**Work package**

**D7 Auto Service center web-app**

**D7 auto service center**

**C.M. DE LOS REYES AVE. GEN. TRIAS,**

**CAVITE 4107**

Table of Contents

[1. D7 Auto Service Center 3](#_Toc133229980)

[1.1. Planning 4](#_Toc133229981)

[1.1.1. Planning Phase Preparations 4](#_Toc133229982)

[1.1.2. Sprint I Works 5](#_Toc133229983)

[1.1.3. Sprint I Presentation 6](#_Toc133229984)

[1.1.4. Sprint II Works 7](#_Toc133229985)

[1.1.5. Planning Phase Presentation 8](#_Toc133229986)

[1.2. System Analysis & Design 9](#_Toc133229987)

[1.2.1. Systems Analysis $ Design Phase Preparations 9](#_Toc133229988)

[1.2.2. Sprint III Works 9](#_Toc133229989)

[1.2.3. Sprint III Presentation 9](#_Toc133229990)

[1.2.4. Sprint IV Works 9](#_Toc133229991)

[1.2.5. System Analysis & Design Presentation (Sprint V) 9](#_Toc133229992)

[1.3. Development 10](#_Toc133229993)

[1.3.1. Project Development Phase Preparation 10](#_Toc133229994)

[1.3.2. Release Plan 1 10](#_Toc133229995)

[1.3.3. Sprint VI Works 10](#_Toc133229996)

[1.3.4. Release Plan 2 10](#_Toc133229997)

[1.3.5. Sprint VII Presentation 10](#_Toc133229998)

[1.3.6. Release Plan 3 10](#_Toc133229999)

[1.3.7. Sprint VIII Works 10](#_Toc133230000)

[1.3.8. Development Phase Presentation 10](#_Toc133230001)

[1.4. Deployment 11](#_Toc133230002)

[1.4.1. Deployment Phase Preparation 11](#_Toc133230003)

[1.4.2. Sprint IX Works 11](#_Toc133230004)

[1.4.3. Sprint X Works 11](#_Toc133230005)

[1.4.4. Sprint IX and X Presentation 11](#_Toc133230006)

[1.4.5. Sprint XI Works 11](#_Toc133230007)

[1.4.6. Deployment Phase Presentation (Sprint XII) 11](#_Toc133230008)

[1.5 Closeout 11](#_Toc133230009)

[1.5.1 Project Turn Over 11](#_Toc133230010)

[1.5.2 Documentations 11](#_Toc133230011)

[1.5.3 Project Demonstration 11](#_Toc133230012)

# D7 Auto Service Center

# Planning

# Planning Phase Preparations

|  |  |
| --- | --- |
| WBS: | 1.1.1 |
| Work Package: | Planning Phase Preparations |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team has commenced the Planning Phase Preparation as a preparatory step to initiate the PBL project.  The Planning Phase Preparation consists of:   1. Client Search 2. Project Adviser Search 3. Brainstorming Ideas |
| Completion State: | Completion of the planning phase preparation marks the end of the work package. |
| Assumptions: | * A suitable client and project adviser identified. * Feasible project idea generated. * Clear project goals and objectives established. * Project Plan developed with tasks, milestones, deadlines. * Risk assessed and mitigation strategies developed |
| Risks: | * Unclear or changing client requirements leading to scope creep or delays. * Lack of resources may cause delays. * Technical issues or limitations may arise. * Difficulty finding a suitable client or project advisor |
| Risk Mitigation: | * Clearly define project scope and communicate changes promptly to stakeholders. * Allocate adequate resources and establish clear roles/responsibilities. * Ensure that technical infrastructure and software meet project requirements and conduct testing/troubleshooting. * Initiate search for suitable client/project advisor early and utilize multiple channels for maximum chances of finding a good match. |
| Budget: | The budget for Development team for 20 days is:  Manpower: -  Allowances: ₱20,000 Total: ₱20,000 |
| Reference Docs: |  |

