication Plan:

Regular progress meetings and updates will be conducted to ensure stakeholders (team members, faculty, and university administration) are informed of project milestones, challenges, and decisions. Documentation of meetings and decisions will be maintained

for transparency and accountability.

Conclusion:

The University Updates Website project aims to enhance communication and engagement within the university community through a dedicated online platform. By adhering to structured project management principles and leveraging effective communication strategies, the project team is committed to delivering a high-quality, functional website that meets the needs of students and faculty alike.

2.1 ASSUMPTIONS/CONSTRAINTS

Project Assumptions

1. The website is designed specifically for university students and faculty.
2. Faculty members will use the website to post updates, announcements, maintenance information, and lost and found items.
3. Students will have the ability to like and comment on posts.
4. The website will be accessible on various devices, ensuring a responsive design.
5. Authentication and authorization mechanisms will be implemented to ensure that only university students and faculty can access the website's features.

   Project Constraints

1. The website must adhere to the university's branding and design guidelines.
2. Data privacy and security must be maintained, complying with relevant data protection regulations.
3. The website should be scalable to handle a large number of users, especially during peak times such as the beginning of semesters or during significant university events.
4. The project has a fixed timeline and budget, requiring efficient use of resources.
5. Compatibility with existing university systems and infrastructure is necessary.
6. Regular maintenance and updates will be required to ensure the website remains functional and secure.

Summary of Changes from Original Assumptions/Constraints

- Initial assumption of providing general school updates has been specified to focus on university students and faculty.
- Addition of features allowing students to like and comment on posts.
- Emphasis on the need for responsive design and compatibility with university systems.

3 SCOPE MANAGEMENT

1. Scope Definition:

- **Project Objectives:** Define the primary goals and outcomes of the project, focusing on creating a secure online platform for university students, faculty, and educators.
- **Deliverables:** Specify the tangible outputs of the project, including website functionalities (authentication, posting system, interaction features), integration of secure login mechanisms, and user training materials.
- **Exclusions:** Clarify what is not within the scope, such as extensive backend infrastructure changes beyond the website's immediate needs.

2. Scope Planning:

- **Scope Statement:** Develop a detailed scope statement that includes the project's purpose, deliverables, acceptance criteria, and constraints.
- **Work Breakdown Structure (WBS):** Create a WBS to decompose the project scope into manageable tasks and sub-tasks, facilitating resource allocation and task assignment.
- **Scope Verification:** Establish procedures to verify and obtain formal acceptance of deliverables from stakeholders to ensure they meet specified requirements.

3. Scope Change Control:

- **Change Request Process:** Define a formal process for submitting, reviewing, approving, and implementing scope changes.
- **Change Impact Analysis:** Conduct impact assessments to evaluate the effects of proposed changes on project scope, schedule, budget, and resources.
- **Change Control Inbox(CCI):** Form a CCI comprising key stakeholders to review and approve significant scope changes and resolve disputes.

4. Scope Management Tools:

- **Configuration Management:** Implement configuration management practices to track and manage changes to project artifacts, ensuring version control and traceability.
- **Document Control:** Establish a centralized repository for project documentation, including scope statements, WBS, change requests, and related communications.

5. Scope Communication:

- **Stakeholder Engagement:** Maintain open communication channels with stakeholders to manage expectations, gather requirements, and address scope-related concerns.
- **Status Reporting:** Provide regular updates on scope status, changes, and progress

during project meetings and through formal status reports.

6. Scope Closure:

- **Formal Acceptance:** Obtain formal acceptance of all deliverables from stakeholders upon completion, ensuring they meet agreed-upon requirements and quality standards.
- **Lessons Learned:** Conduct a project review to document lessons learned and identify opportunities for process improvement in future projects.

