1. **Company Profile**

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| --- | --- |
| **Registered Name:** | VILLAMIN WOOD & IRON WORKS |
| **Company Logo:** |  |
| **Address:** | G367+F29, MRT Ave  Taguig, 1632 |
| **Telephone Numbers:** | 8425-7962  8425-7906 |
| **Fax Number:** |  |
| **Line of Business:** | Carpentry Manufacturer |
| **Type of Customers:** | Builders, Contractors, Architects, Engineers, and Landlords |
| **Date of Registration:** | 2000 (Bureau of Internal Revenue)  2010 (Social Security System) |
| **Business Owner:** | Manuel Villamin |
| **Number of Employees:** | 12 |

**Vision:**

Villamin Wood & Iron Works is a Company and a provider of high-quality customized solutions in the field of woodworking, ironworking, glass fabrication, and aluminum works. With a commitment to innovation, precision craftsmanship, and exceptional customer service, we have established ourselves as a trusted name in the industry. Our company specializes in designing, customizing, manufacturing, and installing a wide range of products, catering to residential and commercial clients.

**Mission:**

Our mission is to deliver superior craftsmanship and innovative solutions in the fields of woodwork, ironwork, glass fabrication, and aluminum works. We aim to exceed customer expectations by providing customized, durable, and aesthetically pleasing products that enhance any space's functionality and visual appeal. Through our commitment to excellence, we strive to become the preferred choice for clients seeking premium manufacturing services.

**Product Offerings:**

1. Woodworks: We offer a comprehensive range of wood-based products, including custom furniture, cabinetry, kitchenware, and architectural woodwork. Our skilled craftsmen work with various wood species, and traditional techniques to create products that are built to last. Traditional woodworking techniques offer unique qualities that appeal to those who value craftsmanship, sustainability, and the preservation of cultural heritage.
2. Ironworks: Our ironwork division specializes in the design and fabrication of high-quality wrought iron gates, fences, railings, window frames, and staircases. We blend traditional blacksmithing methods with contemporary design principles to produce durable, visually appealing ironwork that adds elegance and security to residential and commercial properties.
3. Glass Fabrication: Our state-of-the-art glass fabrication facilities offer a wide range of customized glass solutions. These include glass doors, windows, partitions, shower enclosures, and mirrors. Our skilled artisans work precisely, ensuring flawless cutting, edging, tempering, and laminating to deliver exceptional glass products that enhance aesthetics and functionality.
4. Aluminum Works: Our aluminum works division specializes in the design, fabrication, and installation of aluminum-based solutions, including windows, doors, curtain walls, and façade systems. We offer an extensive selection of finishes and profiles, ensuring durability, energy efficiency, and architectural appeal for both residential and commercial projects.

Clientele: We serve a diverse range of clients, including homeowners, architects, interior designers, contractors, developers, and businesses across various industries. Our commitment to understanding and meeting our client’s unique requirements has earned us a loyal customer base and numerous successful collaborations.

1. **Business Case**

**Executive Summary**

## **Issue**

The decline in sales following the recent pandemic, which forced our client to shut down their business for more than five months, is the issue that presents itself as a problem for their business. In addition, other businesses began to respond to the pandemic with innovative technologies and marketing opportunities. These businesses were able to adapt to changes that helped them grow their sales and market by integrating online tools, which our client did not use to their full potential, resulting in a decline in sales and a lack of customer reach.

The project was created to address the issue in their current business process. Their business process consists of manual methods in terms of taking orders, monitoring inventory, and recording sales. This may be a common problem, especially now after the pandemic as most businesses adapted to new methods incorporating the use of technology for their benefit. For this reason, the Villamin Wood and Ironworks company is looking to address those problems to innovate and improve their business.

**Anticipated Outcomes**

Once the project has been implemented, this will lead to more customer interaction with their business as the online store will add credibility and improve the customer’s online experience and it will also lead to more sales as more orders can be processed at a time with the help of the ordering system.

The client will manage and monitor the project's final state, which will run smoothly as they continue to incorporate their products online and meet customer needs faster and more conveniently.

## Recommendation

The team addresses the business problem by creating a system or an ordering system that will help the business improve. In a matter of time and client’s-decision, the system may be upgraded, and more features could be added apart from the general features that are needed for the first deployment of the system. This system will be beneficial to the Villamin Wood and Iron Works business with the use of mobile devices or web browsers, customers will be able to quickly access well-organized item listings, increasing convenience for both companies and customers. Also, this system contains example designs of the items and customers will be able to customize the design that was given by the business. This eliminates the need for customers to physically visit the store, and transactions can be done online to save time and effort instead of having to go into the business physically.

## Justification

Applying the system created for Villamin Wood and Iron Works will increase the possibility of expanding their customer reach and increasing product sales in comparison to their initial use of their Facebook Page. This ordering system will help customers order their desired products even when they are at home or at their workplace. It will provide easy communication between the customer and the client, and an easy transaction for the products or items, this will help Villamin Wood and Iron Works gain more customers and increase their sales continuously without errors or problems. However, this system will not replace their initial page in Facebook, but rather it will help the system to be more advertised and seen by other potential customers.

# Business Case Analysis Team

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Description** |
| Leigh Curtis Camara &  Ludwig Marco Angeles | Quality Assurance | Tracking, evaluating, and recommending actions to fix or strengthen a company's end products to fulfill defined quality requirements. |
| Dale Joshua Domingo | Project Tester | Accountable for developing testing scenarios regarding software accessibility, conducting these evaluations, and providing feedback to the development team on the effectiveness and errors. |
| Sofia Emmanuelle Villamin | Product Owner | The primary point of contact on behalf of the client to identify product specifications for the development team. |
| Nathaniel Sison | Team Developer | Producing, programming, implementing, and overseeing software systems. |
| Manuel Villamin Jr | Project Sponsor | Responsible for the overall success of the project, involving assigning the project manager as well as a group; establishing success criteria, and guaranteeing the project's accomplishment. |

# Problem Definition

## Problem Statement

The project’s business client, Villamin Wood, and Iron Works, owned by Mr. Manuel Villamin Jr., is a manufacturing enterprise where products are made to order. The company has been operational since 1983, in its span, the company’s estimated profit is 600,000 per year. The problem started when the lockdown happened due to the pandemic, and the company did not anticipate that its profit would decrease by 30%. Since then, they started to use and create their own Facebook page to help increase their clientele.

However, Villamin Wood and Iron Works’ Facebook page became outdated, and not knowing how to create an advertisement and how to improve their page to help them market the company to customers, other competitors covered their page.

## Organizational Impact

There are no new roles required for this project. But existing roles will have to tend for the project to work as intended. The following are the existing roles and their responsibilities:

1. Store Manager
   1. Manage the product’s availability.
      1. Managing the list of stocks.
      2. Tend to the customers’ orders.
   2. Monitor business performance through Dashboard.
2. Store Owner
   1. Edit the website.
      1. Managing the System’s Database.
   2. Monitor business performance through Dashboard Reports.