# Sprint I Works

|  |  |
| --- | --- |
| WBS: | 1.1.2 |
| Work Package: | Sprint I Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team started creating the Sprint I Works to complete the requirement for the midterms.  The Sprint I Works consists of:   1. Midterm Paper 2. PowerPoint Presentation 3. Pitch Video 4. Paper Prototype 5. Comments Matrix |
| Completion State: | The work package is done when all the Sprint I Works are done. |
| Assumptions: | * The team members have the necessary skills and knowledge to complete the Sprint I Works. * The team has access to required tools and resources. * Clear communication channels are established. * Project plan has been reviewed and approved, and any potential issues have been addressed. |
| Risks: | * Technical issues arise. * Insufficient time to complete all tasks by deadline |
| Risk Mitigation: | * Conduct thorough testing/troubleshooting. Have backup plans in case of technical issues. * Establish clear priorities for each task and allocate resources accordingly. |
| Budget: | The budget for Development team for 9 days is:  Manpower: ₱63,990  Allowances: ₱9,000 Total: ₱72,990 |
| Reference Docs: |  |

# Sprint I Presentation

|  |  |
| --- | --- |
| WBS: | 1.1.3 |
| Work Package: | Sprint I Presentation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team started creating the Sprint I Presentation to complete the requirement for the midterms.  The Sprint I Presentation consists of:   1. Chapter 1 – Introduction 2. Chapter 2 – Review of Related Literatures & Review of Related Systems 3. Chapter 3 - Methodology |
| Completion State: | The work package is complete when all chapters have been finalized, reviewed, and approved by the stakeholders. |
| Assumptions: | * Research has been conducted and relevant materials have been gathered. * The team has the necessary skills and knowledge to create high-quality presentations. * The team has access to the necessary tools and resources. * The team has established clear communication |
| Risks: | * Insufficient time to complete the presentation. * Poor quality presentation due to inadequate research. * Technical issues arise. * Lack of collaboration or miscommunication |
| Risk Mitigation: | * Establish a realistic timeline and ensure all team members are aware of their roles and responsibilities. * Conduct thorough research and review all relevant information. * Ensure that all necessary tools and resources are available and in good working order. * Establish clear communication. Hold regular check-ins. |
| Budget: | The budget for Development team for 1 day is:  Manpower: ₱7,110  Allowances: ₱1,000 Total: ₱8,110 |
| Reference Docs: |  |

# Sprint II Works

|  |  |
| --- | --- |
| WBS: | 1.1.4 |
| Work Package: | Sprint II Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team started creating the Sprint II Works to complete the requirement for the finals.  The Sprint II Works consists of:   1. Finals Matrix 2. Updated Paper 3. Updated Prototype 4. Updated Pitch Video |
| Completion State: | The work package is done when all the Sprint II Works are done. |
| Assumptions: | * The team members have the necessary skills and knowledge to complete the Sprint II Works. * The team has access to required tools and resources. * Clear communication channels are established. * The team has updated all the project deliverables. |
| Risks: | * Technical issues arise. * Insufficient time to complete all tasks by deadline |
| Risk Mitigation: | * Conduct thorough testing/troubleshooting. Have backup plans in case of technical issues. * Establish clear priorities for each task and allocate resources accordingly. |
| Budget: | The budget for Development team for 19 days are:  Manpower: ₱135,090  Allowances: ₱19,000 Total: ₱154,090 |
| Reference Docs: |  |

# Planning Phase Presentation

|  |  |
| --- | --- |
| WBS: | 1.1.5 |
| Work Package: | Planning Phase Presentation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team had begun planning to present the following requirement for the finals, which consist of:   * Chapter 1 – Chapter 5 * PowerPoint Presentation * Paper Prototype * Comments Matrix |
| Completion State: | The work package is done when all the requirements and preparation are presented successfully. |
| Assumptions: | * The team have established clear communication. * Minor revisions have been identified. * A new set of objectives has been identified. * Clear project scope has been identified |
| Risks: | * Technical issues may arise during presentation |
| Risk Mitigation: | * Troubleshooting before presentation, and to have data backups |
| Budget: | The budget for Development team for 1 day is:  Manpower: ₱7,110  Allowances: ₱1,000 Total: ₱8,110 |
| Reference Docs: |  |

