Project Management Plan

*Villamin Wood and Iron Works System*

Villamin Wood and Iron Works

G367+F29, MRT Ave

Taguig, 1632

May 2023

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# Company Profile

|  |  |
| --- | --- |
| **Registered Name** |  |
| **Company Logo** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Line of Business** |  |
| **Type of Customers** |  |
| **Date of Registration** |  |
| **President** |  |
| **Number of Employees** |  |

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To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

# Business Case

## Problem Definition

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### **Problem Statement**

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**Organizational Impact**

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**Technology Migration**

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## Project Overview

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**Project Description**

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### **Goals and Objectives**

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### **Project Performance**

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### **Project Assumptions**

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### **Project Constraints**

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### **Major Project Milestones**

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## Strategic Alignment

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## Cost and Benefit Analysis

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# Project Charter

## Project Purpose/Justification

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### **Business Need**

The Villamin Wood & Iron Works System has been created to help the company increase their sales and customer reach to take back the loss in income from the sudden temporary closing of shop due to the pandemic. Also, to enhance the conveniency of their customers. In this approach, it will eliminate unnecessary expenses of the company. The cost to make the system successful will be covered by the company owner, recovered by the system's anticipated results.

### **Business Objectives**

1. Strengthen customer service.

* Develop goals that motivate them and ensure that our customers and clients have a positive experience with our services. And emphasize the importance of providing an exceptional customer experience every time we connect with our customers and clients.

1. Sell a more reliable product.

* Our company will set quality and troubleshooting goals to identify areas for improvement within our products. With this, we will be able to give constant enhancements and upgrades based on the demands of our clients.

## Project Description

The Villamin Wood & Iron Works System will support the increase in the company’s sales and customer reach. The system will provide easy navigation and transaction to avoid complications while the system is being used by customers. The system will be an additional tool from the company’s current platform to attain their objectives while allowing customers to browse and process orders easily.

### **Project Objectives**

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### **Success Criteria**

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### **Requirements**

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### **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 stakeholder will provide the necessary information for the project.
      * The software to be used must be suitable for our IT (Information Technology) platforms.

**Assumptions**

* There will be communication between the team and the company if there are complications occur upon deployment.
* If there are more resources, the company and the team will discuss.

**Preliminary Scope Statement**

This project created by the MLNSD team will include designing, improving, testing and delivery of an improved online ordering system for the client, Villamin Wood & Iron Works. The improved system will require internet use to capture the orders and training of the client's staff to manage and administer the website. The project will conclude once the system is ready for deployment.

## Risks

The following risks are what the team has foreseen that could affect the performance output of the project proposed:

* Denial of service
  + Web Services that are not accessible to the users, render potential loss of profit.
  + A factor that causes Denial of Service is web traffic entering the system. When the system has received user requests beyond its capacity, it may lead to a system crash.
  + Malicious attacks also play a role. In which hackers flood/overflow the request, impair the servers, and cause inoperability.
  + Not only will customers suffer from the system's malfunction caused by external factors, but the company's workforce will not be able to complete the tasks required to fulfill the needed output.
* SQL injections
  + Hackers use this technique to alter the desired algorithm (within the source code) by the developers. This in return gives more control to them. It also increases the company's system vulnerabilities.
* Data breach
  + Data breach is a process of hackers collecting data without any form of authorization from the product owners. The data can be used to damage the company and its stakeholder's reputation for the benefit of the infiltrator.
  + Despite having numerous methods of attacks (such as, insider leak, loss or theft of information, and unintended disclosure), the prior risks may also be a factor that may contribute to this.
* Cybersquatting
  + Cybersquatting is a way for external affairs to take advantage of the websites' domain.
  + Cybersquatters manipulate the reputation and domain of the company and use it to redirect users to a different service and/or platform.

With the listed risks, the team will collaborate with the stakeholders and ensure that the foreseen risks will be tended to. In preparation to reinforce the project based on the risks listed, the team will create solutions that are aligned with the project budget and constraints. If the risks were to affect the system, the team will ensure this is handled with immediate response.

## Project Key Deliverables

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## Summary Milestone Schedule

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## Budget Summary

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## Project Approval Requirements

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# Project Management Approach

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# Project Technical Approach

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## Product Development Methodology

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## Technical Architecture

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# Project Management Plans

## Stakeholders Strategy Management Plan

### **Introduction**

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### **Identify Stakeholders**

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### **Key Stakeholders**

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### **Stakeholder Analysis**

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## Scope Management Plan

### **Introduction**

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### **Scope Management Approach**

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### **Roles and Responsibilities**

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### **Scope Definition**

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### **Project Scope Statement**

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### **Work Breakdown Structure**

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### **Scope Verification**

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### **Scope Control**

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## Cost Management Plan

### **Cost Management Approach**

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### **Measuring Project Costs**

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## Schedule Management Plan

### **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.

**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. Afterwards, the project team will have it reviewed by the project sponsor for the 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 Manager –** responsible for facilitating and checking the progress of the deliverables. The project manager also supports the team, stakeholder, and project sponsor on validating the proposed schedule.
* **Project Team –** responsible for working and completing the deliverables. The project team is also responsible for reviewing the proposed schedule and assigning activities after the schedule’s approval.
* **Project Stakeholders –** responsible for reviewing of proposed schedule and assisting in approvals.
* **Project Sponsor -** responsible for reviewing of proposed schedule and approval of the final schedule before baselined.

### **Schedule Control**

The project schedule will be reviewed and updated on a twice a week basis with 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 acknowledgement of the project schedule status, review and approve any schedule change requests that will be submitted by the project manager.

### **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. Afterwards, the project manager may review the proposed changes and submit the schedule change request form to the project stakeholders and project sponsor.

