**TEAM DEVELOPMENTALITY**

**Deliverables Discussions**

**May 12, 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**

1. Deliverables for Finals

Discussion took place regarding the distribution and status of the deliverables for the finals. The following items were reviewed and updates were provided:

Implementation Plan (Carl)

- 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)

Procurement Management Plan

The Procurement Management Plan was discussed, focusing on the following areas:

- 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)

Communication Management Plan

The Communication Management Plan was reviewed, covering the following aspects:

- 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)

Human Resource Plan

The Human Resource Plan was discussed, including:

- Introduction (Dale)

- Roles and Responsibilities (Cess)

- Project Organizational Charts (Jake)

- Staffing Management (Kins)

Risk Management Plan

The Risk Management Plan was reviewed, focusing on the following areas:

- 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)

Quality Management Plan

The Quality Management Plan was discussed, covering the following aspects:

- Introduction (Cess)

- Quality Management Approach (Rark)

- Quality Requirements/Standards (Rark)

- Quality Assurance (Dale)

- Quality Control (Carl)

- Quality Control Measurements (Carl)

The timeline for completing the remaining tasks and finalizing the deliverables was discussed.