# System Analysis & Design

# Systems Analysis $ Design Phase Preparations

|  |  |
| --- | --- |
| WBS: | 1.2.1 |
| Work Package: | Systems Analysis $ Design Phase Preparations |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team had begun the preparation for the following requirements:   * Adviser Search * Consultant Search * MVC Infographics |
| Completion State: | The work package is done when all preparations are done. |
| Assumptions: | * The team have identified the Project Adviser and Consultant. * The team members have created clear communication between the team, Project Adviser, and Consultant. |
| Risks: | * The client may want some changes in the web-app and may cause delays |
| Risk Mitigation: | * The team will change the web-app immediately according to the client’s needs. |
| Budget: | The budget for Development team for 10 days is:  Manpower: ₱71,100  Allowances: ₱10,000 Total: ₱81,100 |
| Reference Docs: |  |

# Sprint III Works

|  |  |
| --- | --- |
| WBS: | 1.2.2 |
| Work Package: | Sprint III Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team had begun creating the Sprint III Works to complete the following requirements, which consists of:   * Event Tables * Context Diagram * Use Case Diagram * Data Flow Diagram * Use Case Full Description * Entity Relationship Diagram * Class Diagram * Object Diagram |
| Completion State: | The work package is done when all diagrams are done. |
| Assumptions: | * The team members have the knowledge to complete the diagrams. * All the necessary tools and software have been identified. |
| Risks: | * The team may not have enough time to meet the deadlines. * Revisions or changes may arise. |
| Risk Mitigation: | * Establish prioritization and allocate accordingly. * Revise the documents as soon as possible to avoid delays. |
| Budget: | The budget for Development team for 10 days is:  Manpower: ₱71,100  Allowances: ₱10,000 Total: ₱81,100 |
| Reference Docs: |  |

# Sprint III Presentation

|  |  |
| --- | --- |
| WBS: | 1.2.3 |
| Work Package: | Sprint III Presentation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team has presented the sprint III works, which consist of:  • Event Tables  • Context Diagram  • Use Case Diagram  • Data Flow Diagram  • Use Case Full Description  • Entity Relationship Diagram  • Class Diagram  • Object Diagram |
| Completion State: | The work package is done when the sprint III is presented. |
| Assumptions: | * The team have established clear communication. |
| Risks: | * Technical issues may arise during presentation. |
| Risk Mitigation: | * Troubleshooting before presentation, and to have data backups |
| Budget: | The budget for Development team for 1 day is:  Manpower: ₱7,110  Allowances: ₱1,000 Total: ₱8,110 |
| Reference Docs: |  |

# Sprint IV Works

|  |  |
| --- | --- |
| WBS: | 1.2.4 |
| Work Package: | Sprint IV Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team started creating the sprint IV to complete the requirement for the finals.  The Sprint IV consists of:   1. Final Paper 2. Power Point Presentation 3. Pitch Video 4. Comment Matrix 5. Web-App Prototype |
| Completion State: | The work package is considered finished if all of the Sprint IV deliverables—including the Final Paper, Power Point Presentation, Pitch Video, Comment Matrix, and Web-App Prototype—are successfully finished. |
| Assumptions: | * The team has access to the necessary tools and resources required for the completion of Sprint IV. * The team possesses the skills and knowledge required for completing the required deliverables. |
| Risks: | * The team may face technical difficulties, collaboration, and coordination issues, resulting in delays and misunderstandings. |
| Risk Mitigation: | * The team should establish clear communication channels to avoid miscommunication and ensure timely feedback. * The team should also establish a contingency plan to address any technical difficulties that may arise during the creation process. |
| Budget: | The budget for Development team for 38 days are:  Manpower: ₱114,000  Allowances: ₱19,000 Total: ₱133,000 |
| Reference Docs: |  |

