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| WBS: | 1.1.1 |
| Work Package: | Develop Business Case |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the key elements of the project’s Business Case * Identifying the team members for the project.   This work package mainly focuses on the development of the Business Case document |
| Completion State: | When HighTable has accomplished the document with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates to reassure the client that there was progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Business Case.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EdZmIyfGVKpLm4UVqyNlohMBAGFXdz3pQ3Wxugy2LEyhoA?e=lP9cQT) |
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| WBS: | 1.1.2 |
| Work Package: | Develop Project Charter |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the purpose, goals, constraints, risks, and key stakeholders of the project * Identifying the team members   This work package mainly focuses on the contents of the Project Charter document. |
| Completion State: | When HighTable has accomplished the task with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Project Charter.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/Edb_4JuK-W1Otkg6S1hRaiEB3OfiliRkndthPx3d9iI2ow?e=uRc948) |
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| WBS: | 1.1.3 |
| Work Package: | Obtain Project Approval |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Communicating with the client for the approval of the project proposal   This work package mainly focuses on the approval of the key stakeholder. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Project Charter.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/Edb_4JuK-W1Otkg6S1hRaiEB3OfiliRkndthPx3d9iI2ow?e=uRc948)  [(HighTable) Business Case.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EdZmIyfGVKpLm4UVqyNlohMBAGFXdz3pQ3Wxugy2LEyhoA?e=J3ptgY) |
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| WBS: | 1.2.1 |
| Work Package: | Scope Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Outlining the main constraints and baseline of the project   This work package mainly focuses on the scope of the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Scope Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/ESLo5TwHhN1NoWO1A1gX77IBNpvKRL6gJWqnLUQwT87lqA?e=4eEGYK) |
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| WBS: | 1.1.5 |
| Work Package: | Develop Project Charter |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the purpose, goals, constraints, risks, and key stakeholders of the project * Identifying the team members   This work package mainly focuses on the contents of the Project Charter document. |
| Completion State: | When HighTable has accomplished the task with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Project Charter.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/Edb_4JuK-W1Otkg6S1hRaiEB3OfiliRkndthPx3d9iI2ow?e=uRc948) |
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| WBS: | 1.1.6 |
| Work Package: | Obtain Project Approval |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Communicating with the client for the approval of the project proposal   This work package mainly focuses on the approval of the key stakeholder. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Project Charter.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/Edb_4JuK-W1Otkg6S1hRaiEB3OfiliRkndthPx3d9iI2ow?e=uRc948)  [(HighTable) Business Case.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EdZmIyfGVKpLm4UVqyNlohMBAGFXdz3pQ3Wxugy2LEyhoA?e=J3ptgY) |
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| WBS: | 1.2.1 |
| Work Package: | Scope Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Outlining the main constraints and baseline of the project   This work package mainly focuses on the scope of the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Scope Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/ESLo5TwHhN1NoWO1A1gX77IBNpvKRL6gJWqnLUQwT87lqA?e=4eEGYK) |
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| WBS: | 1.2.2 |
| Work Package: | Schedule Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the most effective way to create schedules throughout the development of the project   This work package mainly focuses on the scope of the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Schedule Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EbOt_SczBY9GtT70BeV51o4BQkvm-FiH_7t3a0jEtB0XpA?e=ObLTdM) |
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| WBS: | 1.2.3 |
| Work Package: | Cost Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying all costs to be used and distributed throughout the development of the project.   This work package mainly focuses on the project’s finances. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Cost Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/Eb-4RGtQ4n5Mk9s_PKHl-z8Bu-xPAwiQAekWhws6p3u6pg?e=YEBDQp) |
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| WBS: | 1.2.4 |
| Work Package: | Risk Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the most effective way to mitigate risks that may occur throughout the development of the project * Identify the most probably risks that can occur it the project * Create a Risk Assessment Matrix   This work package mainly focuses on the risks that HighTable may encounter |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [High Table\_Risk Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/Ed3olVdc-nBFjub5Putz7LQBt3AuVbh7K9d5qwS0-z5Lgw?e=GGk0kY) |
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| WBS: | 1.2.5 |
| Work Package: | Quality Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the strategies, processes, and procedures to ensure good quality throughout the development of the project.   This work package mainly focuses on the maintenance plan for quality of the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Quality Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EdXIoIrGjpNGqW-RsY-UNfgByWhJBk32M0UC0qxatDsS1A?e=qfq62S) |
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| WBS: | 1.2.6 |
| Work Package: | Procurement Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the vendors and resources that can be used in the development of the project.   This work package mainly focuses on the resources plan for the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Procurement Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/ERzVWSbuGyFIoyTHvcKvpIMBABMKa4rvMTiygrFv4srefw?e=MvG5bv) |
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| WBS: | 1.2.7 |
| Work Package: | Human Resources Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the roles and responsibilities throughout the development of the project.   This work package mainly focuses on the individuals assigned to the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Human Resource Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EQ9NDPWFXbNGpf2SKRNW8v4BqF6Wr7n-SgxMgySf5kW6rg?e=Hw6bDZ) |
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| WBS: | 1.2.8 |
