Project Management Plan

*Villamin Wood and Iron Works System*

Villamin Wood and Iron Works

G367+F29, MRT Ave

Taguig, 1632

May 2023

Table of Contents

[Company Profile 1](#_Toc134094309)

[Business Case 2](#_Toc134094310)

[Problem Definition 2](#_Toc134094311)

[Problem Statement 2](#_Toc134094312)

[Project Overview 3](#_Toc134094313)

[Goals and Objectives 3](#_Toc134094314)

[Project Performance 3](#_Toc134094315)

[Project Assumptions 4](#_Toc134094316)

[Project Constraints 4](#_Toc134094317)

[Major Project Milestones 4](#_Toc134094318)

[Strategic Alignment 4](#_Toc134094319)

[Cost and Benefit Analysis 5](#_Toc134094320)

[Project Charter 5](#_Toc134094321)

[Project Purpose/Justification 5](#_Toc134094322)

[Business Need 5](#_Toc134094323)

[Business Objectives 6](#_Toc134094324)

[Project Description 6](#_Toc134094325)

[Project Objectives 6](#_Toc134094326)

[Success Criteria 6](#_Toc134094327)

[Requirements 6](#_Toc134094328)

[Constraints 7](#_Toc134094329)

[Assumptions 7](#_Toc134094330)

[Preliminary Scope Statement 7](#_Toc134094331)

[Risks 7](#_Toc134094332)

[Project Key Deliverables 8](#_Toc134094333)

[Summary Milestone Schedule 8](#_Toc134094334)

[Budget Summary 8](#_Toc134094335)

[Project Approval Requirements 8](#_Toc134094336)

[Project Management Approach 8](#_Toc134094337)

[Project Technical Approach 9](#_Toc134094338)

[Product Development Methodology 9](#_Toc134094339)

[Technical Architecture 9](#_Toc134094340)

[Project Management Plans 9](#_Toc134094341)

[Stakeholders Strategy Management Plan 9](#_Toc134094342)

[Introduction 9](#_Toc134094343)

[Identify Stakeholders 9](#_Toc134094344)

[Key Stakeholders 10](#_Toc134094345)

[Stakeholder Analysis 10](#_Toc134094346)

[Scope Management Plan 10](#_Toc134094347)

[Introduction 10](#_Toc134094348)

[Scope Management Approach 10](#_Toc134094349)

[Roles and Responsibilities 11](#_Toc134094350)

[Scope Definition 11](#_Toc134094351)

[Project Scope Statement 11](#_Toc134094352)

[Work Breakdown Structure 11](#_Toc134094353)

[Scope Verification 12](#_Toc134094354)

[Scope Control 12](#_Toc134094355)

[Cost Management Plan 12](#_Toc134094356)

[Cost Management Approach 12](#_Toc134094357)

[Measuring Project Costs 12](#_Toc134094358)

[Schedule Management Plan 13](#_Toc134094359)

[Introduction 13](#_Toc134094360)

[Schedule Management Approach 13](#_Toc134094361)

[Schedule Control 13](#_Toc134094362)

[Schedule Changes and Thresholds 13](#_Toc134094363)

[Scope Change 14](#_Toc134094364)

[Staffing Management Plan 14](#_Toc134094365)

[Introduction 14](#_Toc134094366)

[Roles and Responsibilities 14](#_Toc134094367)

[Project Organizational Charts 14](#_Toc134094368)

[Staffing Management 15](#_Toc134094369)

[Change Management Plan 15](#_Toc134094370)

[Introduction 15](#_Toc134094371)

[Change Control Board 15](#_Toc134094372)

[Roles and Responsibilities 15](#_Toc134094373)

[Change Control Process 16](#_Toc134094374)

[Communications Management Plan 16](#_Toc134094375)

[Introduction 16](#_Toc134094376)

[Communications Management Approach 16](#_Toc134094377)

[Communications Management Constraints 16](#_Toc134094378)

[Stakeholder Communication Requirements 17](#_Toc134094379)

[Roles 17](#_Toc134094380)

[Project Team Directory 17](#_Toc134094381)

[Communication Methods and Technologies 17](#_Toc134094382)