# System Analysis & Design Presentation (Sprint V)

|  |  |
| --- | --- |
| WBS: | 1.2.5 |
| Work Package: | System Analysis & Design Presentation (Sprint V) |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team started presenting all deliverables for the System Analysis & Design and asked for feedback during the System Analysis & Design Presentation |
| Completion State: | During the System Analysis & Design Presentation, all deliverables must be successfully presented, and feedback must be obtained, for this work package to be considered completed. |
| Assumptions: | * The team possesses the skills and knowledge required for completing the required deliverables. * There were no technical problems, or any other issues encountered during the presentation. |
| Risks: | * The panelists were not satisfied with the presentation and there were mistakes in the presentation. * Technical problems or other issues were encountered during the presentation. |
| Risk Mitigation: | * To ensure a successful presentation, the team will conduct a thorough review of all deliverables and practice their presentation beforehand. * The team will also ask for feedback from Project Adviser and consultant to identify and address any potential mistakes/problem in the presentation. |
| Budget: | The team budget for 10 days are: Manpower: ₱57,000  Allowances: ₱5,000  Total: ₱62,000 |
| Reference Docs: | https://shorturl.at/DIP38 |

# Development

# Project Development Phase Preparation

|  |  |
| --- | --- |
| WBS: | 4.2 |
| Work Package: | Project Development Phase Preparation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team started preparing for the development phase by looking for:   1. Project Adviser 2. Project Consultant |
| Completion State: | The Project Adviser and consultant signed the form stating that they agreed to become the project adviser and consultant. |
| Assumptions: | * The selected project adviser and consultant will have the necessary expertise and experience to guide the team through the project development phase. * The project adviser and consultant will be available and committed to providing timely guidance and advice to the team. |
| Risks: | * The project adviser and consultant may not be able to commit to the project due to conflicting priorities and workload. * The project adviser and consultant may not have the necessary expertise or experience to guide the team effectively through the project development phase. |
| Risk Mitigation: | * The team should make sure they have a clear knowledge of the workload and availability of the project adviser and consultant before choosing them. * The team should confirm whether the selected project adviser and consultant possess the necessary expertise and experience to guide them effectively through the development phase. |
| Budget: | The team budget for 5 days are: Manpower: ₱29,000  Allowances: ₱2,500  Total: ₱31,500 |
| Reference Docs: |  |

# Release Plan 1

|  |  |
| --- | --- |
| WBS: | 1.3.2 |
| Work Package: | Release Plan 1 |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Dan Michael Alfaras * Alyssa Garcia |
| Description: | The Development Team started developing and testing the Release Plan 1 features for the web application.  Release Plan 1 Features:   * Login System * Web-App Details |
| Completion State: | All proposed features for Release Plan 1 must be fully developed, tested, functional, and approved by all relevant stakeholders before the work package is considered finished. |
| Assumptions: | * The development team has the necessary skills and ability to develop the planned features for release plan 1. * The stakeholders have supplied clear and detailed requirements for the proposed features, and they are available for feedback and consultation at any moment during the development process. * All necessary resources, including hardware, software, and infrastructure, are available and set up correctly. |
| Risks: | * During the development and testing process, there is a possibility of meeting technical issues or bugs which could cause delays in completing the planned features. * Adjustments in the project's requirements or priorities might involve adjusting the intended features or adding to the development effort, which could add to the workload and have an influence on the project's timeline. |
| Risk Mitigation: | * Encourage open discussion and collaboration between the development team and other stakeholders so that errors or technical difficulties may be quickly and effectively found and fixed. * Throughout the development process, perform routine code reviews and quality checks to spot and fix any errors or technical difficulties as soon as possible. |
| Budget: | The budget for Development team for 38 days are:  Manpower: ₱114,000  Allowances: ₱19,000 Total: ₱133,000 |
| Reference Docs: |  |

