APC_2022_2023_T3_PROJMAN_MI201_MI203_G01_Elite_Four - Work packages

ID	Subject	Type	Status	Assignee	Priority
120	1.1 Planning	Phase	New		Normal
Description:	The planning phase of this project will be within the MNTSDEV subject course. This part of the project was were the planning occurred, polishing of the document for proposal, and the project's prototype.				
121	1.2 System Analysis & Design	Phase	New		Normal
Description:	This phase of the project focused in analyzing the system and the design of the project's data flow, system flow, receiving and sending of data, as well as its input and output processes. The phase is also crucial as it allowed the team to understand the internal and external entities to be involved in the system.				
122	1.3 Development	Phase	New		Normal
Description:	The development phase of the project is where the creation of the actual project begins. With all plans being established, the development of the project is divided into three release plans which is comprised of the different features being implemented to the web-app.				
123	1.4 Deployment	Phase	New		Normal
Description:	The deployment phase is the part where the project is then prepared for its release and turn over, by means of testing possible hosting services and compatibilities, as well as the proper documentations needed to be signed and agreed upon by the client and the project team to proceed to the project's turn over.				
124	1.5 Closeout	Phase	New		Normal
Description:	The closeout phase of the project will comprised of the turn over of the project to D7 Auto Service Center, as well the trainings that will be held in order for D7 and D7's Marketing team to understand and utilize the web-app accordingly.				
167	1.5.1 Project Turn Over	Work package	New	John Zenon Coquia II	Normal

Description:

WBS:	1.5.1

Work Package:	Project Turn Over
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	- Andre Viernes (Project Manager) (8hr) - Francesca Erin Camino (Project Secretary) (4hr) - Alyssa Garcia (Web Developer) (16hr) - Dan Michael Alfaras (QA Tester) (16hr) - Darrell Royce Lazala (UI/UX Designer) (8hr) - John Zenon Coquia (Data Admin) (8hr)
Description:	The project turn over involves the transfer of completed project deliverables to the client.
Completion State:	The project turn over has been successfully completed if the web-app have been transferred to the client.
Assumptions:	- Technical issues or compatibility challenges may arise during the transfer or deployment process. - Security vulnerabilities or data integrity issues may be identified during the transfer or deployment, posing risks to the project and client.
Risks:	- The web-app, have been completed and are in a deployable state. - The necessary infrastructure and resources are in place for the successful transfer and deployment of the web-app.
Risk Mitigation:	- Conduct thorough testing and quality assurance checks to identify and resolve any technical issues prior to the transfer. - Implement secure data transfer protocols and deploy necessary security measures to protect the web-app and sensitive information.
Budget:	PHP 12,560
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx

169	1.1.1 Planning Phase Preparation	Work package	New	Alyssa Garcia	Normal

Description:

WBS:	1.1.1
Work Package:	Planning Phase Preparation
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	• Andre Viernes (16hrs) • Francesca Erin Camino (16hrs)
Description:	The work package involves preparing for the planning phase of the project. This includes activities such as gathering project requirements, conducting initial research, identifying key stakeholders, and defining project objectives.
Completion State:	The planning phase preparation has been completed, and all necessary activities, such as requirement gathering, research, stakeholder identification, and objective definition, have been carried out.
Assumptions:	• The project team has access to relevant resources and information for conducting the planning phase. • Stakeholders are available and willing to provide input and feedback during the planning phase.a
Risk	• Insufficient understanding of project requirements may lead to ineffective planning. • Stakeholder unavailability or lack of engagement may cause delays or gaps in the planning process.
Risk Mitigation:	• Conduct comprehensive requirement gathering activities, including stakeholder interviews and workshops, to ensure a clear understanding of project needs. • Establish effective communication channels with stakeholders and provide regular updates to maintain their engagement and involvement.
Budget:	PHP 6,560
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx

170	1.5.2 Project Documentations Receiving Copy Turnover	Work package	New	John Zenon Coquia II	Normal

Description:

WBS:	1.5.2
Work Package:	Project Documentations Receiving Copy Turnover
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	• Andre Viernes (Project Manager) (8hr) • Francesca Erin Camino (Project Secretary) (8hr)
Description:	The work package involves receiving copies of project documentations from various stakeholders and ensuring their proper turnover.
Completion State:	The project documentations have been successfully received from the stakeholders and copies have been properly turned over to the designated personnel.
Assumptions:	• The stakeholders have provided all the necessary project documentations. • The project documentations are complete and accurate.
Risks:	• The documentations received may be incomplete or contain errors. • The designated personnel may not be available or may not have sufficient knowledge to handle the documentations.
Risk Mitigation:	• Conduct thorough reviews and verification of the received documentations to identify any gaps or errors. • Provide necessary training or support to the designated personnel for handling the documentations.
Budget:	PHP 3,280
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx

171	1.5.3 Project Training & Handling	Work package	New	John Zenon Coquia II	Normal

Description:

WBS:	1.5.3
Work Package:	Project Training & Handling
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	• Andre Viernes (Project Manager) (8hr) • Alyssa Garcia (Web Developer) (32hr) • John Zenon Coquia (Database Administrator) (16hr) • Darrell Royce Lazala (UI/UX Designer) (8hr)
Description:	The work package involves ensuring that the project is well understood by the client and the marketing team of D7 Auto Service Center, furthermore, this package involves raising of any concerns or troubleshooting for the client after the initial project demonstration to oversee any final changes before the final work package of the project's lifecycle.
Completion State:	The work packages will be completed if the client and the marketing team understood the processes of the web-app.
Assumptions:	• The client and marketing team of D7 Auto Service Center have a basic understanding of the project requirements. • The initial project demonstration has been successfully conducted. • The client will provide timely feedback and address any concerns or troubleshooting promptly.
Risks:	• Miscommunication or misunderstanding of project requirements between the project team and the client. • Delays in receiving feedback or addressing concerns from the client. • Technical issues or limitations that may affect the implementation of the project.
Risk Mitigation:	• Conduct regular meetings and communication channels with the client to ensure clear understanding of requirements. • Set clear expectations and deadlines for feedback and issue resolution. • Maintain open lines of communication and provide regular updates on the project progress. • Conduct thorough testing and quality assurance to identify and address technical issues early on.
Budget:	PHP 13,2000
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx

172	1.3.1 Development Phase Preparation	Work package	New	Dan Michael Alfaras	Normal

Description:

WBS:	1.3.1
Work Package:	Project Team Acquisition/ Preparation
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	• Andre Viernes (Project Manager) (32hrs) • Francesca Erin Camino (Project Secretary) (20hrs)
Description:	The work package involves preparing the project team required for the successful execution of the project. This includes activities such as identifying the necessary roles and skills, allocating resources, and ensuring the team's readiness to transition from the system analysis and design phase to the development phase. Planning, coordination, and communication are key components of this work package.
Completion State:	The completion state is achieved when the project team is assembled and prepared, with assigned roles and responsibilities, necessary resources allocated, and a clear understanding of the transition plan from the system analysis and design phase to the development phase. The team members are fully prepared and ready to commence their respective tasks.
Assumptions:	• Availability of qualified candidates with the required skills and expertise. • Adequate resources and support from the organization for team acquisition and preparation. • Clear understanding of the project requirements and deliverables. • Effective coordination and cooperation between the project manager and project secretary for team-related tasks.
Risks:	• Difficulty in finding suitable candidates with the required skills and experience. • Inadequate understanding of project requirements leading to misalignment. • Communication gaps or lack of collaboration among team members.

	Risk Mitigation:	• Conduct a thorough assessment of the required skills and competencies to ensure accurate candidate selection. • Facilitate effective communication channels and promote collaboration within the team. • Provide sufficient training and orientation to team members to align them with project requirements.				
	Budget:	PHP 11,200				
	Reference Docs:	Elite Four Development Phase Paper				

173	1.3.2 Initial Web-App Development		Work package	New	Dan Michael Alfaras	Normal
Description:	WBS:	1.3.2				
	Work Package:	Initial Web-App Development				
	Package Owner:	Elite Four				
	Owner Organization:	D7 Auto Service Center				
	Participants:	• Alyssa Garcia (Web Developer) (40hrs) • Dan Michael Alfaras (QA Tester) (8hrs) • Darrell Royce Lazala (UI/UX Designer) (18hrs) • John Zenon Coquia (Database Administrator) (18hrs)				
	Description:	The work package involves the development of the initial version of the web application, focusing on creating the core functionality and structure. This includes tasks such as implementing the login system, designing the basic web app details, and setting up the foundational components required for the application's operation.				
	Completion State:	The completion state is achieved when the initial version of the web application is developed, including the functional login system and the basic web app details. The core structure and features are implemented, providing a foundation for further development and refinement.				