[Communications Matrix 17](#_Toc134094383)

[Communication Flowchart 18](#_Toc134094384)

[Guidelines for Meetings 18](#_Toc134094385)

[Communication Standards 18](#_Toc134094386)

[Communication Standards 18](#_Toc134094387)

[Communication Escalation Process 19](#_Toc134094388)

[Glossary of Communication Terminology 19](#_Toc134094389)

[Quality Management Plan 19](#_Toc134094390)

[Introduction 19](#_Toc134094391)

[Quality Management Approach 19](#_Toc134094392)

[Quality Requirements/Standards 20](#_Toc134094393)

[Quality Assurance 20](#_Toc134094394)

[Quality Control 20](#_Toc134094395)

[Quality Control Measurements 20](#_Toc134094396)

[Risk Management Plan 21](#_Toc134094397)

[Introduction 21](#_Toc134094398)

[Top 3 Risks 21](#_Toc134094399)

[Risk Management Approach 21](#_Toc134094400)

[Risk Identification 21](#_Toc134094401)

[Risk Qualification and Prioritization 22](#_Toc134094402)

[Risk Monitoring 22](#_Toc134094403)

[Risk Mitigation and Avoidance 22](#_Toc134094404)

[Risk Register 22](#_Toc134094405)

[Procurement Plan 23](#_Toc134094406)

[Introduction 23](#_Toc134094407)

[Procurement Risks 23](#_Toc134094408)

[Procurement Risk Management 23](#_Toc134094409)

[Cost Determination 23](#_Toc134094410)

[Procurement Constraints 24](#_Toc134094411)

[Contract Approval Process 24](#_Toc134094412)

[Decision Criteria 24](#_Toc134094413)

[Performance Metrics for Procurement Activities 24](#_Toc134094414)

[Implementation Plan 25](#_Toc134094415)

[Executive Summary 25](#_Toc134094416)

[Transition Approach 25](#_Toc134094417)

[Transition Team Organization 25](#_Toc134094418)

[Workforce Transition 25](#_Toc134094419)

[Workforce Execution During Transition 26](#_Toc134094420)

[Subcontracts 26](#_Toc134094421)

[Property Transition 26](#_Toc134094422)

[Sponsor Acceptance 28](#_Toc134094423)

[Appendices 28](#_Toc134094424)

[Project Cost and Benefit Analysis 28](#_Toc134094425)

[Project Methodology 28](#_Toc134094426)

[System Requirement Specifications 29](#_Toc134094427)

[Development Tools Specifications 29](#_Toc134094428)

[WBS Dictionary 29](#_Toc134094429)

[WBS Detailed Schedule 29](#_Toc134094430)

[WBS Detailed Cost Estimates 29](#_Toc134094431)

[WBS Handle Time 30](#_Toc134094432)

|  |  |
| --- | --- |
| **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 |

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 the design, customizing products, manufacturing, and installation of a wide range of products, catering to both residential and commercial clients.

Mission:

Our mission is to deliver superior craftsmanship and innovative solutions in the fields of woodworks, ironworks, glass fabrication, and aluminum works. We aim to exceed customer expectations by providing customized, durable, and aesthetically pleasing products that enhance the functionality and visual appeal of any space. 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, 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: With our state-of-the-art glass fabrication facilities, we offer a wide range of customized glass solutions. These include glass doors, windows, partitions, shower enclosures, and mirrors. Our skilled artisans work with precision, ensuring flawless cutting, edging, tempering, and laminating to deliver exceptional glass products that enhance both 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 clients' unique requirements has earned us a loyal customer base and numerous successful collaborations.

# 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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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.

**Project Description**

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.

### **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.

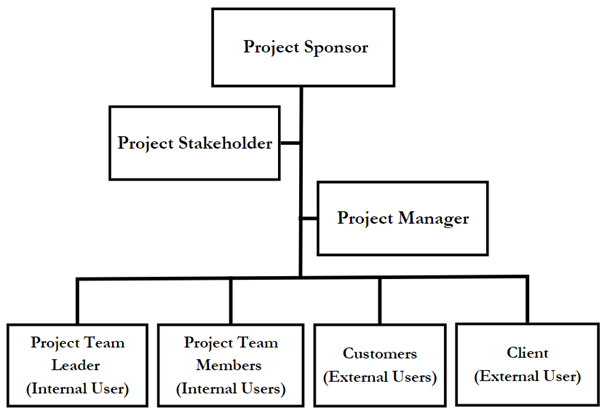


Figure : Project Organizational Chart

### **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**

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### **Change Control Board**

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### **Roles and Responsibilities**

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### **Change Control Process**

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## Communications Management Plan

### **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 the 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 report, 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.