## Technology Migration

Villamin Wood and Iron Works operate in Paper and Pen when documenting their sales and list of goods. The System Proposed by MLNSD will transition their current operations digitally into PHP and SQL. In the process, the team will continuously coordinate with the client to achieve the output desired. In line with coordinating with the client, the team created a Form for the client to fill if they have concerns, and if there are any details for the team. An interface is prepared in the system for the client to import new products. This will enable them to modify the product listing displayed independently. As of May 2023, the client has provided 16 of their product lists that have been migrated to the system manually in preparation for the initial deployment.

# Project Overview

The project created for Villamin Wood and Ironworks upon their request is an online store to help improve their current business process which is why an ordering system was developed by the team. Part of the goals and objectives of this project is to boost the number of customers and improve the time it takes for transactions to be completed.

As the project progresses there will be a list of project assumptions, constraints, and milestones along the way. However, the preliminary list which the team will build upon is provided below.

## Project Description

The project, which is an Ordering System, will consist of features created to benefit both the client and their customers and will be implemented to address the business problems of the client. Utilizing the features of the online store will help to solve the business problems.

The key features are as follows:

* + Ordering System – To provide a convenient and faster way to process and create orders.
  + Customer Sign-up/Log-in – To have accounts that can interact with the online store.
  + Admin Dashboard – To be able to monitor the sales and inventory.

## Goals and Objectives

The business goals and objectives supported by the project created by MLNSD are prominently observed as requested by the client (Villamin Wood and Iron Works) which is to boost the number of customers and to increase sales with the help of an online store. The project addresses those objectives by developing the online store with an ordering system and having the ability to manage stocks and views reports on the dashboard. Listed below are the specific objectives of the project:

* + To boost the number of customers by creating a convenient alternative for their Facebook page through our systems which minimize the number of clicks it takes to order by 2 clicks.
  + To create features for the system such as the add-to-cart and check-out feature which will improve the time it takes for transactions to complete from the previous 2-3 days and now can be accomplished within 1-2 days.

## Project Performance

A quantitative criterion to gauge the project's performance will be used to assess its success. The following criteria will be used to gauge the project's success using KPI:

* + Budget Plan - The team will look for inefficiency and waste to guarantee quality control in project management procedures. They will also monitor the construction of the project to ensure that the budget will not exceed.
  + Milestones – The team will track project progress to make sure the project is going according to plan and schedule for the project development.
  + Productivity – The productivity of the team will be monitored while they carry out their tasks and responsibilities and monitor the progress of the assigned work.
  + Team Satisfaction - The team will make sure that every team member increases productivity and does their work satisfactorily.
  + Client satisfaction - The team will offer a Client Satisfaction Survey evaluation to gauge the project's effectiveness and efficiency.

## Project Assumptions

1. There will be communication between the team and the company if there are any complications that occur upon deployment.
2. The business and the team will discuss any additional resources.
3. Additional features or changes will be added depending on the discussion and agreement between the team and the client.

## Project Constraints

These are the following constraints pertain to Villamin Wood and Iron Works:

* + It is necessary to purchase if there are any additional requirements within the allocated budget and time limit. The group will guarantee to effectively accomplish the targets to meet the undertaking goals, and the group will guarantee to effectively accomplish the requirements.
  + The software that will be used is necessary to be compatible with our IT platforms.
  + To avoid conflict, any additional requirements should be discussed prior to the deadline.

## Major Project Milestones

According to the milestone schedule below, the project plan will be submitted and approved. After the project plan is approved, resources will be assigned to it. Any schedule adjustments that may affect milestones must be approved by the Project Sponsor. The project plan will include a thorough schedule.

|  |  |
| --- | --- |
| Deliverable | Completion Date |
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# Strategic Alignment

By ensuring that the Ordering System is in line with Villamin Wood and Iron Work's strategic goals and objectives, the team MLNSD will optimize the project's value and guarantee its contribution to the company's long-term success.

**Villamin Wood and Iron Works aim to deliver superior craftsmanship and innovative solutions in the fields of woodworks, ironworks, glass fabrication, and aluminum works.**

A flexible, scalable ordering system that can support the development and growth of the company in the future. The ordering system allows customers to customize orders based on their specific requirements. This flexibility is crucial, as it aligns with the company's commitment to delivering unique, tailored craftsmanship. The system should enable customers to choose from a range of options, such as design elements, finishes, sizes, and materials for iron, glass, and aluminum works.

**Villamin Wood and Iron Works aim to exceed customer expectations and enhance the functionality and visual appeal of their products.**

By aligning with this goal, an ordering system is a customer-centric approach that enhances the customer experience and provides convenience. The ordering system is designed to be user-friendly and intuitive and includes features that make it simple for clients to place orders and track progress.

**Villamin Wood and Iron Works strive to become the preferred choice for clients seeking premium manufacturing services.**

By aligning the ordering system with the strategic goals of the company of becoming the preferred choice for premium manufacturing services, the ordering system will enhance the overall customer experience by allowing customers to easily navigate through the process. Incorporate features such as real-time order tracking and customization. Lastly, by improving operational efficiency optimize the workflow and automate processes within the ordering system to minimize errors, reduce lead times, and improve overall operational efficiency.

# Cost Benefit Analysis

As the objective implies, 50% of customer reach is targeted for this project's success, assuming that most of those customers purchased a product, we could safely say that there will be at least a 15% increase in sales. Villamin Wood and Iron Works’ income in the year of 2021 was PhP 300,000. If 15% was increased from the new customers, 45,000 will be added to their income. This table is not final, and this is introduced for the client’s approval:

|  |  |  |  |
| --- | --- | --- | --- |
| Benefit | | Cost | |
| Benefit | Income | Product | Cost |
| Increase in Sales | PhP 45,000 | WebHosting (GoDaddy) | PhP 5,988 |
|  |  | SSL Security (GoDaddy) | PhP 7,999 |
|  |  | Domain Registration (GoDaddy) | PhP 998.82 |
|  | **PhP 45,000** |  | **PhP 14,985.82** |

# Alternatives Analysis

There are other alternatives that the team has put into consideration for the Business's concern. Listed are those alternative solutions alongside why the team did not lean towards it:

* Focus on the current business process.
  + Though the company and its employees have grown accustomed to their current practice, this method could impose a threat compared to their competitors. As other competitors innovate their way through online platforms, they also increase their chances of attracting customers and have a well-documented process. If the company were to disregard innovation in marketing, they might find it more difficult to market what they are selling and rely only on what was written.
* Enhance the company's Facebook page.
  + The client already has a Facebook page, but this limits them from customizing their page in a way that may help them introduce their company to the mass public.
* Sell products through available ecommerce websites.
  + Competition may

# Approvals

**Cost Benefit and Analysis**

**Project Charter**

**6. Project Management Plans**

**6.1 Stakeholders Strategy Management Plan**

**6.1.1. Introduction**

The objectives and guiding principles for Villamin Wood and Iron Works' participants, staff, and employees are outlined in this paper. It provides a strategic plan to guarantee Villamin Wood and Iron Works' recognition as well as its continued growth and expansion.