Assumptions:	• Availability of necessary development tools, frameworks, and technologies. • Access to the required data and resources for implementing the login system and basic web app details. • Clear understanding of the application's requirements and design specifications. • Effective collaboration and communication among the web developer, QA tester, UI/UX designer, and database administrator.
Risks:	• Technical challenges or complexities that may impact the development timeline. • Incomplete or inaccurate understanding of the application requirements, leading to deviations from the intended functionality. • Inadequate testing or quality assurance, resulting in potential bugs or issues in the initial version. • Misalignment between the UI/UX design and the implemented functionality.
Risk Mitigation:	• Conduct a thorough analysis and planning phase to ensure a clear understanding of the application requirements and design specifications. • Regularly communicate and collaborate with the team members to address any technical challenges or complexities. • Implement comprehensive testing and quality assurance processes to identify and resolve any issues or bugs. • Maintain open and effective communication channels between the UI/UX designer and the development team to ensure alignment.
Budget:	PHP 16,960
Reference Docs:	Elite Four Development Phase Paper

174	1.3.3 Reservation and Review System Implementation	Work package	New	Andre Viernes	Normal

Description:	WBS:	1.3.3
	Work Package:	Reservation and Review System Implementation
	Package Owner:	Elite Four
	Owner Organization:	D7 Auto Service Center

Participants:	• Alysa Garcia (Web Developer) (40hrs) • John Zenon Coquia (Database Admin) (18hrs) • Darrell Royce Lazala (UI/UX Designer) (18hrs) • Dan Michael Alfaras (QA Tester) (16hrs)
Description:	The work package involves the actual coding and configuration of the reservation and review system, as well as the development of the admin dashboard. It focuses on bringing the system from the design stage to a functional and operational state where users can make reservations and provide feedback.
Completion State:	The completion state is achieved when the reservation and review system, along with the admin dashboard, is fully implemented and functional. Users are able to make reservations, provide feedback, and the system allows for efficient management of reservations and reviews.
Assumptions:	• Availability of the design specifications and requirements for the reservation and review system. • Availability of the required data and resources for the system's functionality. • Effective collaboration and communication among the web developer, database administrator, UI/UX designer, and QA tester.
Risks:	• Technical challenges or complexities in the implementation process. • Incomplete or inaccurate understanding of the system's requirements, leading to deviations from the intended functionality. • Performance or scalability issues in handling reservations and reviews. • Potential security vulnerabilities in the system.
Risk Mitigation:	• Conduct thorough testing and quality assurance to ensure the system's functionality and performance. • Regularly communicate and collaborate with the team members to address any technical challenges or complexities. • Implement security best practices and measures to protect user data and prevent potential vulnerabilities. • Perform load testing to ensure the system can handle the expected volume of reservations and reviews.
Budget:	PHP 18,720
Reference Docs:	Elite Four Development Phase Paper

175	1.3.4 Web-App Functionality and Features Implementation	Work package	New	Andre Viernes	Normal

Description:

WBS:	1.3.4
Work Package:	Web-App Functionality and Features Implementation
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	- Alyssa Garcia (Web Developer) (40hr) - John Zenon Coquia (Database Administrator) (18hr) - Darrell Royce Lazala (UI/UX Designer) (18hr) - Dan Michael Alfaras (QA Tester) (8hr)
Description:	The work package involves the implementation of the final phase of the web-app development, specifically focusing on adding the functionality and features related to statistics and a community board.
Completion State:	The completion state is achieved when the functionality and features related to statistics and the community board are successfully implemented in the web-app. Users should be able to access and interact with these features as intended, providing statistical information and enabling community engagement and discussions.
Assumptions:	- Availability of detailed specifications and requirements for the statistics and community board features. - Access to the necessary data and resources required for generating statistics. - Collaboration and effective communication among the web developer, database administrator, UI/UX designer, and QA tester.
Risks:	- Technical challenges in implementing the statistics and community board features. - Inaccurate interpretation of the feature requirements, resulting in functionality deviations. - Performance issues or data inconsistencies in generating statistics. - Potential usability or accessibility issues in the community board interface.
Risk Mitigation:	- Thoroughly review and understand the specifications and requirements for the statistics and community board features. - Maintain regular communication and collaboration among the team members to address any technical challenges or interpretation issues. - Perform testing and validation of the statistics functionality to ensure accurate data generation and consistency. - Conduct user testing and feedback sessions to identify and address usability or accessibility issues in the community board.

Budget:	PHP 16,960
Reference Docs:	Elite Four Development Phase Paper

176	1.3.5 Development Revisions & Quality Testing	Work package	New	Andre Viernes	Normal

Description:

WBS:	1.3.5
Work Package:	Development Revisions & Quality Testing
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	• Alyssa Garcia (Web Developer) (40hrs) • Dan Michael Alfaras (QA Tester) (8hrs) • Darrell Royce Lazala (UI/UX Designer) (18hrs) • John Zenon Coquia (Database Administrator) (18hrs)
Description:	This work package involves conducting development revisions and quality testing of the web application. The web developer will make necessary revisions based on feedback and improve the implementation, the QA tester will perform comprehensive testing to identify and report any defects or issues, the UI/UX designer will ensure the interface meets design standards and usability requirements, and the database administrator will review and optimize the database operations for performance and reliability.
Completion State:	The completion state is achieved when the development revisions have been implemented, and the web application has undergone rigorous quality testing. All identified defects and issues have been resolved or documented, and the application meets the required quality standards. The web application is ready for the next phase or deployment.
Assumptions:	• Availability of feedback and suggestions from stakeholders or users for improvement. • Proper communication and collaboration among the web developer, QA tester, UI/UX designer, and database administrator. • Access to necessary testing tools and environments to conduct quality testing. • Sufficient time allocated for development revisions and quality testing.