### **Communications Management Approach**

The project manager is the one responsible for holding regular meetings with the project team and discuss 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.

**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 in order 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 at the moment 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 which can be used to improve the communication management plan.

3. Time conflicts: The provided deadlines may provided 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. **Stakeholder Communication Requirements**

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### **Roles**

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### **Project Team Directory**

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### **Communication Methods and Technologies**

The Villamin Wood and Ironworks System requires understanding from the team of the communication methods and technologies in order 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, 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 a project management software, email, telephone, and video conferencing for meetings.

### **Communications 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. | 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. | Microsoft Teams  Face-to-face Meetings | Only when needed | * Project Manager * Project Team Members |

### **Communication Flowchart**

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### **Guidelines for Meetings**

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### **Communication Standards**

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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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### **Quality Requirements/Standards**

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### **Quality Assurance**

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### **Quality Control**

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### **Quality Control Measurements**

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## Risk Management Plan

### **Introduction**

In this project, the risk management plan aims to breakdown and identify the potential risks that might be there for the project. That is why the risk management plan is being developed as a way to response to those potential risks and also manage those risks by ensuring that the project team can mitigate it as we achieve the project’s objectives.

The risk management plan includes an overview of the risk management process, showing the roles and responsibilities of the project team and the risk assessment approach. It is key to be able to identify all the potential risks and as a team be able to develop resolutions for it.

**Top 3 Risks**

The project’s top three risks are:

1. Technical risks which may occur due to delays in development of the project or technical issues. This may result in issues with the budget and delay in the project timeline as well.

2. Resource risks which may occur when there are insufficient resources which may be needed for further development.

3. Security Risks which may occur when there is a data breach or any other form of hacking of the system.

**Risk Management Approach**

The risk management approach focuses on quickly identifying the potential risks and composing mitigation plans that are capable of handling and resolving the risks that may occur. All stakeholders will be included in this risk management process as it requires a cooperative approach and contribution from everyone involved.

**Risk Identification**

The risks identified in the risk assessment were updated and regularly monitored to ensure that they are being managed effectively.

Some of the potential risks identified in the risk assessment are listed below:

• Technical Risks – There is a risk that the project may be delayed due to technical reasons.

• Resource Risks – There is a risk that the project may not have access to enough resources causing a stop of work or adjustments in budget or other delays.

• Security Risks – There is a risk of being hacked and having a breach in the system.

• Changes in Technology – There is a risk that a change in the industry of technology occurs which may require additional work or resources to adapt.

• Human Error – There is risk that a person may commit a mistake or error that could negatively affect the project.

• Unforeseen Circumstances – There is a risk that circumstances such as natural disasters could cause disturbance and impact the project in an unexpected way.

To mitigate these risks, the team has developed a plan which will mitigate all risks and monitor them all in the process as to protect the project avoid all risks.

### **Risk Monitoring**

Risks will always be present especially during the project’s life cycle which is why it is important to continuously monitor those risks and document the entire process which includes identifying the conditions which may trigger certain risks.

As for the plan, the project manager will incorporate and assign a risk manager to oversee the monitoring process which will help the team to determine if the risks require a higher level of attention in case the risks trigger. The risk manager will provide report updates during team meetings to keep everyone updated.

Furthermore, it should be noted that not only the risk manager should pay attention to any risks around the project, but the entire project team should also remain aware of the identified risks and the potential they have to impact the project which is why everyone is encouraged to help and notify the project manager or risk manager in case new risks occur.

### **Risk Mitigation and Avoidance**

The risk management plan will be created by the team based on the criteria created rating the risks based on their impact and importance. In preparation for those risks, the project team will work alongside with stakeholders to put mitigation techniques in place in order to mitigate the risks.