The organization must contribute to defining and enabling modern technology in a world marked by risk and uncertainty as well as an enormous opportunity. We think Villamin Wood and Iron Works is in an outstanding position to acquire the necessary abilities in all project participants and to have a business strategy that will assist the company's growth.

Villamin Wood and Iron Works affiliates directly contributed to the creation of our Strategic Plan for 2022–2023. Thus, the plan invites all stakeholders to actively participate as we build on our strengths, fix our flaws, and strive to reach our potential.

**6.1.2. Identify Stakeholders**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stake Holder** | **Role** | **Interest Level H/L** | **Expectations** | **Actions Required** | **Contact** |
| Manuel C. Villamin Jr. | Project Sponsor | H | Detailed efficient plans and strategies for business operations | Liaise with stakeholders and provide the company’s information | [villaminmcverv@gmail.com](mailto:villaminmcverv@gmail.com) |
| Mabelle Aspeli | Project Manager | H | Acquire and approve the required documents that should be approved by the stakeholder. Follow-up questions to the client if there are clarifications. | Align stakeholders around the vision of the product | [mtaspeli@student.apc.edu.ph](mailto:mtaspeli@student.apc.edu.ph) |
| Leigh Curtis Camara | Team Leader | H | Timely updates on project progress | Delegate tasks and set deadlines | [lbcamara2@student.apc.edu.ph](mailto:lbcamara2@student.apc.edu.ph) |
| Sofia Emmanuelle Villamin | Stakeholder | H | Reports and details of client’s demand | Provides resources and support for the project | srvillamin@student.apc.edu.ph |
| Nathaniel Sison | Team Developer | H | Obtain project requirements and client demand | Liaise with team leader and stakeholders to execute suitable requisite. | [nmsison@student.apc.edu.ph](mailto:nmsison@student.apc.edu.ph) |
| Dale Joshua Domingo | Team Secretary/Developer Support | L | Detailed records of problems that appear during testing | Facilitate and schedule team meetings | [dbdomingo@student.apc.edu.ph](mailto:dbdomingo@student.apc.edu.ph) |
| Ludwig Marco Angeles | Team Secretary Support | L | Observe or participate in product testing | Write and provide observations on product testing | [ltangeles@student.apc.edu.ph](mailto:ltangeles@student.apc.edu.ph) |

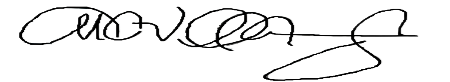
**6.1.3. Key Stakeholders**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Role** | **Responsibilities** | **Comments** |
| Mabelle Aspeli | Project Manager | Principal responsible party for the project's accomplishment. Work plan, resource allocation, risk management, scope change management, milestones monitoring, and project status communication with all stakeholders. | Notifies the Team Leader of any escalating risks, problems, or personnel difficulties. |
| Leigh Curtis Camara | Team Leader | A person who leads, oversees, and manages a team to accomplish objectives. | Authority to handle challenges, risk, and conflicts. |
| Sofia Emmanuelle Villamin | Stakeholder | A person who is responsible for facilitating the project's success and provides resources and support. | Aim to remove eliminate barriers and approves the final plan. |
| Nathaniel Sison | Team Developer | A person in charge of organizing a functional or technical area's work. | Emulate client's demand and develop the project. |
| Dale Joshua Domingo | Team Secretary/Developer Support | A person in the position of setting up meetings, managing paperwork, and replying to communications. | Maintains the team's efficiency and organization. |
| Ludwig Marco Angeles | Team Secretary Support | A person who is in control of carrying out project duties to meet its goals. | Updates the Team Leader and Project Manager on their work's progress as well as any relevant risks or difficulties. |

**6.1.4 Stakeholder Analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Role** | **Impact**  How much does the project impact them? (Low, Medium, High) | **Influence**  How much influence do they have over the project? (Low, Medium, High) | **What is important to the stakeholder?** |
| Manuel C. Villamin Jr. | Business Owner | High | High | Providing a detailed and efficient plan to support the development of the team |
| Mabelle Aspeli | Project Manager | High | High | Keeping all stakeholders informed, involved, and on board throughout the project’s development |
| Leigh Curtis Camara | Team Leader | High | High | Ensuring that all parties involved can cooperate to accomplish the organization's aims and objectives. |
| Sofia Emmanuelle Villamin | Stakeholder | High | High | Keeping them informed and updated on client requests. |
| Nathaniel Sison | Team Developer | High | High | Improving the project's quality to the fullest. |
| Dale Joshua Domingo | Team Secretary/Developer Support | High | Medium | Keeping the deliverables organized and efficient. |
| Ludwig Marco Angeles | Team Secretary Support | High | Medium | Maintaining work and support to the team throughout the project’s development. |

**Sponsor Acceptance**

****Approved by the Project Sponsor:

Date: April 14, 2023

Mr. Manuel C. Villamin Jr.

Owner of Villamin Wood and Iron Works

# 6.2 Scope Management Plan

# 6.2.1 Introduction

The Villamin Wood and Iron Works System plan for scope management describes the technologies and resources that will be used to create, document, and handle the project's context. Agile methodologies and collaborative tools will be utilized by the team to build an ordering system that meets the project's demands.

1. **Collect Requirements** – To gather and record the system's requirements, the project team will employ a variety of methods, including client interviews and discussions.
2. **Define Scope** – To establish the scope, the user stories and scope statement will be integrated into a project management plan. To accommodate any alterations to the project's scope as it progresses, the plan will be updated on a regular basis.
3. **Verify Scope** – The project group will utilize an agile methodology to test and confirm the project's expectations align with the requirements and are in accordance with the scope statement.
4. **Control Scope** – A change control process will be used to manage any changes to the project's scope. This process will look at how these changes will affect the project's schedule, budget, and quality. Additionally, each change solicitation guarantees that the change is fundamental, practical, and lined up with the project objectives.
5. **Create WBS** – this process breaks project deliverables down into progressively smaller and more manageable components which, at the lowest level, are called work packages. This hierarchical structure allows for more simplicity in scheduling, costing, monitoring, and controlling the project.

**6.2.2 Scope Management Approach**

1. The Project Manager, Mabelle Aspeli, will have the authority and responsibility to manage scope management. Mabelle Aspeli will collaborate with the project sponsor, Mr. Manuel Villamin Jr, to establish and regulate the project's scope.

* The extent of the project will be assessed and confirmed by reports, frequent assessments of the project's advancement in comparison to the initial scope, and evaluation of the project's performance. If there are any variations from the initial scope, they will be identified and resolved through the scope change procedure.
* Throughout the Villamin Wood and Iron Works process, the scope of the project will change, the Project Manager will have to accommodate a change request, and the project sponsor will give the final approval. To ensure that they align with the project objective and do not adversely affect the schedule or budget, any changes to the project scope must be thoroughly evaluated.
* It is the duty of the Project Manager to make sure that all project requirements have been met so that the final deliverables are accepted and approved by the stakeholder and the project sponsor. Once all the deliverables are accepted and any remaining issues are resolved, the successful completion of the project will be confirmed.

# 6.2.3 Roles and Responsibilities

**Quality Assurance (QA)** - responsible for ensuring the project outcome meets all the requirements consistently. It also visualizes the development process that needs to be improved to ensure deliverables are completed accordingly.