	Risks:	• Time constraints leading to incomplete development revisions or inadequate testing coverage. • Undiscovered defects or issues that may impact the functionality or user experience. • Misalignment between development revisions and stakeholder expectations. • Performance or scalability issues not identified during testing.
	Risk Mitigation:	• Prioritize development revisions based on their impact and urgency to ensure the most critical aspects are addressed. • Allocate sufficient time and resources for comprehensive quality testing to minimize the chances of undetected defects. • Maintain open communication channels to address any discrepancies between development revisions and stakeholder expectations promptly. • Conduct performance and scalability testing to identify and address any potential issues before deployment.
	Budget:	PHP 16,960
	Reference Docs:	Elite Four Development Phase Paper

177	1.1.2 Problem Identification		Work package	New	Alyssa Garcia	Normal

Description:	WBS:	1.1.2
	Work Package:	Problem Identification
	Package Owner:	Elite Four
	Owner Organization:	D7 Auto Service Center
	Participants:	• Andre Viernes (Project Manager) (8hrs) • Darrell Royce Lazala (UI/UX Designer) (20hrs) • Francesca Erin Camino (Project Secretary) (16hrs)
	Description:	Involves conducting thorough assessments to identify issues of the project which are carefully assessed and analyzed to determine areas of improvement and come up with a effective solutions.
	Completion State:	Complete understanding of the identified issues and their root causes is achieved, allowing for the development of a solutions to address and resolve them.

Assumptions:	• Adequate information and data regarding the project are available for analysis. • The participants have the necessary skills and expertise to identify and analyze project issues effectively.
Risks:	• Incomplete or inaccurate information may hinder the identification of project issues. • Lack of expertise or limited resources may lead to inadequate analysis and understanding of the root causes.
Risk Mitigation:	• Ensure comprehensive data collection and analysis to minimize the risk of incomplete or inaccurate information. • Leverage the expertise of participants and seek external support or consultation if needed to address any knowledge gaps.
Budget:	PHP 8,560
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx

178	1.3.6 Development Documentation	Work package	New	Andre Viernes	Normal

Description:

WBS:	1.3.6
Work Package:	Development Documentation
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	• Andre Viernes (Project Manager) (32hrs) • Francesca Erin Camino (Project Secretary) (20hrs)
Description:	The work package involves the creation and compilation of comprehensive documentation related to the web application development. This documentation includes but is not limited to technical specifications, system architecture diagrams, code documentation, user manuals, and any other relevant documents that provide a detailed understanding of the development process, system functionality, and usage instructions.

Completion State:	The completion state of this work package is achieved when all necessary development documentation has been created, reviewed, and compiled. The documentation should be comprehensive, accurate, and up-to-date, reflecting the entire development process and serving as a valuable resource for future reference, maintenance, and further enhancements of the web application.
Assumptions:	• Availability of relevant information and materials required for documentation. • Adequate collaboration and communication with the development team to gather necessary details. • Access to appropriate documentation tools and templates.
Risks:	• Incomplete or inaccurate documentation that may lead to misunderstandings or difficulties in future maintenance or enhancements. • Limited availability of resources or information required for documentation. • Lack of clarity or alignment between the development team and documentation efforts.
Risk Mitigation:	• Establish clear documentation guidelines and templates to ensure consistency and completeness. • Foster open communication channels between the project manager, project secretary, and the development team to address any documentation-related challenges or questions. • Conduct regular reviews and feedback sessions to ensure the accuracy and quality of the documentation.
Budget:	PHP 11,200
Reference Docs:	Elite Four Development Phase Paper

180	1.1.3 Solution Deliberation	Work package	New	Alyssa Garcia	Normal

Description:		
WBS:	1.1.3
Work Package:	Solution Deliberation
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center