3.1   WORK BREAKDOWN STRUCTURE

1. Project Initiation

- 1.1. Define project scope and objectives
- 1.2. Identify stakeholders and form project team
- 1.3. Develop project plan and timeline
- 1.4. Obtain necessary approvals and resources

2. Requirements Gathering

- 2.1. Conduct meetings with stakeholders
- 2.2. Gather functional requirements
- 2.3. Gather non-functional requirements
- 2.4. Document and review requirements

3. Design

- 3.1. Create wireframes and mockups
- 3.2. Design database schema
- 3.3. Develop system architecture
- 3.4. Design user interface (UI) and user experience (UX)
- 3.5. Review and approve design documents

4. Development

- 4.1. Set up development environment
- 4.2. Develop front-end components
  - 4.2.1. Implement HTML structure
  - 4.2.2. Style with CSS
  - 4.2.3. Add interactivity with JavaScript
  - 4.2.4. Implement PHP structure
- 4.3. Develop back-end components
  - 4.3.1. Implement authentication and authorization
  - 4.3.2. Develop API endpoints
  - 4.3.3. Integrate database
- 4.5. Conduct unit testing

5. Testing

- 5.1. Develop test plan
- 5.2. Conduct functional testing
- 5.3. Conduct non-functional testing (performance, security, etc.)
- 5.4. Fix identified issues and bugs
- 5.5. Obtain user acceptance testing (UAT) approval

6. Deployment

- 6.1. Deploy the website to production
- 6.3. Conduct post-deployment testing
- 6.4. Provide training and documentation to users
- 6.5. Go live

7. Maintenance

- 7.1. Monitor website performance
- 7.2. Provide technical support
- 7.3. Implement regular updates and patches
- 7.4. Gather user feedback for improvements

8. Project Closure

- 8.1. Conduct project review and evaluation
- 8.2. Document lessons learned
- 8.3. Obtain formal project acceptance
- 8.4. Release project resources

3.2 DEPLOYMENT PLAN

Deployment Objectives

- Ensure a seamless transition from development to production.
- Minimize downtime and disruption for users.
- Provide training and support to users.
- Ensure all necessary infrastructure and resources are in place.

Deployment Stages

1. **Pre-Deployment Preparation**
   - **Environment Assessment:** Search and evaluate the internet for possible hosting of the website. This includes server capacity, network bandwidth, and security measures.
   - **Stakeholder Communication:** Inform all stakeholders (faculty and students) about the deployment schedule and what to expect.
2. **Development and Testing Environment**
   - **Setup Development Environment:** Ensure all development tools and resources are configured correctly in a controlled environment.
   - **Testing:** Conduct thorough testing, including unit testing, integration testing, and user acceptance testing (UAT), to ensure the website functions as expected.
3. **Staging Environment**
   - **Setup Staging Environment:** Mirror the production environment as closely as possible to identify any potential issues that could arise during deployment.
   - **Final Testing:** Perform final tests in the staging environment to ensure readiness for production deployment.
4. **Production Deployment**
   - **Backup Existing Data:** Backup all current data and system configurations to prevent data loss.
   - **Software Installation:** Deploy the necessary software on the production servers, ensuring all components are configured correctly.
   - **Data Conversion:** Migrate any existing data to the new system, ensuring data integrity and consistency.
   - **Deployment Execution:** Deploy the website to the production environment during a planned maintenance window to minimize user impact.
   - **Post-Deployment Testing:** Conduct smoke testing to verify the website is functioning correctly in the production environment.
5. **Post-Deployment Activities**
   - **Performance Monitoring:** Monitor the website's performance and user feedback to identify and address any issues promptly.
   - **Documentation:** Update all relevant documentation to reflect the new system, including user manuals, technical guides, and troubleshooting procedures.

3.3 CHANGE CONTROL MANAGEMENT

Change Control Objectives

● Ensure changes are necessary and beneficial.
● Minimize negative impacts on the project.
● Maintain documentation of all changes and their impacts.
● Communicate changes effectively to all stakeholders.