# Sprint VI Works

|  |  |
| --- | --- |
| WBS: | 1.3.3 |
| Work Package: | Sprint VI Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The Sprint VI was comprised of technical documentation needed for the project proper. The work package was comprised of:  • Project Libre Gantt Chart  • WBS (Work Breakdown Structure)  • Project Charter  • SRS  • Project Vision and Scope Document |
| Completion State: | The completion state of this work package was defined under the circumstance that the afforementioned documents were approved, and of accuracy with regards to the agreements made with its content. |
| Assumptions: | The team has had the necessary training to fulfill the documents accordingly |
| Risks: | Possible revisions due to but not limited to inconvenience, conflicts, and the likes. |
| Risk Mitigation: | To mitigate risks, the team will consult with the project advisers and consultants and inform the client of the matters that will be written in the documents of Sprint VI and have prepared contingency ideas in the case of a risk’s occurrence. |
| Budget: | The budget for Development team for 19 days are:  Manpower: ₱135,090  Allowances: ₱19,000 Total: ₱154,090 |
| Reference Docs: | • Project Libre Gantt Chart  • WBS (Work Breakdown Structure)  • Project Charter  • SRS  • Project Vision and Scope Document |

# Release Plan 2

|  |  |
| --- | --- |
| WBS: | 1.3.4 |
| Work Package: | Release Plan 2 |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Dan Michael Alfaras * Alyssa Garcia |
| Description: | The Development Team started developing and testing the Release Plan 2 features for the web application.  Release Plan 2 Features:   * Reservation System (Begin) * Review System (Begin) |
| Completion State: | All proposed features for Release Plan 2 must be fully developed, tested, functional, and approved by all relevant stakeholders before the work package is considered finished. |
| Assumptions: | * The development team has the necessary skills and ability to develop the planned features for release plan 2. * The stakeholders have supplied clear and detailed requirements for the proposed features, and they are available for feedback and consultation at any moment during the development process. * All necessary resources, including hardware, software, and infrastructure, are available and set up correctly. |
| Risks: | * During the development and testing process, there is a possibility of meeting technical issues or bugs which could cause delays in completing the planned features. * Adjustments to the project's requirements or priorities might involve adjusting the intended features or adding to the development effort, which could add to the workload and have an influence on the project's timeline. |
| Risk Mitigation: | * Encourage open discussion and collaboration between the development team and other stakeholders so that errors or technical difficulties may be quickly and effectively found and fixed. * Throughout the development process, perform routine code reviews and quality checks to spot and fix any errors or technical difficulties as soon as possible. |
| Budget: | The budget for Development team for 33 days are:  Manpower: ₱99,000  Allowances: ₱16,500  Total: ₱115,500 |
| Reference Docs: |  |

# Sprint VII Presentation

|  |  |
| --- | --- |
| WBS: | 1.3.5 |
| Work Package: | Sprint VII Presentation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The Development Team started the Presentation for the following:   * 75% functionality and progress in the web-app * Completion of features for Release Plan 1 and 2 |
| Completion State: | All proposed features for Release Plan 1 and 2 must be fully developed, tested, functional, and approved by all relevant stakeholders before the work package is considered finished. |
| Assumptions: | * The development team has the necessary skills and ability to develop the planned features for release plan 1 and 2. * The stakeholders have supplied clear and detailed requirements for the proposed features, and they are available for feedback and consultation at any moment during the development process. * All necessary resources, including hardware, software, and infrastructure, are available and set up correctly. |
| Risks: | * During the development and testing process, there is a possibility of meeting technical issues or bugs which could cause delays in completing the planned features. * Adjustments to the project's requirements or priorities might involve adjusting the intended features or adding to the development effort, which could add to the workload and have an influence on the project's timeline. |
| Risk Mitigation: | * Encourage open discussion and collaboration between the development team and other stakeholders so that errors or technical difficulties may be quickly and effectively found and fixed. * Throughout the development process, perform routine code reviews and quality checks to spot and fix any errors or technical difficulties as soon as possible. |
| Budget: | The budget for Development team for 38 days are:  Manpower: ₱114,000  Allowances: ₱19,000 Total: ₱133,000 |
| Reference Docs: |  |