Participants:	• Alyssa Garcia (Web Developer) (4hrs) • Darrell Royce Lazala (UI/UX Designer) (20hrs) • Francesca Erin Camino (Project Secretary) (16hrs)	
Description:	Potential solutions are thoroughly evaluated, taking into account various factors to decide on which solution is the most suitable solution for the problem at hand.	
Completion State:	An optimal solution is identified, considering all relevant factors and the solution aligns with the business objectives.	
Assumptions:	• Sufficient information about the identified problem and its root causes is available for solution deliberation. • The participants have the necessary expertise and knowledge to evaluate potential solutions effectively. • Stakeholder input and requirements are considered during the solution deliberation process.	
Risks:	• The implementation of the solution may disrupt existing processes or systems. • The chosen solution may not effectively address the identified problem or meet the desired objectives.	
Risk Mitigation:	• Perform thorough impact assessments to minimize disruptions and ensure a smooth transition during implementation. • Regularly review and evaluate the effectiveness of the chosen solution, allowing for adjustments or alternative approaches if necessary.	
Budget:	PHP 7,360	
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx	

182	1.2.1 System Analysis & Design Phase Preparation	Work package	New	Francesca Erin Camino	Normal
Description:	[table content too large]				

183	1.1.4 Business Case & Stakeholder Management Planning	Work package	New	Alyssa Garcia	Normal
Description:	**WBS:**	1.1.4			

Work Package:	Business Case & Stakeholder Management Planning
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	- Andre Viernes (Project Manager) (8hrs) - John Zenon Coquia (Database Admin) (8hrs) - Darrell Royce Lazala (UI/UX Designer) (20hrs) - Francesca Erin Camino (Project Secretary) (8hrs) - Dan Michael Alfaras (QA Tester) (4hrs) - Alyssa Garcia (Developer) (4hrs)
Description:	The work package involves developing a comprehensive business case and planning for stakeholder management. This includes analyzing relevant financial data and information to assess the feasibility and potential benefits of the proposed solution. Additionally, stakeholder interests and requirements are considered to ensure effective engagement and management throughout the project.
Completion State:	The business case and stakeholder management planning activities have been completed, and a robust business case document has been developed. Stakeholder interests and requirements have been identified and incorporated into the planning process.
Assumptions:	- Relevant financial data and information about the proposed solution are available for the business case analysis. - Stakeholders' interests and requirements are considered during the business case and stakeholder management planning. - The availability of necessary equipment and personnel will remain consistent throughout the project.
Risks:	- Changes in stakeholders' interests or requirements may impact the validity of the business case. - Unforeseen changes in the availability of equipment or personnel may affect the feasibility of the proposed solution. - Inadequate stakeholder management may lead to misalignment and potential conflicts during project execution.

Risk Mitigation:	• Regularly engage with stakeholders to ensure their interests and requirements are accurately captured and addressed in the business case and planning. • Continuously monitor the availability of equipment and personnel, and promptly address any changes or challenges that arise. • Maintain open and effective communication channels with stakeholders throughout the project to address any concerns or conflicts promptly.
Budget:	PHP 10,560
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx

184	1.4.1 Deployment Phase Preparation	Work package	New	Darrell Royce Lazala	Normal

Description:		
	WBS:	1.4.1
	Work Package:	Deployment Phase Preparation
	Package Owner:	Elite Four
	Owner Organization:	D7 Auto Service Center
	Participants:	• Andre Viernes (Project Manager) (8hrs) • Francesca Erin Camino (Project Secretary) (8hrs)
	Description:	The work package involves the planning and preparation activities required to ensure a smooth and successful deployment of the web application. This includes tasks such as creating a deployment plan, defining deployment procedures, coordinating with the team, and ensuring all necessary resources and dependencies are identified and ready for deployment.
	Completion State:	The completion state of this work package is achieved when all necessary deployment preparations have been completed. This includes the creation of a comprehensive deployment plan, clear and documented deployment procedures, and the identification and resolution of any potential deployment risks or issues.

Assumptions:	• Availability of relevant infrastructure and resources for deployment. • Adherence to established deployment guidelines and procedures. • Effective communication and coordination with the infrastructure team. • Timely availability of necessary deployment dependencies.	
Risks:	• Inadequate infrastructure or resources for deployment, leading to deployment delays or failures. • Lack of clarity or alignment in deployment procedures, resulting in errors or inconsistencies during the deployment process. • Communication gaps or coordination issues with the infrastructure team, causing delays or misunderstandings. • Unforeseen technical issues or dependencies that may impact the deployment.	
Risk Mitigation:	• Conduct a thorough assessment of the infrastructure and ensure it meets the requirements for deployment. • Develop a comprehensive deployment plan that outlines the step-by-step procedures and addresses potential risks. • Establish clear communication channels with the team and regularly communicate and coordinate throughout the deployment process. • Conduct thorough testing and validation of the deployment process in a controlled environment to identify and address any technical issues or dependencies.	
Budget:	PHP 3,280	
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx	