**Project Manager** – It is the responsibility of the Project Manager to manage and authorize modifications to the project's scope, as well as to establish and record the project's scope.

**Project Team** - The project team’s responsibility is to verify the scope of the project and to ask any relevant questions regarding modifications that have been submitted.

**Product Owner -** This person is responsible for making strategic decisions and collaborating with the development team and ensuring that the business objectives are achieved.

**Project Sponsor** – Project Sponsor will have the authority to approve all changes, particularly in the project budget, schedule, and project scope.

# 6.2.4 Scope Definition

The team developed the project Villamin Wood and Iron Works System to build a system that resolves all the issues presented by the client and to meet their demands which includes the following:

* + Creating an Ordering System in the online store to address the conflicts with their manual ordering process.
  + Increasing the number of customer reach.
  + Monitor the inventory of stocks and orders.

The process of developing the detailed description of this project and its deliverables occurred through interviewing with the client and learning about their business process and understanding their struggles and how the team can contribute to their business by providing the project. Team meetings discussing and developing a plan is an important process in the development of the project as we identified all requirements, the scope of the project, and how we can incorporate our ideas into the system.

# 6.2.5 Project Scope Statement

* **Product Scope Description –** The project will accomplish all requests made by the client based on the business problems they have provided which should be solved by the project.
* **Product Acceptance Criteria –** Part of the acceptance criteria will be based on the overall satisfaction of the client. This can be broken down into specific parts which includes the deployment of a fully functioning online store, solving all the presented business problems, and catering to the needs of the customers through the online store.
* **Project Exclusions -** The following is out of the scope of the project and will not be included:

1. Modification of the system beyond what was discussed in the project scope statement.
2. Collaborations with other system/company outside of the scope of the project.

* **Project Constraints**

-The following limits the project:

- Limited budget

- Availability of tools to use.

- Manpower

* **Project Assumptions**

The following assumptions have been made about the project:

1. The project timeline will be followed.
2. The project will stick to the discussed budget.
3. The system will be fully functional and accessible to the client.

# Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of the project scope that breaks it down into smaller, more manageable pieces. Starting with the highest level and working down, each level in the WBS represents a progressively more thorough view of the project. The WBS Dictionary is a companion document to the WBS that contains specific information about each component in the WBS, such as the scope of work, deliverables, responsibilities, and any other pertinent information.

The project team will split the project scope using the WBS and WBS Dictionary. Smaller, more manageable components, as well as assigning responsibilities to each component. This will help to guarantee that all areas of the project are considered and addressed and that everyone in the team understands their role in the project's completion. The schedule and The WBS Dictionary will also be used to track progress, detect, and address issues, and ensure quality that the project remains on track and within its budget. Overall, the WBS and WBS Dictionary are effective. Tools for managing project scope and guaranteeing project success are required.

Tasks:

Villamin Wood and Iron Works System

1.1 Planning

1.1.1 Creation of Project

1.1.2 Choose Project/Client

1.1.3 Choose Adviser/Consultant

1.1.4 Design Thinking 1

1.1.5 Chapter 1

1.1.6 Chapter 2

1.1.7 Chapter 3

1.1.8 Midterm (Sprint 1)

1.1.9 Comments Matrix

1.1.10 Chapter 4

1.1.11 Chapter 5

1.1.12 Progression of Chapter 1, 2, and 3

1.1.13 Finals (Sprint 2)

1.1.14 Updated Comments Matrix and Paper

1.1.15 Submission of Updated Comments Matrix and Final Paper

1.2 Analysis and Design

1.2.1 Choose Adviser/Consultant

1.2.2 Compilation of MNTSDEV Requirements

1.2.3 Software Design

1.2.4 MVC Infographic

1.2.5 GitHub Repository

1.2.6 Case in Point: Big Ten University

1.2.7 Event Table

1.2.8 Use Case Diagram

1.2.9 Use Case Full Description

1.2.10 Data Flow Diagram

1.2.11 Context Flow Diagram

1.2.12 Entity-Relationship Diagram

1.2.13 Adviser/Consultant Meeting 1

1.2.14 Submission of Midterm Deliverables

1.2.15 Midterm (Sprint 3)

1.2.16 Comment Matrix

1.2.17 Paper Revision 1

1.2.18 Activity Diagram

1.2.19 Object Diagram

1.2.20 Class Diagram

1.2.21 Sequence Diagram

1.2.22 State Machine Diagram

1.2.23 Package Diagram

1.2.24 Component Diagram

1.2.25 Deployment Diagram

1.2.26 Adviser/Consultant Meeting 2

1.2.27 Adviser/Consultant Meeting 3

1.2.28 Paper Revision 2

1.2.29 Mock Presentation

1.2.30 Submission of Final Deliverables

1.2.31 Finals (Sprint 4)

1.2.32 Paper Revision 3

1.2.33 Updated Comments Matrix and Paper

1.3 Development, Testing, and Deployment

1.3.1 Choose Adviser/Consultant

1.3.2 Compilation of MSYADD1 Requirements

1.3.3 Project Flow

1.3.4 Assigning of Parts for Statement of Work and Project Charter Plan

1.3.5 Initial Project Charter Plan (Long Version)

1.3.5.1 Executive Summary

1.3.5.2 Risks

1.3.5.3 Project Purpose/Justification

1.3.5.4 Project Description

1.3.5.5 Preliminary Scope Statement

1.3.5.6 Summary Milestone Schedule

1.3.5.7 Project Deliverables

1.3.5.8 Project Approval Requirements

1.3.5.9 Project Manager

1.3.5.10 Authorization

1.3.6 Statement of Work

1.3.6.1 Introduction/Background

1.3.6.2 Scope of Work

1.3.6.3 Period of Performance

1.3.6.4 Place of Performance

1.3.6.5 Work Requirements

1.3.6.6 Schedule/Milestones

1.3.6.7 Acceptance Criteria

1.3.6.8 Other Requirements

1.3.6.9 Acceptance

1.3.7 Project Vision and Scope

1.3.7.1 Business Requirements

1.3.7.2 Business Objectives and Success Criteria

1.3.7.3 Vision of the Solution

1.3.7.4 Scope and Limitations

1.3.7.5 Business Context

1.3.8 Activity List

1.3.9 MCSPROJ Course Paper

1.3.10 Team Meeting 1

1.3.11 Initial Work Breakdown Structure (WBS)

1.3.12 Team Meeting 2

1.3.13 Improvement Matrix

1.3.14 Midterm (Sprint 5)

1.3.15 Midterm Comment Matrix

1.3.16 User Project Review

1.3.17 Team Meeting 3

1.3.18 Test Case

1.3.19 Initial Quality Management Plan

1.3.20 Software Requirement Specifications

1.3.21 Adviser/Consultant Meeting 4

1.3.22 Adviser/Consultant Meeting 5

1.3.23 Finals (Sprint 6)

1.4 Project Management

1.4.1 Team Meeting 4

1.4.2 Business Case

1.4.3 Project Charter Plan (Short Version)

1.4.4 TOPCIT Project Management Quizlet

1.4.5 Stakeholder Analysis

1.4.6 Stakeholder Management Strategy

1.4.7 Choose Project Adviser and Consultant

1.4.8 Team Meeting 5

1.4.9 Team Meeting 6

1.4.10 Team Meeting 7

1.4.11 Cost Management Plan

1.4.12 Schedule Management Plan

1.4.13 Scope Management Plan

1.4.14 Work Package Solution

1.4.15 Team Meeting 8

1.4.16 Adviser/Consultant Meeting 6

1.4.17 Initial Wiki Page Encoding

1.4.18 Project Management Plan

1.4.18.1 Staffing Management Plan

1.4.18.2 Change Management Plan

1.4.18.3 Communication Management Plan

1.4.18.4 Final Quality Management Plan

1.4.18.5 Risk Management Plan

1.4.18.6 Procurement Plan

1.4.18.7 Implementation Plan

1.4.18.8 Project Management Approach

1.4.18.9 Company Profile

1.4.19 Team Meeting 9

1.4.20 1st Individual Weekly Status Report

1.4.21 PMI 7th Edition Quizlet

1.4.22 Final Project Charter Plan (Long Version)

1.4.23 2nd Individual Weekly Status Report

1.4.24 Adviser/Consultant Meeting 7

1.4.25 PMBOK Quizlet

1.4.26 Final Work Breakdown Structure (WBS)

1.4.27 Final Wiki Page Encoding

1.4.28 Team Meeting 10

1.4.29 Team Meeting 11

1.4.30 Team Meeting 12

1.4.31 Finals (Sprint 7)

1.5 Project Closeout

1.5.1 Project Turnover

1.5.2 Project Documentation

1.5.3 Project Demonstration

# 6.2.7 Scope Verification

In ensuring that the deliverables are verified leading to the formal acceptance of the project, the team will use the following methods for scope verification:

**Quality checklists -** This list will check that the requirements are being fulfilled and verify that they pass the standards to advance to the next deliverable.

**Work performance measurements** - The team will keep track of the progress of every deliverable, assuring that every member is contributing and fulfilling their roles in the development of the project.

**Scope baseline** - This is used to ensure that the deliverables will meet the scope and make sure that it maintains the original project scope despite changes being implemented.

**Formal Acceptance** - The acceptance of the project sponsor, other stakeholders, and the team is needed for the completion. This ensures that the team has met the demands and expectations of the client. That is why it is essential that there are consistent meetings and communications to ensure that the project and deliverables go as planned.

# 6.2.8 Scope Control

As part of the scope control process, the project's progress and outcomes will be evaluated on a regular basis to make sure they still adhere to the project scope that is stated in the Project Scope Statement. Any deviations from the scope will be assessed, and if fundamental, the changes in the scope will be documented and still follow the procedure in the existing scope. Monitoring and managing will be the responsibility of the project manager alongside the team and stakeholders. The project manager will be reviewed on a regular basis to make sure that the project progress is still being followed.

The following steps will be taken to modify the scope baseline during the scope control process for the Villamin Wood and Iron Works System project:

1. The request for a change in scope will be evaluated by the Project Manager and the Project Sponsor to assess its potential impact on the project schedule, financial plan, and available resources.
2. A scope change request will be initiated by any team member who identifies a requirement for a change to the scope.
3. If the request is approved, the Project Manager will create a plan of action to implement the change, revise the initial project scope, and communicate the change to all relevant stakeholders.
4. The project team will continue with the original scope if the request is rejected.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

# 6.3 Cost Management Plan

# 6.3.1 Introduction

The Cost Management Plan will include the required resources and process of estimating and tracking the cost to keep expenses within the planned budget. Mabelle Aspeli, our Project Manager, will be responsible for managing and reporting on the project expenses throughout the project duration. She will also have the authority to make and approve changes to the project to bring it back within the budget. The Project Cost Performance will be measured using a set of formulas that integrate schedule, scope, and costs to measure project success. The Project Manager will review the cost deviations she will be presenting to the project sponsor, and she will also provide options for the project back on budget.

# 6.3.2 Cost Management Approach

To facilitate a cost management plan, the team will imitate the key components of the management approach, and these are:

* **Cost Planning** - The team will develop a comprehensive cost plan that includes budgeting, estimating costs for resources, and establishing cost baselines.
* **Cost Estimation** - The team will determine the expected costs of project activities, tasks, or resources using various techniques such as data analysis, expert judgment, and parametric estimation.
* **Cost Control -** The team will monitor and track costs against established baselines, identifying deviations and taking correctives within the planned limits.
* **Cost Analysis -** The team will analyze cost data to identify trends, patterns, and opportunities for cost reduction or optimization. This may involve conducting a cost-benefit analysis, or variance analysis.
* **Cost Optimization** - The team will seek ways to optimize costs by identifying cost-saving opportunities, improving efficiency, and exploring alternatives while considering the desired quality and performance.
* **Cost Reporting -** The team will generate regular reports and updates on cost performance, including actual costs incurred, forecasted costs, and variance analysis, to keep stakeholders informed and facilitate decision-making.
* **Risk Management:** The team will assess and manage potential risks that could impact costs, such as cost overruns, schedule delays, or changes in scope. Mitigation strategies are developed to minimize the impact of risks on project costs.

# 6.3.3 Measuring Project Costs

**Depreciated Value:**

* Assuming that the Useful Life in Years is 5 years until the equipment will not operate optimally, the Depreciation Rate of the item will be deducted 20% per year.
  + Example:

**Equipment Usage**

* Equipment usage is calculated similarly to renting the equipment used to accomplish the project. This is equated based on Depreciated Value, and Rental Rate. The Rental Rate is 10%, following the rate that the team has come up with to be received for rent.
  + Example:

**Labor**

* Labor is the measurement of how the team exerted its efforts on finishing the project. This is also known as Cost of Work Performed.
  + Example:

**Actual Cost**

* Actual Cost is how much the Service Provider is charging.
  + Example:
    - GoDaddy Web Hosting Economy = PhP5,988

# Reporting Format

1. **Executive Summary -** The Team will discuss the reason for creating the project and its objectives.
2. **Project Budget -** Acknowledging the costs expected and their limitations will determine how the project will perform, this will also set expectations.
3. **Project Status -** Determining if there are bottlenecks, seeing if the project is accomplishing its objectives, and what can be done for improvements.
4. **Milestones Achieved -** Keeping in record what the set milestones in the project will see its effectiveness.
5. **Project Variance -** This will discuss what other variables are affecting the project’s budget and the project itself.
6. **Setting New Milestones -** Creating new milestones for the project will predict its success and see what are other factors that control the project’s performance beyond what is documented.
7. **Approval -** After the success of the meeting, the team will determine what to pursue based on what was the outcome of the meeting. This will then help the team to accomplish the necessary steps based on what the client has provided and is expecting.