To accomplish risk mitigation and avoidance the team should identify the potential risks and prioritize what to handle first based on the severity of its impact. Provided below are considerations or options available for the project manager to avoid and mitigate the risks:

• Resource Allocation: Guaranteeing that the project has all the required resources is crucial for the project to be successful and efficient which is why resource allocation is important to ensure that the resources are available to the team in order to finish the project.

• Risk Assessment: The team needs to analyze potential risks effectively to anticipate it and immediately apply resolutions.

• Contingency Planning: To be prepared for potential risks, the team needs to come up with multiple backup plans in case some may not work due to some reason in a given scenario.

• Communication: It is important for the entire team to be able to communicate clearly and prevent misunderstandings as it has the potential to create risks. Having clear communication between the project team, clients, and stakeholders can help minimize these risks.

**Risk Register**

The risk register includes a thorough explanation of each risk and its potential effects, as well as the mitigation steps taken. The risk register will be maintained up to date throughout the project to make sure that it reflects the project’s current condition.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk ID | Risk Rank | Risk | Description | Category | Destination/Owner | Probability | Impact | Status |
| RID 001 | 1 | Technical Risks | There is a risk that delays in development which leads to the risk of not finishing the project on time and other errors caused by the conflict. | Technology | Project Manager | High | High | In Progress |
| RID 002 | 2 | Resource Risks | There is a risk of having insufficient resources which may be needed to accomplish the project on time. Thus, resulting to delays and a budget overrun. | Organizational | Project Manager | High | High | In Progress |
| RID 003 | 3 | Security Risks | There is a risk of being hacked and compromising the data of the client. | Security | System Developer | Low | High | In Progress |
| RID 004 | 4 | Changes in Technology | There is a risk that a change in the industry of technology occurs which may require additional work or resources to adapt. | Technology | Project Manager | Medium | Medium | In Progress |
| RID 005 | 5 | Unforeseen Circumstances | There is a risk that circumstances such as natural disasters could cause disturbance and impact the project in an unexpected way. | Natural | Project Manager | Low | High | In Progress |

**Procurement Plan**

### **Introduction**

A procurement plan is a vital component of any organization's strategic planning process, as it outlines the approach and strategy for acquiring goods, services, or works from external sources. It serves as a roadmap that guides the procurement activities, ensuring that the organization obtains the necessary resources efficiently, effectively, and in compliance with relevant regulations and policies.

It considers the organization's overall objectives, budgetary constraints, and specific project requirements. The plan outlines the procurement methods, timelines, and responsibilities for each procurement activity. The primary purpose of a procurement plan is to ensure transparency, fairness, and value for money in the procurement process. By having a well-defined plan in place, organizations can mitigate risks, avoid unnecessary delays, and maximize the benefits of their procurement activities.

The procurement plan shows the details of multiple suppliers that can be managed by the company, and the approval process in the contract. The plan also includes the decision criteria, establishment of contract deliverables and schedule of deadlines, which explains the contracts that are coordinated with the project scope, budget, and schedule.

Overall, Organizations must have a well-developed procurement strategy in place if they want to accomplish their goals methodically and affordably. Transparency, fairness, and value for money are ensured by the structured framework it provides for the procurement of goods, services, or works. Organizations can streamline their procurement processes, lower risks, and guarantee that the acquisition of goods and services is carried out in a transparent and effective manner by creating a thorough procurement plan.

### **Procurement Risks**

Procurement risk are potential problems that could issues that could potentially harm the project's success come up during the procurement process. To reduce these risks, it is crucial to recognize them and take proactive measures to address the influence over the project.

The Villamin Wood and Iron Works System project may contain procurement activities that carry risks which are included but not limited to the following:

1. Changes to the project's scope, schedule, or budget, which may have an impact on vendor commitments and procurement activities.
2. Unclear and insufficient information in the documentation that may leads in misunderstanding between the team and the client.
3. Incomplete contract terms or legal issues that will affect the project’s reputations and legal rights.
4. Lack of communication and transparency between the team and the vendors, which may lead to misunderstanding.