186	1.4.2 Document Signing for web-app deployment	Work package	New	Darrell Royce Lazala	Normal
Description:	**WBS:**	1.4.2			
	Work Package:	Document Signing for web-app deployment			
	Package Owner:	Elite Four			
	Owner Organization:	D7 Auto Service Center			

Participants:	• Andre Viernes (Project Manager) (8hrs) • Dan Michael Alfaras (QA Tester) (8hrs) • Alyssa Garcia (Web Developer) (8hrs) • John Zenon Coquia (Database Administrator) (8hrs) • Darrell Royce Lazala (UI/UX Designer) (4hrs) • Francesca Erin Camino (Project Secretary) (16hrs)
Description:	The work package involves the process of obtaining necessary approvals and signatures on documents related to the web application deployment. This includes reviewing and finalizing deployment plans, change requests, release notes, and other relevant documents to ensure they are accurate, complete, and aligned with the project requirements and stakeholder expectations.
Completion State:	The completion state of this work package is achieved when all required documents for web application deployment have been reviewed, signed, and approved by the relevant stakeholders. This ensures that all necessary agreements and authorizations are in place before proceeding with the deployment phase.
Assumptions:	• Availability of all relevant documents for review and signing. • Stakeholders' understanding and agreement on the contents and implications of the documents. • Timely availability of stakeholders for document review and signing. • Adherence to established document signing procedures and guidelines.
Risks:	• Delays in document review and signing, leading to deployment schedule disruptions. • Miscommunication or misunderstandings regarding document contents or requirements. • Inadequate stakeholder involvement or engagement, resulting in delayed or incomplete approvals. • Changes or revisions required after document signing, causing rework or additional review cycles.
Risk Mitigation:	• Establish a clear and well-defined document review and signing process, including roles, responsibilities, and timelines. • Communicate and align with stakeholders on document contents, requirements, and implications to ensure shared understanding and agreement. • Maintain open and proactive communication channels with stakeholders to address any questions, concerns, or delays promptly. • Conduct thorough quality checks and internal reviews before presenting documents for signing to minimize the likelihood of revisions or rework.
Budget:	PHP 10,320

Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx				

188	1.1.5 Solution Prototype & Refinement	Work package	New	Francesca Erin Camino	Normal

Description:	[table content too large]

189	1.4.3 Web-app deployment and compatibility Testing	Work package	New	Darrell Royce Lazala	Normal

Description:		
WBS:	1.4.3
Work Package:	Web-app deployment and compatibility Testing
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	• Andre Viernes (Project Manager) (8hrS) • Dan Michael Alfaras (QA Tester) (8hrS) • Alysa Garcia (Web Developer) (8hrS) • John Zenon Coquia (Database Administrator) (8hrS) • Darrell Royce Lazala (UI/UX Designer) (4hrs) • Francesca Erin Camino (Project Secretary) (16hrs)
Description:	The work package involves the actual deployment of the web application to the target environment and conducting compatibility testing to ensure its functionality across different devices, browsers, and operating systems. This includes the setup and configuration of the deployment environment, executing the deployment plan, monitoring the deployment process, and performing compatibility tests.
Completion State:	The completion state of this work package is achieved when the web application is successfully deployed to the production environment, and compatibility testing has been performed on various platforms. The application should be accessible and functional, providing a seamless user experience across different devices and environments.

	Assumptions:	• Availability of the target deployment environment, including necessary infrastructure, servers, and network connectivity. • Completion of all development and quality assurance activities for the web application. • Compatibility testing tools and resources are available to perform comprehensive testing. • Proper coordination and communication with stakeholders and end users regarding deployment timelines and potential service interruptions.				
	Risks:	• Technical issues or compatibility challenges during the deployment process, resulting in deployment failures or disruptions. • Inadequate testing coverage leading to compatibility issues or unexpected behavior in specific environments. • Insufficient coordination and communication with stakeholders, leading to user dissatisfaction or misunderstandings during the deployment phase. • Delays in deployment or rollback due to unforeseen issues or conflicts with existing systems.				
	Risk Mitigation:	• Conduct thorough testing and quality assurance activities prior to deployment to identify and address any technical issues or compatibility concerns. • Develop a detailed deployment plan and checklist, ensuring all necessary steps are followed and dependencies are considered. • Maintain open communication channels with stakeholders and end users, providing regular updates on the deployment progress and any potential disruptions. • Implement a rollback plan or contingency measures in case of deployment failures or critical issues. • Continuously monitor the deployment process and performance metrics to identify and resolve any issues promptly.				
	Budget:	PHP 10,320				
	Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx				

190	1.2.3 System Analysis UML Creation	Work package	New	Francesca Erin Camino	Normal
Description:	[table content too large]				
191	1.4.4 Web-App Deployment	Work package	New	Darrell Royce Lazala	Normal