# Cost Variance Response Process

The team, alongside the Project Sponsor, has allowed a leeway of 20% of the total budget in preparation for unidentified costs. This is then subjected to approval before allocating the cost. Variables such us Service Down Time, Change of Platform, Change of Service Charge, and New Feature Implementations are some of the costs that can be overlooked. If the threshold set has been exceeded, the Team will conduct a corrective action to minimize overbudgeting. All of these will then be presented to the Project Sponsor and Product Owner during the Monthly Project Meeting. If the new budget has been approved, the team will implement the necessary steps for the Project best interest, but if not, the team will create new alternatives to meet the client’s expectations.

# 6.3.6 Cost Change Control Process

\*\*\*\*

# Project Budget

Listed Below are the Project Budget and the detailed Computation:

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# 6.4. Schedule Management Plan

# 6.4.1. Introduction

The schedule management plan is a roadmap for the process of executing the project. This is important as they provide the status of the project to the project team, sponsor, and stakeholders. The purpose of the schedule management plan is to specify the methodology the project team will employ in putting together the project schedule. The schedule management plan must be identified, analyzed, documented, prioritized, approved, or rejected, and published. This plan will help the team to monitor the progress of the project and manage the changes to the project schedule after being approved.

# 6.4.2. Schedule Management Approach

The schedule management plan will be created with the help of the deliverables in the Work Breakdown Structure (WBS). The specific work packages that must be carried out to complete each deliverable will be identified by the activity definition. To determine the order of work packages, an activity sequencing will be used and assigned between project activities. The number of work periods necessary to finish work packages will be determined using activity duration estimation. To finish schedule development, resource estimating will be used to allocate resources to work packages.

Once an initial schedule has been done, the project team and stakeholders will review the task and must agree on the proposed work package assignments, duration, and schedule. Afterward, the project team will have it reviewed by the project sponsor for approval and have the schedule baselined.

The milestones for the projects schedule are as follows:

* Completion of deliverables
* Completion of scope management plan and Work Breakdown Structure (WBS)
* Approval of initial schedule baseline
* Project Sponsor budget approval
* Roles and responsibilities approval
* Acceptance of deliverables

Schedule development roles and responsibilities are the following:

**Project Sponsor -** responsible for reviewing of proposed schedule and approval of the final schedule before baselined.

**Product Owner** - the project owner is tasked with the responsibility of advocating for the stakeholders and working together with the development team. Additionally, in charge of maximizing the product's value and making major strategic decisions throughout its lifespan.

**Project Manager –** responsible for facilitating and checking the progress of the deliverables. The project manager also supports the team, stakeholders, and project sponsors in validating the proposed schedule.

**Project Developer** - manages a project's operations and typically collaborates with the project manager to create activities, schedules, and regular progress reports.

**Quality Assurance -** Ensure that the overall quality of the product and deliverables are met by establishing quality criteria, and development processes, and implementing corrective actions.

**Project Tester -** responsible for ensuring that the system satisfies the specified criteria, functions as intended, and satisfies the established quality standard.

# 6.4.3. Schedule Control

The project schedule will be reviewed and updated on a twice-a-week basis with the actual start, actual initial completion, and the final completion percentage which will be given and reviewed by the Project Manager. Additionally, the project manager will be responsible for holding meetings for the updates and reviews, submission of schedule change requests, and reports of the schedule status according to the project’s communication plan.

The project team will be responsible for participating in the meetings for updates and reviews, reporting any changes of actual start and actual initial completion to the project manager.

The project sponsor will be responsible for maintaining the acknowledgment of the project schedule status and reviewing and approving any schedule change requests that will be submitted by the project manager.

# 6.4.4. Schedule Changes and Thresholds

If there’s a need for a change in the schedule, the team must hold a meeting with the project manager and identify the proposed changes as they will affect the tasks in progress. While holding the meeting, the team must identify the cause of change and other changes and find a way of taking an alternative action to use for the success of the proposed scheduled plan. Afterward, the project manager may review the proposed changes and submit the schedule change request form to the project stakeholders and project sponsor.

# 6.4.5. Scope Change

The project team will need to assess the impact of any changes to the project scope that have been approved by the project sponsor on the current schedule. The project manager may request that the schedule be re-baselined to consider any changes that must be made as part of the new project scope if it is determined that the scope change will significantly affect the current project schedule. This request must be reviewed and approved by the project sponsor before the schedule can be re-baselined.

# Appendices

Initial Schedule Baseline:

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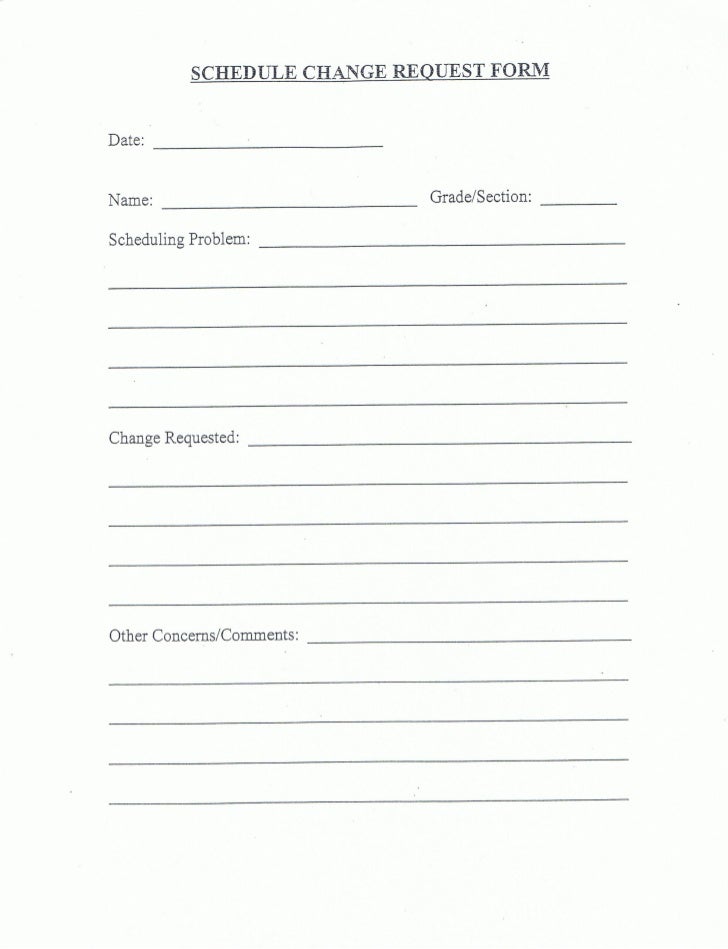
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Schedule Change Request Form:



**6.5. Staffing Management Plan**

**6.5.1. Introduction**

**6.5.2. Roles and Responsibilities**

For the project to be completed successfully, a strong human resources management strategy is essential of any project. It describes the duties and responsibilities of each member of the project team, stakeholders, making sure that everyone is aware of their contributions and how they fit into the overall picture.

The strategy also specifies the degree of authority and decision-making held by each team member, making sure that resources are distributed and used efficiently. Distinctly defining the strategy will ensure that the appropriate individuals are in the right positions based on their competencies and skill requirements to the appropriate roles to ensure project success.

This plan acts as the success of the project roadmap for the project team to execute and deliver.

