**TEAM DEVELOPMENTALITY**

**Deliverables Discussions**

**May 11, 2023**

**Moderator:** Mikedale B. Dellera

**Minutes Taker:** Princess Joy H. Ferrer

ATTENDANCE:

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Duration | Email | Role |
| Princess Joy Ferrer | 56m 9s | phferrer@student.apc.edu.ph | Presenter |
| Jakerson Bermudo | 56m 1s | jbbermudo@student.apc.edu.ph | Organizer |
| Carl James Garcia | 55m 56s | cagarcia@student.apc.edu.ph | Presenter |
| Mikedale Dellera | 54m 51s | mbdellera@student.apc.edu.ph | Presenter |
| Wilkins Caducio | 54m 45s | wvcaducio@student.apc.edu.ph | Presenter |
| Rark Mowen Alcantara | 42m 31s | rlalcantara@student.apc.edu.ph | Presenter |

**AGENDA**

Discussing and distributing the deliverables for finals:

1. **Implementation Plan**

Executive Summary (Carl)

Transition Approach (Jake)

Transition Team Organization (Cess)

Workforce Transition (Dale)

Workforce Exec During Transition (Rark)

Subcontracts (---)

Property Transition Government Furnished Equipment (---)

Incumbent Owned Equipment (Kins)

Intellectual Property (Kins)

User Accounts and Passwords (Dale)

Knowledge Transfer (Rark)

Schedule (Cess)

Handover and Acceptance (Carl)

1. **Procurement management plan**

introduction (Cess)

Procurement risks (Cess)

Procurement risk management (Dale)

Cost determination (Jake)

Procurement constraints (Carl)

Contract approval process (Rark)

Decision criteria (Kins)

Performance metrics for procurement activities (Carl)

1. **Communication management plan**

Introduction (Dale)

Communications management approach (Dale)

Communications management constraints (Jake)

Stakeholder communication requirements (Jake)

Roles (Cess)

Project team directory (Cess)

Communication methods and technologies (Carl)

Communications matrix (Carl)

Communication flowchart (Kins)

Guidelines for meetings (Kins)

Communication standards (Rark)

Communication escalation process (Rark)

Glossary of communication terminology (All)

1. **Human Resource Plan**

Introduction (Dale)

Roles and responsibilities (Cess)

Project Organizational Charts (Jake)

Staffing Management (Kins)

1. **Risk management plan**

Introduction (Jake)

Top three risks (Jake)

Risk management approach (Kins)

Risk identification (Kins)

Risk qualification and prioritization (Cess)

Risk monitoring (Dale)

Risk mitigation and avoidance (Rark)

Risk register (Carl)

1. **Quality management plan**

Introduction (Cess)

Quality management approach (Rark)

Quality requirements / standards (Rark)

Quality assurance (Dale)

Quality control (Carl)

Quality control measurements (Carl)