# Release Plan 3

|  |  |
| --- | --- |
| WBS: | 1.3.6 |
| Work Package: | Release Plan 3 |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Dan Michael Alfaras * Alyssa Garcia |
| Description: | The Development Team started developing and testing the Release Plan 2 features for the web application.  Release Plan 3 Features:   * Support Tab * Statistics |
| Completion State: | All proposed features for Release Plan 2 must be fully developed, tested, functional, and approved by all relevant stakeholders before the work package is considered finished. |
| Assumptions: | * The development team has the necessary skills and ability to develop the planned features for release plan 2. * The stakeholders have supplied clear and detailed requirements for the proposed features, and they are available for feedback and consultation at any moment during the development process. * All necessary resources, including hardware, software, and infrastructure, are available and set up correctly. |
| Risks: | * During the development and testing process, there is a possibility of meeting technical issues or bugs which could cause delays in completing the planned features. * Adjustments in the project's requirements or priorities might involve adjusting the intended features or adding to the development effort, which could add to the workload and have an influence on the project's timeline. |
| Risk Mitigation: | * Encourage open discussion and collaboration between the development team and other stakeholders so that errors or technical difficulties may be quickly and effectively found and fixed. * Throughout the development process, perform routine code reviews and quality checks to spot and fix any errors or technical difficulties as soon as possible. |
| Budget: | The budget for Development team:  Manpower: ₱39,000 (13 Days)  Allowances: 6,500 (13 Days)  Total: ₱45,500 (13 Days) |
| Reference Docs: |  |

# Sprint VIII Works

|  |  |
| --- | --- |
| WBS: | 1.3.7 |
| Work Package: | Sprint VIII Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team polishes and revises the necessary documentation for the development and features of the web-app. |
| Completion State: | The team has now gone over the required documents that is to be presented. |
| Assumptions: | All team members are available to collaborate and communicate to fully utilize the time in revising the required documents. |
| Risks: | Member/s faces some technical/personal issues that affect their medium of communication and collaboration with the team. |
| Risk Mitigation: | Member/s should have a secondary option just in case technical issues arise during the event. |
| Budget: | The budget for the team is:  Manpower: ₱213,000 (30 days)  Allowances: ₱37,500 (30 days)  Total: ₱240,500 (30 days) |
| Reference Docs: |  |

# Development Phase Presentation

|  |  |
| --- | --- |
| WBS: | 1.3.8 |
| Work Package: | Development Phase Presentation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino |
| Description: | The team displays the working system together with the applied improvements from the 1.3.5 sprint VII presentation. |
| Completion State: | The team has completed the Development Phase. |
| Assumptions: | The team has the knowledge and skills for the conclusion of the development phase. |
| Risks: | The team faces some technical issues while presenting. |
| Risk Mitigation: | Preparing a plan b is always necessary for such events. |
| Budget: | The budget for the team is:  Manpower: ₱114,000 (16 days)  Allowances: ₱20,000 (16 days)  Total: ₱134,000 (16 days) |
| Reference Docs: |  |

# Deployment

# Deployment Phase Preparation

|  |  |
| --- | --- |
| WBS: | 1.4.1 |
| Work Package: | Deployment Phase Preparation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * Darrell Royce Lazala * John Zenon Coquia |
| Description: | In this phase, the team initiates to scheme out specific required documents up until the last sprint. The team also lists possible platforms that the system will be deployed on.  The Deployment Phase consists of:   1. Project Adviser Search 2. Project Consultant Search |
| Completion State: | All team members now know what and how to go over the required documents for the succeeding phases. – “The work package is done when the preparation for the deployment phase is done.” |
| Assumptions: | * The selected project adviser and consultant will have the necessary expertise and experience to guide the team through the project deployment phase. * The project adviser and consultant will be available and committed to providing timely guidance and advice to the team. |
| Risks: | * The project adviser and consultant may not be able to commit to the project due to conflicting priorities and workload. * The project adviser and consultant may not have the necessary expertise or experience to guide the team effectively through the project development phase. |
| Risk Mitigation: | * The team should make sure they have a clear knowledge of the workload and availability of the project adviser and consultant before choosing them. * The team should confirm whether the selected project adviser and consultant possess the necessary expertise and experience to guide them effectively through the development phase. |
| Budget: | The budget for the team is:  Manpower: ₱49,000 (5 days)  Allowances: ₱7,500 (5 days)  Total: ₱56,500 (5 days) |
| Reference Docs: |  |