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Authority | Responsibility | Competency |
| Project Sponsor | Approves the needed deliverables and budget of the project.  Provides feedback and comments on what can be improved.  Able to allot project resources and consent to project scope changes,  Schedule, and budgeting plans with significant effects. | Ensures that the project delivers the anticipated benefits and value and is in line with the organization's strategic goals and objectives.  Provide guidance to the project and project manager.  Communicate with the stakeholder and project manager for the progress of the project and team. | Communicating effectively with the team.  Strong leadership and strategic thinking skills.  Understands the team’s goal for the project.  Ability to support the project. |
| Product Owner | Make choices about the growth and direction of a product. They have the power to establish requirements, set priorities for the product backlog, and make critical decisions on the features, functionalities, and release timelines. | Responsible for representing the interests of the stakeholders, working with the development team, and making sure the product satisfies consumer needs and accomplishes business objectives. Throughout the course of the product's lifecycle, they are responsible for maximizing its value and making strategic decisions. | Stakeholder Management, Leadership and Collaboration Skills, Communication Skills, and Continuous Learning and Adaptability. |
| Project Manager | Authority to make decisions regarding the project.  Approve changes to project scope, schedule, and budget that have low change effect. | Control and help execute a solution to a problem in the project and monitor the work of the team members. | Strong leadership, communication skills, and project management skills. Knowledge of the company for precise information. |
| Developer | Designing, creating, and implementing software solutions in accordance with project needs and technical specifications are the domain of a developer. To guarantee the successful delivery of the software product, they have the authority to develop and edit code, create, and maintain software components, and work with team members. | Responsible to convert conceptual designs and specifications into useful software programs. They must write clear, effective, and well-documented code, perform unit tests to ensure functionality, and debug and fix software bugs. Work closely with the product owner and project manager. | Programming Languages, Problem-Solving Skills, Technical Knowledge, Coding and Debugging, Collaboration and Teamwork, Time Management, and Continuous Learning. |
| Quality Assurance  (Internal User) | Ensures that products and deliverables fulfill its quality standards. Develop and implement quality processes, conduct testing, and checks the quality of the system and deliverables. | Ensures that the entire project’s deliverables and product are consistently meeting its quality standards. Ensure that the overall quality of the product and deliverables are met by establishing quality criteria, and development processes, and implementing corrective actions. | Technical Skills, Communication skills, Problem-solving skills, Collaboration, and Time Management. |
| System Tester  (Internal Users) | Evaluate and validates the performance and functioning of a system or software program. Authority to find and report errors or problems, work with stakeholders and developers to fix them, and make improved suggestions. | Ensure that the system operates as intended and meets the quality standard set for it. Responsible for designing and executing test cases, identifying, and reporting defects, and verifying that the system meets the specified requirements. | Technical Skills, Communication Skills, Time Management, Analytic, and Problem-Solving Abilities. |
| Customers  (External Users) | Test the project’s system. | Provides feedback on the project’s system.  Communicates with the team to help improve the system. | Communication skills.  Knowledge of using an online system. |
| Client  (External User) | Company Owner that introduced the project and will test the system. | Provides feedback on the deliverables and system. Communicates with the project sponsor, project stakeholder, and project manager for updates and progress. | Strong leadership, communication skills, and negotiation skills. |

Table 1: Roles and Responsibilities

### **6.5.3. Project Organizational Charts**

A project organizational chart is a visual representation of the relationship between the team and the key stakeholders. At the top of the chart comes the project sponsor, followed by the project stakeholder as they are responsible for communicating between the project sponsor and the rest of the team, and then followed by the project manager who is responsible for managing the project team, send approval requests for the deliverables, and schedules. The project team members are responsible for completing the deliverables and making sure that there’s progress on the tasks at hand.

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Figure 1: Project Organizational Chart

**6.5.4. Staffing Management**

Staffing Management is a crucial part of ensuring the success of the project. It shows the plans and process of the project, managing the acquired information, and it also shows the responsibilities and tasks of the human resources.

* Acquisition must be completed as soon as possible to obtain the skills and knowledge required for the project. This will involve using new employees, outside contractors, and even internal staff as needed to complete the project.
* Prior to anything else, training will be used to reduce errors in the project working environment and to further hone skills for better application in the creation and execution of deliverables appropriately.
* Regular performance evaluations will be done to evaluate the performance of team members and pinpoint potential improvement areas. These evaluations also comment on the team members' performance in achieving the project's goals objectives and expectations.
* A recognition and incentive program will be put in place to reward and encourage exceptional performance. This could apply to rewards, promotions, and other advantages.

Regular reviews and updates to the Staffing Management Plan will be made as necessary to ensure that it continues to be in line with the project's requirements and objectives. It is crucial that the project manager perform a thorough analysis of the project's particular requirements and laws to ascertain whether any extra items need to be added to the management of staffing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role | Project Responsibility | Skills Required | Number of Staff | Performance Review | Recognition and Rewards |
| Project Sponsor | Approves the needed deliverables and budget of the project. | Strong leadership and strategic thinking skills. | 1 | Quarterly or as needed | Promotion or Bonus |
| Product Owner | Responsible for maximizing its value and making strategic decisions. | Stakeholder Management, Leadership and Collaboration Skills, Communication Skills, and Continuous Learning and Adaptability. | 1 | Monthly or as needed | Promotion or Bonus |
| Project Manager | Control and help execute a solution to a problem in the project and monitor the work of the team members. | Strong leadership, communication skills. | 1 | Weekly or as needed | Salary Increase |
| Developer | Responsible to convert conceptual designs and specifications into useful software programs. Work closely with the product owner and project manager | Programming Languages, Problem-Solving Skills, Technical Knowledge, Coding and Debugging, Collaboration and Teamwork, Time Management, and Continuous Learning. | 2 | Weekly or as needed | Salary Increase |
| Quality Assurance | Ensures that the entire project’s deliverables and product are consistently meeting its quality standards. | Technical Skills, Communication skills, Problem-solving skills, Collaboration, and Time Management. | 1 | Weekly or as needed | Salary Increase |
| System Tester | Ensure that the system operates as intended and meets the quality standard set for it. Responsible for program. | Technical Skills, Communication Skills, Time Management, Analytic and Problem-Solving Abilities. | 1 | Weekly or as needed | Salary Increase |

Table 2: Staffing Management

**6.6. Change Management Plan**

**6.6.1. Introduction**

The Change Management Plan was created to facilitate the successful implementation of changes during the creation of the project. The plan is to outline the process and procedures of any changes that may arise such as schedule and cost. This plan will ensure that changes are properly evaluated, communicates, and implemented to minimize disruptions, adhere to the project’s plan, and maintain project success.

**6.6.2. Change Control Board**

The Change Control Board is crucial to maintain stability, minimizing risks, and provide a structured and systematic approach to change management. By establishing a Change Control Board, the team MLNSD can initiate clear guidelines and procedures for handling changes Cost Management Plan.