Change Request Process

1. **Initiation**
   ○ **Change Request Submission:** Any team member or stakeholder can submit a change request sending a Change Request via Github or direct message.
   ○ **Documentation:** The change request should include details such as the nature of the change, the reason for the change, and its expected impact on the project.
2. **Evaluation**
   ○ **Initial Review:** The Change Control Inbox(CCI) reviews the request for completeness and relevance.
   ○ **Impact Analysis:** The project team evaluates the potential impact of the change on the project scope, schedule, cost, and quality.
   ○ **Feasibility Study:** Assess the technical and operational feasibility of implementing the change.
3. **Approval**
   ○ **Decision Making:** The CCI makes a decision to approve, reject, or request additional information regarding the change.
   ○ **Approval Documentation:** Approved changes are documented, including the approval date and any conditions or limitations.
4. **Implementation**
   ○ **Planning:** Develop an implementation plan detailing the steps required to execute the change, including resource allocation and timeline adjustments.
   ○ **Execution:** Carry out the change according to the implementation plan.
   ○ **Monitoring:** Monitor the implementation process to ensure it adheres to the plan and addresses any issues that arise.
5. **Post-Implementation Review**
   ○ **Evaluation:** Assess the impact of the change after implementation to ensure it meets the desired objectives.
   ○ **Documentation:** Update project documents to reflect the change, including the project plan, schedule, and any affected sections.

4 SCHEDULE/TIME MANAGEMENT

1. **Initial Planning Phase (Week 1-2):**
   - Define project scope, objectives, and deliverables.
   - Assign roles and responsibilities to team members.
   - Develop a detailed project schedule outlining key milestones and deadlines.

2. **Baseline Establishment (End of Week 2):**
   - Establish a baseline schedule that includes major phases (e.g., development and testing). Starting the work of the frontend of the program belongs here (Wireframing & VSCode).

3. **Weekly Progress Monitoring:**
   - Conduct weekly progress meetings to review tasks completed, ongoing work, and upcoming deadlines.
   - Update the project schedule with actual progress and adjust timelines as necessary.
   - Monitor resource utilization and address any bottlenecks or issues impacting progress.

4. **Tracking and Reporting:**
   - Maintain a centralized project schedule document accessible to all team members.
   - Ensure the schedule is updated promptly with the latest information (no more than three business days out of date).

5. **Variance Management:**
   - Monitor progress against the baseline schedule regularly.
   - Identify variances (e.g., delays, scope changes) and assess their impact on project timelines.
   - For significant deviations (>10% variance on critical milestones), consult project management guidelines (like CPIC) for corrective actions.

6. **Communication and Documentation:**
   - Document meeting minutes, decisions made, and action items from progress meetings.
   - Ensure stakeholders (team members, faculty, stakeholders) are regularly updated on project status and schedule adjustments.

7. **Continuous Improvement:**
   - Conduct periodic reviews to evaluate the effectiveness of the schedule management approach.

4.1 MILESTONES

The table below lists the milestones for this project, along with their estimated completion timeframe.

Milestones	Estimated Completion Timeframe
Project planned and authorized to proceed	One week after project concept is approved
Design Phase Completed	Three weeks after project approval
Backend Development Complete	Five weeks after project approval
Testing Phase Initiated	Six weeks after project approval
Beta Testing Complete	The day after Testing phase initiated

4.2 PROJECT SCHEDULE

The Team:
A - Angelina B. Mier

R - Rainelyn Go Sungahid

M - Mitch Lauren A. Santillan

A - Adrianne John G. Camus

Task	Date	Assignee	Description
Final Project Chosen	June 21, 2024	Team	TeknoSpace
Final Tools Used	June 23, 2024	Team	VSCode (HTML, CSS, JS), XAMPP (PHP)
Wireframing/Sitemap Initial Design	June 24, 2024	Team	Finished
UI/Backend SignIn and SignUp	June 25, 2024	Mier and Santillan	Finished
UI Index Page	June 25, 2024	Camus	Finished

UI Homepage(Student, Faculty)	June 25, 2024	Sungahid	Finished
UI Homepage(Admin)	June 25, 2024	Santillan	Finished
UI & Backend Create Post (Faculty and Admin)	June 25 - July 2, 2024	Mier, Sungahid	Finished
UI Comment (Faculty,Student,Admin)	June 25-July 2, 2024	Sungahid	Finished
Backend Add Comments (Faculty, Student, Admin)	June 25-July 2, 2024	Mier	Finished
Delete & Edit Comments	July 2-8, 2024	Mier, Santillan	Finished
Log out unauthorized access	July 2-8, 2024	Camus	Finished
Remove and Edit Post	July 2-8, 2024	Camus.Sungahid	Finished
Verifying Accounts	July 2-8, 2024	Santillan	Finished
UI & Backend Sending email for forgot password	July 2-8, 2024	Mier	Finished
UI & Backend Reset password	July 2-8, 2024	Santillan	Finished
Backend Likes	July 2-8	Mier	Finished
Editable informations for Users by Admin	July 8-20, 2024	Santillan	Finished