Description:

WBS:	1.4.4
Work Package:	Web-App Deployment
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	- Andre Viernes (Project Manager) (8hr) - Dan Michael Alfaras (QA Tester) (8hr) - John Zenon Coquia (Database Admin) (16hr) - Alyssa Garcia (Web Developer) (16hr)
Description:	The work package involves the actual deployment of the web application to the production environment. It includes activities such as configuring servers, setting up databases, transferring files, and ensuring the proper functioning of the application in the live environment. The project manager, QA tester, database administrator, and web developer collaborate to ensure a successful and smooth deployment process.
Completion State:	The completion state of this work package is achieved when the web application is successfully deployed to the production environment and is fully operational. This includes all necessary configurations, installations, and setup tasks completed, ensuring that the application can be accessed and used by end users.
Assumptions:	- Availability of the production environment, including necessary infrastructure, servers, and network connectivity. - Completion of all development and quality assurance activities for the web application. - Availability of appropriate deployment tools and resources required for the deployment process. - Proper coordination and communication with stakeholders and end users regarding deployment timelines and potential service interruptions.
Risks:	- Technical issues or unexpected errors during the deployment process, leading to deployment failures or application downtime. - Inadequate testing or overlooked compatibility issues, resulting in functionality or performance problems in the live environment. - Data loss or corruption during the deployment, affecting the integrity or availability of the application. - Insufficient coordination and communication among team members or with stakeholders, causing delays or misunderstandings during the deployment.

	Risk Mitigation:	• Conduct thorough testing and quality assurance activities prior to deployment to identify and address any technical issues or compatibility concerns. • Develop a detailed deployment plan and checklist, ensuring all necessary steps are followed and dependencies are considered. • Backup and secure all relevant data and configurations before initiating the deployment process to prevent data loss or corruption. • Maintain open communication channels with stakeholders and end users, providing regular updates on the deployment progress and any potential disruptions. • Implement a rollback plan or contingency measures in case of deployment failures or critical issues.
	Budget:	PHP 10,160
	Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx

195	1.2.2 System Design UML Creation	Work package	New	Dan Michael Alfaras	Normal
Description:	[table content too large]				

196	1.2.4 System Analysis & Design Refinements	Work package	New	Dan Michael Alfaras	Normal
Description:					

	WBS:	1.2.4
	Work Package:	System Analysis & Design Refinement
	Package Owner:	Elite Four
	Owner Organization:	D7 Auto Service Center
	Participants:	• John Zenon Coquia (Database Admin) (8hrs) • Darrell Lazala (UI/ IX Designer) (16hrs) • Dan Michael Alfaras (QA Tester) (16hrs) • Francesca Erin Camino (Secretary) (8hrs)

Description:	The work package involves the refinement of the system analysis and design, aiming to improve the quality, accuracy, and completeness of the previously created analysis and design artifacts. This refinement phase may include revisiting and updating the UML diagrams, reviewing system requirements, addressing design issues, and incorporating feedback from stakeholders and team members.
Completion State:	The completion state is achieved when the system analysis and design artifacts have been refined and updated, addressing any identified issues or gaps. The refined analysis and design should align with stakeholders' requirements, effectively communicate the system's structure and behavior, and provide a solid foundation for the subsequent development and implementation phases.
Assumptions:	• Availability of the initial system analysis and design artifacts. • Clear understanding of stakeholder feedback and requirements. • Adequate expertise and knowledge in system analysis, design principles, and best practices within the project team.
Risks:	• Insufficient time or resources allocated for the refinement activities. • Misinterpretation or misalignment with stakeholders' feedback or changing requirements. • Incomplete or inadequate analysis and design refinements, leading to potential issues during development and implementation.
Risk Mitigation:	• Ensure proper communication and collaboration between team members, stakeholders, and subject matter experts to clarify requirements and expectations. • Allocate sufficient time and resources for the refinement activities, considering the complexity and scope of the system. • Conduct thorough reviews and validations of the refined analysis and design artifacts to ensure accuracy and completeness.
Budget:	PHP 9,600
Reference Docs:	Elite Four System Analysis & Design Paper

198	1.2.5 System Analysis & Design Documentation	Work package	New	Dan Michael Alfaras	Normal