# Sprint IX Works

|  |  |
| --- | --- |
| WBS: | 1.4.2 |
| Work Package: | Sprint IX Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * Darrell Royce Lazala * John Zenon Coquia |
| Description: | The team enacts on filling out and delivering the first batch of required documents. The first batch of documents are composed of:   1. Business Case 2. Project Charter Long 3. Project Charter Short 4. Stakeholders Management Strategy Plan 5. Stakeholder Analysis |
| Completion State: | The first batch of documents are now ready to be presented and checked for errors. |
| Assumptions: | All documents will be accommodated and checked according to the schedule. |
| Risks: | Member/s won’t be able to contribute to such documents due to some technical issues, natural disasters, and schedule conflicts. |
| Risk Mitigation: | All members should communicate and find alternatives for such events. |
| Budget: | The budget for the team is:  Manpower: ₱194,000 (20 days)  Allowances: ₱30,000 (20 days)  Total: ₱224,000 (20 days) |
| Reference Docs: |  |

# Sprint X Works

|  |  |
| --- | --- |
| WBS: | 1.4.3 |
| Work Package: | Sprint X Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * Darrell Royce Lazala * John Zenon Coquia |
| Description: | The team further supplies the remaining group of documents to prepare for the presentation. The Sprint X deliverables are composed of the following deliverables:   1. Scope Management Plan 2. Cost Management Plan 3. Schedule Management Plan 4. Work Breakdown Structure 5. Work Packages based on Work Breakdown Structure |
| Completion State: | The team has now allocated the remaining batch of required documents. |
| Assumptions: | All documents will be accommodated and checked according to the schedule. |
| Risks: | Member/s won’t be able to contribute to such documents due to some technical issues, natural disasters, and schedule conflicts. |
| Risk Mitigation: | All members should communicate and find alternatives for such events. |
| Budget: | The budget for the team is  Manpower: ₱204,000 (21 days)  Allowances: ₱31,500 (21 days)  Total: ₱235,500 (21 days) |
| Reference Docs: |  |

# Sprint IX and X Presentation

|  |  |
| --- | --- |
| WBS: | 1.3.8 |
| Work Package: | Sprint IX and X Presentation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * Darrell Royce Lazala * John Zenon Coquia |
| Description: | The team exhibits all the compulsory deliverables to see if they match the standards in the industry. |
| Completion State: | The team has gone over certain revision(s) that were conferred upon finishing the presentation if there are any. |
| Assumptions: | * Specific revision/s workload will be assigned to complete the presentation stage. * All members were able to cope with what revision/s are needed to be accomplished. |
| Risks: | * Member/s were not able to accomplish required revision/s for the documents. * Member/s were not able to communicate clearly on what needs to be done and revised. |
| Risk Mitigation: | * Member/s should communicate, assign, and distribute the workload for the team to work on. |
| Budget: | The budget for the team is  Manpower: ₱49,000 (5 days)  Allowances: ₱7,500 (5 days)  Total: ₱56,500 (5 days) |
| Reference Docs: |  |

# Sprint XI Works

|  |  |
| --- | --- |
| WBS: | 1.4.5 |
| Work Package: | Sprint XI Works |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * John Zenon Coquia * Darrell Royce Lazala |
| Description: | The team engages in working on the final batch of deliverables for the completion of the project. |
| Completion State: | The revisions were made to the final version and that the project is now ready for deployment. |
| Assumptions: | * The deliverables and the project revisions are now implemented onto the final version of the project and is now done. * The project is rigorously tested to ensure that it is ready for deployment. |
| Risks: | Member/s won’t be able to contribute to such documents due to some technical issues, natural disasters, and schedule conflicts. |
| Risk Mitigation: | All members should communicate and find alternatives for such events. |
| Budget: | Manpower: ₱290,000  Allowance: ₱15,000  Total budget needed: ₱305,000 |
| Reference Docs: |  |