Modals transition for log out, log in and register	July 8-20, 2024	Camus	Finished
Lost and Found Post (Faculty)	July 8-20, 2024	Camus, Sungahid	Finished
Important Post Toggleable display (Faculty, Admin)	July 8-20, 2024	Mier	Finished
Make important post toggle from Profile Page (Faculty, Admin)	July 8-20, 2024	Santillan	Finished
Remove Account	July 8-20, 2024	Santillan	Finished
Test Case	July 20-27	Team	Finished

4.2.1 Dependencies

Internal Dependencies:

1. **Design Completion**: Development cannot begin until website design and layout are finalized.
2. **Frontend Development**: Backend functionality depends on frontend development completion.
3. **User Authentication Module**: Posting and interaction features depend on the completion of the user authentication module.
4. **Content Creation**: Updates and announcements require content to be provided by faculty and educators.
5. **Testing and QA**: Deployment is contingent on successful completion of testing and quality assurance checks.

External Dependencies:

1. **Third-Party APIs**: Dependence on external APIs for functionalities like authentication.
2. **Stakeholder Approval**: Timely approval of project milestones and deliverables from university administration.

Critical Path Dependencies:

- Identify activities that directly impact project duration if delayed, ensuring they are closely monitored and managed to prevent delays in project completion.

5 COST/BUDGET MANAGEMENT

1. Introduction

The project is developed as a school project thus it is developed using free tools like VSCode and PHP XAMPP, cost management focuses on tracking minimal expenses and utilizing free resources effectively.

2. Cost Estimation

- **Resource Planning:** Utilize existing resources such as personal computers and free development tools.
- **Cost Categories:**
  - **Personnel Costs:** Voluntary basis (students and faculty advisors).
  - Software and Tools:
    - Visual Studio Code: Free
    - PHP XAMPP: Free
    - Other open-source libraries and frameworks: Free
  - Infrastructure Costs:
    - Use local hosting (existing hardware) or low-cost cloud solutions if necessary, estimated at 0 pesos.
  - Miscellaneous Costs:
    - Office Supplies: Minimal or none

3. Budgeting

- **Baseline Budget:** 0 pesos, as the project primarily utilizes free resources
- **Management Reserves:** Not applicable due to the project's minimal budget and voluntary basis.

4. Cost Control

- **Monitoring Costs:** Track actual expenses (if any) against the 0 pesos baseline budget.
- **Variance Analysis:** Assess any deviations from the 0 pesos budget to ensure transparency and accountability.
- **Cost Reporting:** Provide periodic updates on expenditure (if applicable) to faculty advisors.

5. Cost Management Tools and Techniques

- **Spreadsheets:** Use basic tools like Google Sheets or Excel to record any potential expenditures and manage them within the 0 pesos budget.
- **Informal Controls:** Implement a straightforward process for managing any potential costs, focusing on minimizing or eliminating expenses.

6. Roles and Responsibilities

- **Project Manager (Lead Student):** Responsible for overseeing cost management, ensuring adherence to the 0 pesos budget.
- **Project Team:** Support in documenting any potential costs and ensuring compliance with budget guidelines.

7. Budget Review and Approval

- **Initial Budget Approval:** Acknowledge the 0 pesos budget plan with faculty advisors.
- **Periodic Reviews:** Conduct informal reviews to ensure no unexpected costs arise.
- **Final Review:** Close the project with a summary confirming adherence to the 0 pesos budget.

8. Cost Management Documentation

- **Cost Management Approach:** Document the approach emphasizing the use of free tools and resources.
- **Budget Tracking:** Maintain simple records or logs to reflect adherence to the 0 pesos budget.
- **Final Report:** Compile a final report demonstrating successful completion within the 0 pesos budget constraint.