Description:		
	WBS:	1.2.5

Work Package:	System Analysis & Design Documentation
Package Owner:	Elite Four
Owner Organization:	D7 Auto Service Center
Participants:	• Andre Viernes (Project Manager) (16hrs) • Francesca Erin Camino (Project Secretary) (8hrs)
Description:	The work package involves the creation and compilation of comprehensive system analysis and design documentation. This documentation captures the results of the analysis and design activities, including detailed system requirements, architectural diagrams, UML models, interface designs, data models, and any other relevant documentation that provides a complete understanding of the system's structure, behavior, and functionality.
Completion State:	The completion state is achieved when all required system analysis and design documentation is created, reviewed, and finalized. The documentation should accurately represent the system requirements, design decisions, and specifications. It should be well-structured, organized, and easily understandable by stakeholders, developers, and other project members.
Assumptions:	• Availability of the refined system analysis and design artifacts. • Adequate understanding and alignment of stakeholder requirements. • Access to the necessary tools and resources for creating documentation. • Collaboration and coordination between the project manager and project secretary for documentation tasks.
Risks:	• Incomplete or inaccurate documentation due to misinterpretation of requirements or design decisions. • Inadequate communication or coordination between the project manager and project secretary. • Changes in requirements or design during the documentation process, leading to inconsistencies or rework.
Risk Mitigation:	• Conduct thorough reviews and validations of the documentation by relevant stakeholders to ensure accuracy and completeness. • Maintain open and effective communication channels between the project manager and project secretary to address any issues or changes promptly. • Follow a structured documentation process, including version control and change management, to minimize inconsistencies and rework.
Budget:	PHP 5,280

	Reference Docs:	Elite Four System Analysis & Design Paper				

1899	1.1.6 Project Management Planning & Documentation		Work package	New	Francesca Erin Camino	Normal
Description:	**WBS:**	1.1.6				
	Work Package:	Project Management Planning & Documentation				
	Package Owner:	Elite Four				
	Owner Organization:	D7 Auto Service Center				
	Participants:	• Andre Viernes (Project Manager) (8hrs) • Darrell Royce Lazala (UI/UX Designer) (10hrs) • Francesca Erin Camino (Project Secretary) (4hrs)				
	Description:	The work package involves planning and preparing all necessary project management documentation to ensure the efficient and effective execution of the project. This includes defining key aspects such as project scope, objectives, deliverables, timelines, resources, and stakeholder engagement.				
	Completion State:	The completion state is achieved when all key aspects of the project management planning phase are defined and documented. This enables effective coordination, monitoring, and control throughout the project lifecycle, ensuring that the project progresses as planned.				
	Assumptions:	• The project team possesses the necessary capabilities and skills to execute the project successfully. • Cost and time estimates are assumed to be accurate and realistic. • Stakeholders are engaged and supportive throughout the project. • The project adheres to relevant regulations and industry standards.				
	Risks:	• Inaccurate estimation of project timelines or budgets may lead to delays or cost overruns. • Lack of stakeholder engagement or support may result in misalignment and delays. • Changes in regulatory requirements may require adjustments to the project plan. • Unforeseen technical issues may arise during project execution.				

	Risk Mitigation:	• Utilize an agile approach to development, allowing for early identification and addressing of risks. • Maintain open and effective communication channels between team members to promptly identify and address risks. • Regularly engage stakeholders to ensure their continued support and alignment with the project objectives.				
	Budget:	PHP 4,640				
	Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx				

1900	1.5.4 Project Demonstration & Hands on Practice		Work package	New	John Zenon Coquia II	Normal
Description:	WBS:	1.5.4				
	Work Package:	Project Demonstration & Hands-on Practice				
	Package Owner:	Elite Four				
	Owner Organization:	D7 Auto Service Center				
	Participants:	• Andre Viernes (Project Manager) (8hr) • Alyssa Garcia (Web Developer) (16hr) • John Zenon Coquia (Database Admin) (8hr) • Francesca Erin Camino (Project Secretary) (4hr)				
	Description:	The work package involves conducting a project demonstration and providing hands-on practice for the project participants. This includes showcasing the project's functionality, allowing participants to interact with the system.				
	Completion State:	The project demonstration has been successfully conducted, and all participants have had an opportunity for hands-on practice, gaining familiarity and proficiency with their respective tasks.				
	Assumptions:	• The project deliverables are in a demonstrable state. • Sufficient time is allocated for participants to engage in hands-on practice. • Adequate equipment and resources are available for the demonstration and practice sessions.				

Risks:	• Technical issues or system failures may occur during the project demonstration. • Participants may encounter difficulties or challenges while performing their hands-on practice. • Inadequate understanding or skill development may affect participants' ability to effectively use the system.
Risk Mitigation:	• Conduct thorough testing and preparation prior to the project demonstration to minimize technical issues. • Provide technical support during the demonstration to address any unforeseen challenges. • Offer guidance and assistance to participants during hands-on practice sessions to ensure they can effectively perform their tasks.
Budget:	PHP 7,440
Reference Docs:	05 - Consolidated Project Management Plan - Elite Four.docx