To lessen the impact of the risks, this plan will include strategies for identifying, evaluating, and reducing risks. Throughout the course of the project, this plan will be continuously reviewed and updated to make sure that risks are recognized and promptly addressed. Furthermore, we'll put into practice strict processes and procedures for reducing the risks involved in procurement management.

### **Procurement Risk Management**

1. Identification of Procurement Risks

The following are the potential risks of the project:

* Sudden change in cost of goods and services
* Lacking information of contract’s terms and conditions
* Misunderstanding due to misinformation from the team to the vendor about the project

1. Risk Mitigation Strategies

The following are the strategies that will be implemented:

* Thoroughly research about the identity of the company supplier and their goods and services.
* Conduct meetings as much as possible for communicating reports to clear confusion about the project.
* Establish a clear and fair contract terms and conditions that will protect the company and the project.
* Regular monitoring throughout the procurement process to ensure that the team will be ready for any emerging risks.

1. Assignment of Responsibilities

Villamin Wood and Iron Works System needs a clear roles and responsibilities to help ensure accountability, clarity, and effective coordination. It is essential to clearly communicate the assigned responsibilities to all parties involved and ensure that everyone understands their roles and obligations. Regular communication, coordination, and collaboration among the responsible parties contribute to the smooth execution of the procurement plan and successful procurement outcomes.

1. Communication and Reporting

Effective communication and reporting play a crucial role in ensuring transparency, coordination, and accountability throughout the procurement process. Regular and clear communication helps stakeholders stay informed, aligned, and engaged. It enables the exchange of critical information, progress updates, and timely resolution of issues.

This ensure that relevant stakeholders are kept informed about procurement activities, supplier selection processes, contract status, and any potential risks or issues. It will promote collaboration, enable timely decision-making, and provide a platform for addressing concerns, feedback, and suggestions.

1. Continuous Improvement

Continuous improvement is a fundamental aspect of the procurement process, driving efficiency, effectiveness, and innovation. Lessons learned from past procurement experiences will be documented and shared to avoid repeating mistakes and capitalize on best practices.

The procurement plan will emphasize the commitment to continuous improvement as an integral part of the procurement lifecycle, ensuring that the organization remains adaptive, responsive, and proactive in meeting evolving needs and achieving excellence.

### **Cost Determination**

Villamin Wood and Iron Works System’s cost determination is a critical aspect of the procurement process, ensuring that the organization obtains goods or services at the most favorable price while maintaining quality and meeting requirements. When calculating the project's overall cost, it is important to take project management, development, integration, procurement, training, maintenance and support, contingency, and operating expenses into account.

Project management-related expenses for personnel, hardware, and software are all included. While integration costs cover the price of integrating the system with other programs or third-party applications, development costs cover the cost of creating software, hardware, testing, and quality assurance. The price of purchasing the necessary tools, software, and services to design and put the system into use is included in the procurement costs. The costs associated with training personnel to use the system effectively are also covered.

This includes conducting thorough cost analysis, considering the total cost of ownership, conducting market research and benchmarking, engaging in effective cost negotiation, and maintaining cost transparency and documentation. By employing these strategies, the procurement team can make informed decisions, optimize cost savings, and achieve value for money while procuring goods and services that meet the organization's needs and quality standards.

Overall, the procurement management plan's cost determination section will have a crucial role in ensuring the completion success of Villamin Wood and Iron Works System project within the given budget constraints.

### **Procurement Constraints**

Procurement constraints are inherent limitations and factors that can influence the procurement process and pose challenges to achieving procurement objectives. The following constraints are considered in Villamin Wood and Iron Works System project’s procurement process:

1. **Budget constraint:** The project was given with a limited financial resource by the client. This requires careful budget planning and cost optimization strategies to ensure procurement objectives are met within the allocated budget.
2. **Schedule constraints:** The project has a strict deadline, so procurement tasks must be finished promptly to keep the project on schedule. Any delays in the procurement process could affect the project's overall schedule and cause it to take longer to complete.
3. **Technology constraints:** Villamin Wood and Iron Works System requires technical needs and features that will allow customers to view products and services, to be able to order and pay their products. Additionally, it must have a user-friendly interface that is simple to navigate and open to users with different levels of technical proficiency.
4. **Resource constraints:** To ensure that procurement activities can be completed effectively and efficiently, the procurement process must consider the availability of internal resources, such as personnel.