9. References

- Project Charter
- Stakeholder Register
- Project Management Plan

6   QUALITY MANAGEMENT

Quality Management Aspect	Description	Quality Measures	Quality Assurance Activities
Consistency of Screen Layouts	Ensuring all screen layouts match the established design standards.	Consistent screen layouts across all modules and pages.	Reviewing all screens for compliance with design standards.
Accurate Variable Calculations	Ensuring variables are calculated correctly throughout the system.	Correct calculation of variables in all instances.	Inspection and testing of all variable calculations.
Inspection and Audits	Conducting thorough inspections and audits to ensure quality standards are met.	Identification and resolution of potential issues.	Regular inspections and audits of system components.
Defect Tracking	Using a defect tracking system to log and manage defects until they are resolved.	All defects are logged, fixed, retested, and closed.	Documenting defects, tracking their resolution, and retesting fixed defects.
Traceability Matrix	Utilizing a traceability matrix to ensure all critical requirements are met.	Complete traceability of requirements to their implementation.	Creating and maintaining a traceability matrix linking requirements to tests.

7 HUMAN RESOURCE MANAGEMENT

Role	Responsibilities	Assigned To
Project Leader	Oversee project planning, execution, and closure. Manage team, schedule, and communications with stakeholders.	Mier
Web Developer	Develop front-end and back-end components. Implement features and functionality.	Mier, Santillan, Sungahid
UI/UX Designer	Design user interface and user experience. Create wireframes and mockups.	All Members
QA Tester	Test website for functionality, performance, and security. Report and track bugs.	All Members

Staffing Management

- **Resource Acquisition:** Team members are students assigned to the project as part of their classwork.
- **Team Development:** Conduct regular chats to ensure all team members are aligned with project goals and possess the necessary skills.
- **Performance Management:** Regularly review team performance, provide feedback, and address any issues promptly.

Training and Development

- **Initial Training:** Provide an orientation session at the start to familiarize the team with project objectives, tools, and processes.
- **Ongoing Development:** Encourage team members to utilize online tutorials and resources to enhance their skills relevant to the project.

Communication and Collaboration

- **Communication Tools:** Use project management software , email, and group messaging apps (Messenger) for communication and collaboration.
- **Meeting Schedule:** Hold daily team meetings to discuss progress, address issues, and plan upcoming tasks.
- **Documentation:** Maintain all project documents in a shared online repository (Github) for easy access and collaboration.

Conflict Resolution

- **Identify and Address:** Promptly identify conflicts and address them through open communication and discussion.
- **Mediation:** Involve the project leader or the advisor in mediating conflicts that cannot be resolved within the team.
- **Resolution:** Develop a conflict resolution plan outlining steps and actions to resolve conflicts amicably.

8   COMMUNICATIONS MANAGEMENT

Communication Objectives

- Ensure all team members are informed of project goals, progress, and changes.
- Facilitate collaboration and coordination among team members.
- Collect feedback to improve project processes and outcomes.

Communication Methods and Technologies

- **Project Management Tools:** Use Google Docs for task management and progress tracking.
- **Email:** Primary method for formal communications and updates.
- **Meetings:** In-person meetings for status updates and issue resolution.
- **Documentation Repository:** Github for storing and sharing project documents.
- **Class Presentations:** For showcasing progress and receiving feedback from peers and users.

Feedback Mechanisms

- **Team Meetings:** Regularly solicit feedback during team meetings to address any concerns or suggestions and to ensure alignment with project goals..
- **Peer Reviews:** Collect feedback from classmates during presentations and demonstrations.

Communication Log

- Maintain a communication log (Messenger) to track all significant communications, including meeting minutes, emails, and decisions made.