The Change Control Board consists of representatives that are responsible for evaluating and approving or rejecting changes within the Villamin Wood and Iron Works Ordering System. The table below shows the roles and responsibilities of each representative for the modifications to the project plan:

|  |  |  |
| --- | --- | --- |
| Role | Name | Responsibilities |
| Project Sponsor/Business Owner | Manuel Villamin | * Communicates the need for change and gains support from stakeholders. * Approves the change management plan and ensures adequate resources are allocated. |
| Project Manager | Mabelle Aspeli | * Assesses proposed changes for evaluation, providing relevant information, analysis, and recommendations. * Implements approved changes and ensures they are properly integrated into the project plan and communicated to the team. |
| Team Leader | Leigh Curtis Camara | * Assists the project manager in assessing the impact of proposed changes on the team's tasks, deliverables, and timeline. * Implements approved changes within their team, ensuring clear communication, proper coordination, and timely execution. |
| Stakeholder | Sofia Emmanuelle Villamin | * Develop and deliver communication plans, messages, and materials to the project sponsor. * Participate in the change management process |

**6.6.3. Roles and Responsibilities**

The change management process involves various roles and responsibilities to ensure a smooth transition and successful implementation of changes within the Villamin Wood and Iron Works Ordering System. The roles and responsibilities are shown below:

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibilities |
| Mabelle Aspeli | Project Manager | * Develops and implements the change management strategy and plan. * Identifies and manages potential risks and resistance to change. |
| Leigh Curtis Camara | Team Leader | * Works closely with the project manager and project stakeholder to implement the change initiative. * Assists in identifying and mitigating risks associated with the change. |
| Sofia Emmanuelle Villamin | Stakeholder | * Support and communicate the change to the team. * Comply with the changes and adapt their work practices accordingly. |
| Nathaniel Sison | Team Developer | * Collaborate with each of the team members to ensure the changes align with the project plans. * Design and implement the necessary code changes, integrations, or configurations. |
| Dale Joshua Domingo | Team Secretary/Developer Support | * Maintain documentation and records related to change management processes. * Provide technical support during the implementation phase and address any issues that arise. |
| Ludwig Angeles | Team Secretary Support | * Assist in Monitoring and tracking progress on change requests and ensure timely completion. * Contribute to the continuous improvement of change management processes. |

**6.6.4. Change Control Process**

The change control process for the Villamin Wood and Iron Works Ordering System typically involves an organizational approach to managing any modifications, enhancements, and implementing changes to the system.

1. Identification of Change -

Any proposed change to the ordering system should be identified and documented.

1. Change Request Form -

A change request form should be created to capture all the necessary details about the proposed change.

1. Change Control Board (CCB) Review –

The project manager and team leader will review the change request. The evaluation process assesses the feasibility, impact, and risks associated with the proposed change. It may involve reviewing the system requirements, analyzing potential conflicts with existing functionality, and considering resource implications.

1. Impact Analysis –

An impact analysis should be conducted to assess the effects of the proposed change on the ordering system. This analysis should identify any potential risks, dependencies, or conflicts with existing functionalities or components.

1. Change Approval –

Based on the evaluation and impact analysis, the change control board decides whether to approve or reject the change request. If approved, the necessary resources and timelines are allocated for implementing the change.

1. Change Planning and Implementation –

A detailed plan should be developed to implement the change. Implementation of change may involve development work, testing, configuration changes, or any other necessary actions.

1. Documentation and Communication: Throughout the change control process, documentation is maintained to track the changes made. Communication with the project sponsor and each of the team members is crucial to ensure awareness and understanding of the changes.
2. Change Closure: After the change has been reviewed and deemed successful, the change control process is considered complete.

To monitor the progression of change requests, the table below shows the status for each phase.

|  |  |
| --- | --- |
| Status | Description |
| Submitted | A change request log will be submitted by a team member or project sponsor and will be conducted for impact analysis. |
| In Review | Evaluating the impact. |
| Approved | The change request has been reviewed, accepted, and has been granted permission to proceed to implementation. |
| Denied | The change request has been denied for implementation. |
| In Progress | The approved change request is currently being implemented or worked on. |
| Verifying | The implemented change request is being verified to ensure it meets the desired outcome and requirements. |
| Closed | The change has been implemented, verified, and documented. |

**6.7. Communications Management Plan**

**6.7.1. Introduction**

This is an important component of the project as the communications management plan outlines how the team will operate to fulfill the system, it outlines the strategy of communication for the team and stakeholders.

The plan will discuss the type of information which will be communicated throughout the development which includes project updates, discussing progress reports, risks, and issues with the project. The plan also specifies the communication needs of all parties involved and what the approach will be in order for the communication process to go accordingly.

**6.7.2. Communications Management Approach**

The project manager is the one responsible for holding regular meetings with the project team and discussing the updates being made. These meetings will be held to ensure that everyone is aware of the progress of the project. The team should also establish a way to address any conflicts or issues that arise by communicating clearly.

**6.7.3. Communications Management Constraints**

The Communications Management Constraints for the project are crucial to the overall project management plan because these constraints help in defining the limitations which may impact the communication processes and strategies created for the project. The team will look to develop solutions with the help of identifying the constraints to mitigate potential challenges. This section will provide an overview of the constraints that may impact the project’s communication strategies and processes. These constraints are the following:

1. Availability of team members: Some team members may have other work or responsibilities now making them unavailable to communicate.
2. Limited budget for resources and tools used for communication: The budget may not be sufficient to fund communication tools that can be used to improve the communication management plan.
3. Time conflicts: The provided deadlines may provide challenges in completing requirements and could result in conflicts with conducting regular meetings.
4. Technical difficulties: This may include internet problems and other technicalities that may be a constraint to communication processes.

**6.7.4 Communication Methods and Technologies**

The Villamin Wood and Ironworks System requires understanding from the team of the communication methods and technologies to effectively communicate with the stakeholders. It is essential to consider different factors and limitations in ensuring that the stakeholders will receive the information they need at the right time and in an efficient manner. This includes delivering project updates, progress reports, and other relevant information. Some factors to consider are the location of the stakeholders and the level of technical expertise of the stakeholders which should be considered to factor how the team should communicate. Also, the budget and resources available.

Based on the stated factors, it is important for the team to utilize the use of technologies such as project management software, email, telephone, and video conferencing for meetings.

**6.7.4 Communication Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Communication Type | Purpose | Medium | Frequency | Audience |
| Initial Meeting | Introduction of the project team and the proposed project, presenting the objectives and the entire project plan. | Microsoft Teams | Once | * Project Manager * Project Team Members * Client |
| Team Meetings | Discussing the tasks and working on the deliverables. | Microsoft Teams  Face-to-face Meetings | Weekly | * Project Manager * Project Team Members |
| Progress Reports | Updating progress with the project and its deliverables. | Microsoft Teams  Face-to-face Meetings | Every other week | * Project Manager * Project Team Members |
| Sprint Meeting | To discuss the works that need to be completed and plan on how to accomplish them. | Microsoft Teams  Face-to-face Meetings | Every other week | * Project Manager * Project Team Members |
| Technical Meetings | To discuss any technical issues regarding the project development and plan on how to resolve them. | Microsoft Teams  Face-to-face Meetings | Only when needed | * Project Manager * Project Team Members |