By recognizing and proactively addressing these constraints, organizations can navigate the procurement landscape more efficiently and effectively, leading to better decision-making, cost optimization, and overall procurement success.

### **Contract Approval Process**

The contract approval process is a critical step in the procurement lifecycle, ensuring that contracts are reviewed, authorized, and executed in accordance with established policies and procedures. These procedures include the following:

* **Contract Initiation:** The procurement process will be initiated by the project manager by sending a Workday request for procurement to the procurement officer.
* **Contract Planning:** A procurement plan that specifies the kind of contract to be used, the evaluation standards, and the deadlines for procurement activities will be created by the procurement officer.
* **Contract Development**: The procurement officer will create the contract documents, such as the Terms and conditions, a pricing schedule, and a Statement of Work (SOW) after the procurement plan has been approved.
* **Contract Review:** The legal department will examine the contract documents to make sure they adhere to all relevant laws and rules.
* **Contract Approval:** The Contract Review Committee will be asked to approve the contract documents. The Committee will then assess the contract documentation and provide the Project Manager with a recommendation.
* **Contract Execution:** The Procurement Officer will execute the contract and issue a purchase order during the Workday after it has been approved.
* **Contract Monitoring:** To make sure the vendor is observing the terms of the contract, the project manager will monitor their performance. Additionally, the procurement officer will keep an eye on the agreement to make sure that all deliverables are fulfilled, and payments are made in accordance with the contract's terms.

Overall, by establishing a clear and structured contract approval process, organizations can enhance transparency, accountability, and efficiency in their procurement activities, minimizing potential legal and financial risks while fostering effective supplier relationships.

### **Decision Criteria**

Decision criteria are a set of predefined factors and considerations used to evaluate and make informed decisions in the procurement process. The following are the criteria for the Villamin Wood and Iron Works System project that will be used by the contract review board:

* **Schedule:** The vendor must show they can complete the project on time and meet all deliverables, including important deadlines and milestones.
* **Business Needs:** The project must be aligned with the company’s business needs, such as increasing operational effectiveness, enhancing customer experience, or an increase in revenue.
* **Pricing:** During the decision-making process, the cost of the vendor's suggested solution will be considered. The vendor's pricing should be competitive and reasonable in light of the market analysis and additional proposals received.
* **Risk Management:** The vendor must show that they have a solid grasp of potential risks and mitigation techniques. This includes identifying potential risks associated with project and procurement.
* **Technical Requirements:** The system must adhere to the organization's technical specifications, which may include compatibility with current systems, security protocols, and industry-specific standards.
* **Compliance:** The vendor must comply with all applicable laws, rules, and agreements, including those relating to intellectual property rights, data privacy, and security.

The use of clear and well-defined decision criteria promotes consistency, transparency, and accountability in the procurement decision-making process, enabling organizations to make informed choices that yield favorable outcomes.

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

The following performance metrics will be used by Villamin Wood and Iron Works System project for procurement activities:

1. Vendor Performance Rating

The rating is calculated by giving points to various factors, including the caliber of the good or service, responsiveness, and communication. A rating scale of 1 to 5, with 5 being the best, can be created by averaging the total score.

1. Customer Satisfaction

Customer satisfaction with the purchasing process, including receptivity, communication, and product and service delivery.

1. Procurement Cycle Time

The length of time needed to complete the procurement process from need identification to the issuance of a purchase order or contract.

1. Cost Variance

This metric contrasts actual and anticipated costs associated with procurement. To calculate, divide the result by the planned costs after deducting the actual costs.

1. Contract Management

The success of contract management procedures like contract extensions, modifications, and supplier performance evaluation.

By establishing and monitoring performance metrics, organizations can track their procurement performance, identify areas for improvement, and make data-driven decisions to optimize procurement activities. Performance metrics enable organizations to gauge the value and impact of their procurement efforts, drive continuous improvement, and ensure alignment with strategic objectives.

## 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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### **Subcontracts**

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### **Property 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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