8.1 COMMUNICATION MATRIX

Stakeholder	Messages	Vehicles	Frequency	Communicators	Feedback Mechanisms
Faculty Advisors	Project updates, budget reports, milestone achievements	Email, Meetings	Monthly	Project Manager (Lead Student)	Feedback during meetings
Project Team	Task assignments, progress updates, issues and resolutions	Project Management Software	Weekly	Project Manager (Lead Student)	Team meetings, task feedback
Students	Website launch, feature updates, user guides	Website, Email, Social Media	As needed	Project Manager (Lead Student)	User feedback forms, surveys

Communication Details:

- **Faculty Advisors**: Receive monthly updates via email and participate in regular meetings for comprehensive project reviews and budget discussions.
- **Project Team**: Utilize project management software for weekly updates on task assignments, progress, and issue resolutions.
- **Students**: Informed about website developments through the website itself and social media platforms as needed, ensuring transparent communication and engagement.

9 RISK MANAGEMENT

Risk Management Objectives

- Identify potential risks early in the project.
- Analyze and evaluate the impact and likelihood of each risk.
- Develop strategies to mitigate or avoid risks.
- Monitor and review risks throughout the project lifecycle.
- Communicate risk status and management strategies to stakeholders.

Risk Identification

Potential risks for the project are identified through brainstorming sessions with the project team and faculty advisors.

- **Technical Risks:** Issues with software tools, compatibility, and performance.
- **Resource Risks:** Availability of team members, time constraints.
- **Schedule Risks:** Delays in task completion, milestone slippage.

Risk Analysis

Each identified risk is analyzed to determine its likelihood and potential impact on the project. This analysis helps prioritize risks and allocate resources for risk management.

Risk ID	Risk Description	Likelihood (High/Medium/Low)	Impact (High/Medium/Low)	Priority
R1	Compatibility issues with PHP XAMPP	Medium	High	High
R2	Team member unavailability due to not home	High	Medium	High
R3	Delays in task completion	Medium	Medium	Medium
R4	Changes in project requirements	Low	High	Medium
R5	Data loss or corruption	Low	High	Medium
R6	Issues with deployment	Medium	High	High

Risk Response Planning

Risk ID	Risk Description	Response Strategy	Action Plan
R1	Compatibility issues with PHP XAMPP	Mitigation	Conduct thorough testing and use alternative tools if necessary.

R2	Team member unavailability due to exams	Mitigation	Plan project tasks around exam schedules, and redistribute tasks if needed.
R3	Delays in task completion	Mitigation	Create a detailed project schedule with buffer time for critical tasks.
R4	Changes in project requirements	Acceptance	Be flexible and adapt the project scope if minor changes occur.
R5	Data loss or corruption	Avoidance/ Mitigation	Implement regular backups and version control systems.
R6	Issues with deployment	Mitigation	Find a proper deployment website that ensures safety for users and improve UI and UX

Risk Monitoring and Control

- **Regular Reviews:** Conduct regular risk review meetings to monitor the status of identified risks and identify new risks.
- **Risk Register:** Maintain a risk register to document all risks, their status, and actions taken.
- **Issue Tracking:** Track any issues that arise from risks and document their resolution.

Risk Communication

- **Stakeholder Updates:** Communicate risk status and management strategies to team members during regular project meetings.
- **Documentation:** Update project documents to reflect any changes in risk status or response strategies.

9.1   RISK LOG

Risk Log Reference

The Risk Log for the university updates website project is stored in the shared project repository on Google Drive. The document is titled "Tekno Space - Risk Log."

Accessing the Risk Log

- **Location:** Google Docs
- **Document Name:** "Tekno Space- Risk Log"
- **Access Permissions:** All project team members have access to the document for viewing and updating.

The Risk Log serves as a centralized repository to identify, assess, and track potential risks that could impact the TeknoSpace project. It helps in proactive risk management by documenting risks, their potential impact, mitigation strategies, and current status throughout the project lifecycle.

Team members are responsible for regularly updating the Risk Log with any new risks identified, changes in risk assessments, and updates on implemented mitigation actions. This ensures that the Risk Log remains current and reflects the project's evolving risk landscape.

Risk log entries will be periodically reviewed by the project manager and relevant stakeholders to assess the effectiveness of mitigation strategies and to make informed decisions regarding risk response actions. Adjustments to the project plan or additional actions may be taken based on the latest information in the Risk Log.