### **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.

## Staffing Management Plan

### **Introduction**

### Having a strong project team that will manage and help structure the project is what human resource management strategies are. It is one of the most crucial parts to the success of the project, as it is help assist in establishing the appropriate and qualified people that will work on the project. This strategy includes the roles and responsibilities, communication protocols, and performance management issues.

With the use of this plan, the team can successfully manage the project as it will make sure that all team members are working effectively and understands their role and responsibilities, that communications are open, that their performance while working is monitored as their contribution to the success of the project.

### **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. By 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.

Generally, 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 plan 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. |
| Project Stakeholder | Checks the approved changes in the deliverables. Authority to revise an information that will mislead the goals of the project. | Ensures that the deliverables are complete before sending and having it checked by the project sponsor.  Organize meetings with the project manager and project team members for the feedbacks of the project sponsor. | Strong leadership, communication skills, and project management skills.  Knowledge of the company for precise information. |
| Project Manager | Authority to make decisions regarding the project.  Approve changes to project scope, schedule, and budget that has low change effect. | Control and help execute a solution to a problem in the project and monitors the work of the team members. | Strong leadership, communication skills, and project management skills. Knowledge of the company for precise information. |
| Project Team Leader  (Internal User) | Leads the team members.  Authority to call a meeting with the project manager and team members about the project. | Ensures that the entire project deliverables are complete. | Strong leadership, communication skills, and project management skills. Knowledge of the company for precise information. |
| Project Team Members  (Internal Users) | Authority to help the project leader and project manager in deciding the plans on the project. | Ensures that the information in the deliverables is complete and connected to the objectives of the project.  Ensures that the deliverables are complete within the given timeframe. | Strong communication skills, project management skills, and cooperation.  Knowledge of the company needs, and information to complete deliverables. |
| 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 in 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 : Staffing Management Plan Roles and Responsibility

### **Project Organizational Charts**

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 which 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 make sure that there’s progress on the tasks at hand.

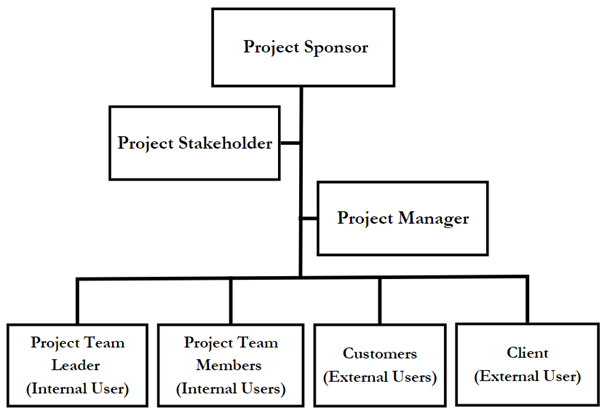


Figure : Project Organizational Chart

### **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 task 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 |
| Project Stakeholder | Organize meetings with the project manager and project team leader for the feedbacks of the project sponsor. | Strong leadership, communication skills, and project management skills. | 1 | Monthly or as needed | Promotion or Bonus |
| Project Manager | Control and help execute a solution to a problem in the project and monitors the work of the team members. | Strong leadership, communication skills. | 1 | Weekly or as needed | Salary Increase |
| Project Team Leader | Ensures that the entire project deliverables are complete.  Leads the Team members. | Strong leadership, communication skills. | 1 | Weekly or as needed | Salary Increase |
| Project Member | Ensures that the information in the deliverables is complete and connected to the objectives of the project. | Strong communication skills, technical skills, and cooperation. | Depend on the project requirement. | Weekly or as needed | Salara Increase |

Table : Staffing Management

## Change Management Plan

### **Introduction**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

### **Change Control Board**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

### **Roles and Responsibilities**

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### **Change Control Process**

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## Communications Management Plan

### **Introduction**

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### **Communications Management Approach**

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### **Communications Management Constraints**

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### **Stakeholder Communication Requirements**

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### **Roles**

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### **Project Team Directory**

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### **Communication Methods and Technologies**

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### **Communications Matrix**

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### **Communication Flowchart**

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### **Guidelines for Meetings**

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### **Communication Standards**

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### **Communication Escalation Process**

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### **Glossary of Communication Terminology**

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## Quality Management Plan

### **Introduction**

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### **Quality Management Approach**

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## Procurement Plan

### **Introduction**

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### **Procurement Risks**

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### **Procurement Risk Management**

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### **Cost Determination**

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### **Procurement Constraints**

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### **Contract Approval Process**

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### **Decision Criteria**

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### **Performance Metrics for Procurement Activities**

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## Implementation Plan

### **Executive Summary**

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### **Transition Approach**

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### **Transition Team Organization**

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### **Workforce Transition**

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### **Workforce Execution During Transition**

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#### **Government Furnished Equipment (GFE)**

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#### **Incumbent Owned Equipment**

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#### **Intellectual Property**

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#### **User Accounts and Passwords**

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#### **Knowledge Transfer**

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#### **Schedule**

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#### **Handover and Acceptance**

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# Sponsor Acceptance

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Sponsor Acceptance

Approved by the Project Sponsor:

Date:



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# Appendices

## Project Cost and Benefit Analysis

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## Project Methodology

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## System Requirement Specifications

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## Development Tools Specifications

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## WBS Dictionary

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## WBS Detailed Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **WBS Code** | **Element Name** | **Definition** | **Estimated Duration** |
| 1 | 1 | Villamin Wood and Iron Works System | Implement the Villamin Wood and Ironworks System | - |
| 2 | 1.1 | Planning | The work to plan the project | 106 days |
| 3 | 1.1.1 | Creation of Project |  | 20 days |
|  |  |  |  |  |

## WBS Detailed Cost Estimates

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## WBS Handle Time

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