# Deployment Phase Presentation (Sprint XII)

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| --- | --- |
| WBS: | 1.4.6 |
| Work Package: | Deployment Phase Presentation |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * John Zenon Coquia * Darrell Royce Lazala |
| Description: | The team presents the final batch of deliverables and the plan of deployment for error checking and suggestions for improvements a more optimal approach in the deployment. |
| Completion State: | The final batch of deliverables are now presented to the panelist and is now approved to be handled to the client in its state. |
| Assumptions: | The project was successful in its initial and final deployment phase and is now being considered to be implemented in the client’s workflow. |
| Risks: | * Member/s were not able to accomplish required revision/s for the documents. * Member/s were not able to communicate clearly on what needs to be done and revised. |
| Risk Mitigation: | Member/s should communicate, assign, and distribute the workload for the team to work on. |
| Budget: | Manpower: ₱49,000  Allowance: ₱2,500  Total Budget needed: ₱51,500 |
| Reference Docs: |  |

# Closeout

# Project Turn Over

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| --- | --- |
| WBS: | 1.5.1 |
| Work Package: | Project Turn Over |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * John Zenon Coquia * Darrell Royce Lazala |
| Description: | The team hands over the project to the client for the start of the full implementation of the project. |
| Completion State: | The project is properly implemented and deployed on the client’s environment. |
| Assumptions: | The project is operating as expected and is not disrupting the natural workflow of the client’s employees on the premises that the full implementation of the project is taking place. |
| Risks: | * The project is not properly deployed and implemented in its full state. * The project negatively impacted the client’s business in a negative way and disrupts the business workflow. |
| Risk Mitigation: | * Before fully turning over the project the team must do a proper last check of the project to make sure that it is properly implemented and deployed in the environment it is supposed to assist. * Make the client know about the possible risks of newly implemented project in their work environment to make sure they adjusted first to it before fully implementing the project. |
| Budget: | Manpower: ₱49,000  Allowance: ₱2,500  Total Budget needed: ₱51,500 |
| Reference Docs: |  |

# Documentations

|  |  |
| --- | --- |
| WBS: | 1.5.2 |
| Work Package: | Documentations |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * John Zenon Coquia * Darrell Royce Lazala |
| Description: | The team gathers all the necessary documents for the project documentation. |
| Completion State: | All of the necessary documents regarding the project are all gathered and accounted for and handed to the client. |
| Assumptions: | The documents are all accounted for and is comprehensive enough for the client. |
| Risks: | There are missing documents and unaccounted or unrelated papers handed to the client. |
| Risk Mitigation: | Properly count and examined each paper for errors before handing them to the client. |
| Budget: | Manpower: ₱49,000  Allowance: ₱2,500  Total Budget needed: ₱51,500 |
| Reference Docs: |  |

# Project Demonstration

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| --- | --- |
| WBS: | 1.5.3 |
| Work Package: | Project Demonstration |
| Package Owner: | Elite Four |
| Owner Organization: | D7 Auto Service Center |
| Participants: | * Andre Viernes * Dan Michael Alfaras * Alyssa Garcia * Francesca Erin Camino * John Zenon Coquia * Darrell Royce Lazala |
| Description: | The team demonstrates the final stage of the project. |
| Completion State: | The project was demonstrated to the client and stakeholders about its functionality and features. |
| Assumptions: | The demonstration was a success, and the client and stakeholders were satisfied with the project. |
| Risks: | The project was not demonstrated clearly to the stakeholders resulting in a negative response. |
| Risk Mitigation: | Before demonstrating the project to the stakeholders, the project’s team must do a final check of the project and do a mock demonstration to convey its usefulness clearly and properly in its intended purpose. |
| Budget: | Manpower: ₱49,000  Allowance: ₱2,500  Total Budget needed: ₱51,500 |
| Reference Docs: |  |