The Risk Log helps facilitate transparent communication among project team members and stakeholders regarding potential risks and their management. It ensures that everyone involved in the project is aware of key risks and the actions being taken to mitigate them.

Lessons learned from managing risks documented in the Risk Log will be used to improve future project planning and risk management processes. Regular updates and

reviews ensure that the project team remains proactive in addressing potential challenges and opportunities throughout the project lifecycle.

10 ISSUE MANAGEMENT

Issue Management Objectives

- Identify and document issues as they arise.
- Analyze and prioritize issues based on their impact and urgency.
- Develop and implement resolution plans for identified issues.
- Monitor and track the status of issues until they are resolved.
- Communicate issue status and resolution to stakeholders.

Issue Analysis and Prioritization

- **Impact Assessment:** Determine the impact of the issue on the project scope, schedule, cost, and quality.
- **Priority Assignment:** Assign a priority level (High, Medium, Low) based on the issue's impact and urgency.

Issue Resolution

- **Develop Resolution Plan:** Create a plan to address the issue, including specific actions, responsible parties, and deadlines.
- **Implement Resolution:** Execute the resolution plan, ensuring that actions are carried out effectively.
- **Verify Resolution:** Confirm that the issue has been resolved and that the project is back on track.

Issue Monitoring and Control

- **Regular Reviews:** Conduct regular reviews of the Issue Log to monitor the status of all issues.
- **Status Updates:** Update the status of issues in the Issue Log as they progress through resolution stages.
- **Escalation:** Escalate issues that cannot be resolved at the team level to the advisor for further guidance.

Communication of Issues

- **Team Meetings:** Discuss open and resolved issues during daily team meetings.
- **Stakeholder Updates:** Provide updates on critical issues and their resolutions to advisor during classes.
- **Documentation:** Maintain detailed documentation of all issues and their resolutions in the shared project repository.

10.1 ISSUE LOG

Date Issued	Issue Description	Priority	Assigned To	Status	Resolution/Comments
2024-07-02	Validation error messages position	Low	Mier	Resolved	Displayed all error messages under the CIT-U text logo.
2024-07-02	Admin Portal	High	Sungahid	Resolved	Created an admin portal
2024-07-02	Pop Login/Logout	Low	Camus	Resolved	Created a pop up message [Log In] after sign in. It should show before the specific portal.
2024-07-02	Student comment	Medium	Mier	Resolved	Students can comment on posts in all homepages.
2024-07-02	SearchButton-Admin	Medium	Santillan	Resolved	Admin can search for any account details in All Accounts" tab.
2024-07-02	Notification	Medium	Camus	Deferred	Not enough time to implement notifications.

2024-07-02	Navigation	High	Sungahid	Resolved	Navigation for School Updates, Maintenance and Lost&Found.
2024-07-02	Display Comments-Faculty	High	Mier	Resolved	Can display comments on profile page for faculty.

- **Date** - Date the issue logged
- **Issue Description** - Clear and concise description of the issue.
- **Priority** - High, Medium or Low
- **Assigned To** - Person responsible for resolving the issue.
- **Status** - Open, Resolved, or Deferred
- **Resolution/Comments** - How the issue was solved or current status or any comments

11 PROCUREMENT MANAGEMENT

Procurement Objectives

- Ensure timely and cost-effective procurement of necessary resources and tools.
- Maintain quality standards for all procured items.
- Adhere to the university's procurement policies and procedures.

Procurement Requirements

The project requires the following resources and tools:

- **Computers and Software:** Ensure that all project team members have access to computers equipped with necessary development tools and software.
- **Development and Test Servers:** Set up and maintain development and test servers for project deployment and testing.
- **Project Management Tools:** Utilize project management software for task tracking, communication, and collaboration.
- **Web Hosting Services:** Acquire web hosting services for the deployment of the final website.

Procurement Process

1. **Needs Assessment:** Identify and document the specific resources and tools required for the project.
2. **Vendor Identification:** Research and identify potential service providers for each procurement requirement.
3. **Request for Quotes/Proposals (RFQ/RFP):** Send out RFQs/RFPs to selected vendors to obtain pricing and service details.
4. **Vendor Selection:** Evaluate responses and select vendors based on criteria such as cost, quality, and delivery time.
5. **Purchase Orders:** Issue purchase orders to selected vendors and ensure all necessary documentation is completed.
6. **Delivery and Inspection:** Ensure timely delivery of procured items and inspect them for quality and compliance with specifications.
7. **Payment and Documentation:** Process payments as per agreed terms and maintain documentation for all procurement activities.

Procurement Schedule

Item/Service	Estimated Cost	Vendor Selection Date	Delivery Date	Responsible Party
Computers and Software	Already available on each member	N/A	Already Available	All Members
Development/Test Servers	VSCode and XAMPP	N/A	Already Available	All Members
Project Management Tools	Github	N/A	Already Available	All Members
Web Hosting Services	Infinityfree.com	N/A	Already Available	All Members

Vendor Management

- **Communication:** Maintain regular communication with members to address any issues.
- **Performance Monitoring:** Monitor vendor performance to ensure compliance with agreed terms and quality standards.
- **Issue Resolution:** Address any procurement-related issues promptly and escalate to members if necessary.

12   COMPLIANCE RELATED PLANNING

1. **Data Privacy and Security**:
   - Ensure compliance with data protection laws such as FERPA (Family Educational Rights and Privacy Act) which protects the privacy of student education records.
   - Implement robust security measures to protect user data from unauthorized access, breaches, and cyber threats.
2. **Accessibility Standards**:
   - Adhere to the Web Content Accessibility Guidelines (WCAG) to ensure the website is accessible to users with disabilities. This includes providing alternative text for images, ensuring keyboard navigability, and maintaining a consistent and predictable layout.
3. **Content Management and Approval**:
   - Establish a clear process for content creation, review, and approval to maintain accuracy, relevance, and appropriateness of the information posted on the website.
   - Regularly update content to reflect current information and remove outdated or incorrect information.
4. **Intellectual Property Rights**:
   - Ensure that all content used on the website, including text, images, and multimedia, respects copyright laws and intellectual property rights.
   - Obtain proper licenses or permissions for the use of third-party content.
5. **Ethical Standards**:
   - Maintain high ethical standards in all communications and interactions on the website. This includes respecting user privacy, avoiding misinformation, and promoting a positive and respectful online environment.

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the Tekno Space **Project Management Plan** and agree with the approach it presents. Changes to this **Project Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature:		Date:	July 24, 2024
Print Name:	Angelina B. Mier		
Title:	TeknoSpace		
Role:	Leader		

Signature:		Date:	July 24, 2024
Print Name:	Rainelyn Go Sungahid		
Title:	TeknoSpace		
Role:	Member		

Signature:		Date:	July 24, 2024
Print Name:	Mitch Lauren A. Santillan		
Title:	TeknoSpace		
Role:	Member		

Signature:		Date:	July 24, 2024
Print Name:	Adrianne John G. Camus		
Title:	TeknoSpace		
Role:	Member		

APPENDIX B: REFERENCES

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
PAOS (Version 1.2)	It is integrated with Pre-Accounting and Online Shopping systems rather than the existing Online Shopping systems. When the information arrives, system users can create and print invoices of sold products. If the user wants to calculate endorsement, the system shows daily, monthly or annually endorsement of the company.	*https://www.scribd.com/document/53434986/spmp*
Recruitment Solution Agency(RSA) (Version 3.0)	The main objective of this project is to assess the students' different skills, which they have acquired through learning of different subject during their relevant degree. This project is about to designing a website for a recruitment agency, which facilitate all the major stake holders such as the employees, recruiters and staff.	*https://shiningstars6.weebly.com/uploads/1/9/6/2/19625205/spmp_version_3.doc*

APPENDIX C: KEY TERMS

The following table provides definitions for terms relevant to this document.

Term	Definition
SDD	Software Design Document
CIT-U	Cebu Institute of Technology- University
UI	User Interface
VSCode	Visual Studio Code
UX	User Experience
PHP	Hypertext Processor
XAMPP	Cross-Platform, Apache, MySQL, PHP, and Perl, with the Ps standing for PHP and Perl, respectively.