| Work Package: | Change Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the needed process and protocols need if ever change ever arises in the project.   This work package mainly focuses on the handling of change that may happen in the project’s lifespan. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Change Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EUUC1GojcplOq4s0SviECOYBSvgYVBWRRdsXI-RVwnAu5g?e=veuKBK) |
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| WBS: | 1.2.9 |
| Work Package: | Communication Management Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the needed process and protocols for the communication methods and channels to be used by the team and the stakeholders.   This work package mainly focuses on the communication of the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [(HighTable) Change Management Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EUUC1GojcplOq4s0SviECOYBSvgYVBWRRdsXI-RVwnAu5g?e=veuKBK) |
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| WBS: | 1.2.10 |
| Work Package: | Implementation Plan |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Identifying the deployment plan, near the end of the project’s lifespan.   This work package mainly focuses on the post development phase of the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) | [High Table\_Implementation Plan.docx](https://asiapacificcollege-my.sharepoint.com/:w:/g/personal/grartajos_student_apc_edu_ph/EYSJSxa_nfJOqKLf-cwns7kBbyIep8oXUhZzriT-y_chiw?e=7M78p4) |
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| WBS: | 1.2.11 |
| Work Package: | Design System Architecture |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist  John Rysal Rosel, Back-end Developer  Lester Dave Salazar, Product Designer, Front-end Developer |
| Description: | This portion includes the following tasks:   * Drafting/developing the structure for data flow for the proposed system.   This work package mainly focuses on the flow of the data throughout the proposed system. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.2.12 |
| Work Package: | Create Wireframes and UI Design |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Lester Dave Salazar, Product Designer, Front-end Developer |
| Description: | This portion includes the following tasks:   * Drafting/developing the base design and overall look of the proposed system.   This work package mainly focuses on the front end look of the proposed system. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.3.1 |
| Work Package: | Set up Development Environment |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Marcus Philip Flores, Scrum Master, Document Specialist  John Rysal Rosel, Back-end Developer  Lester Dave Salazar, Product Designer, Front-end Developer |
| Description: | This portion includes the following tasks:   * Identifying the needed software, hardware, and resources to be set up for the development of the project.   This work package mainly focuses on the preparation of materials before the beginning of the development stage. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.3.2 |
| Work Package: | Set up Development Environment |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Marcus Philip Flores, Scrum Master, Document Specialist  John Rysal Rosel, Back-end Developer  Lester Dave Salazar, Product Designer, Front-end Developer |
| Description: | This portion includes the following tasks:   * Identifying the needed software, hardware, and resources to be set up for the development of the project.   This work package mainly focuses on the preparation of materials before the beginning of the development. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
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| WBS: | 1.3.3 |
| Work Package: | Develop Backend Components |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Marcus Philip Flores, Scrum Master, Document Specialist  John Rysal Rosel, Back-end Developer  Lester Dave Salazar, Product Designer, Front-end Developer |
| Description: | This portion includes the following tasks:   * Developing the databases that will be incorporated to the system * Developing the logic between user interactions * Developing the payment windows for the check-out portion * Developing the sign up/login feature * Developing analytics portion of the system * Developing the inventory portion of the system   This work package mainly focuses on the back-end processes of the proposed system. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.3.4 |
| Work Package: | Integrate Frontend and Backend |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Marcus Philip Flores, Scrum Master, Document Specialist  John Rysal Rosel, Back-end Developer  Lester Dave Salazar, Product Designer, Front-end Developer |
| Description: | This portion includes the following tasks:   * Implement the proposed backend and frontend designs onto the web application   This work package mainly focuses on the implementation of the front-end and back-end processes. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.3.5 |
| Work Package: | Perform Unit Testing |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  John Rysal Rosel, Back-end Developer  Lester Dave Salazar, Product Designer, Front-end Developer |
| Description: | This portion includes the following tasks:   * Test all possible processes to see if there are any unexpected behavior * Document and Record all unexpected behaviors and * Report the feedback to the Back-end and front-end developers to what can be improved.   This work package mainly focuses on polishing the proposed system. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.4.1 |
| Work Package: | Monitor Project Progress Milestone |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Monitoring the project’s progress and mitigating any deviations from its set plan.   This work package mainly focuses on monitoring the project’s progress. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.4.2 |
| Work Package: | Track Resource Utilization |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Monitoring the project’s resources and see if it is being used effectively and efficiently.   This work package mainly focuses on monitoring the usage of the team’s resources. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.4.3 |
| Work Package: | Monitor Risks and Issue Resolution |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Monitor if there are any risks that the group may encounter and make use of the risk mitigation protocols in response to them.   This work package mainly focuses on risk mitigation behavior of the team. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.4.4 |
| Work Package: | Perform System Testing and Quality Assurance |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist  John Rysal Rosel, Back-end Developer  Lester Dave Salazar, Product Designer, Front-end Developer |
| Description: | This portion includes the following tasks:   * The testing of the proposed system with full documentation   This work package mainly focuses on the intensive testing of the proposed system. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.4.5 |
| Work Package: | Gather and Analyze Feedback |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Contacting the key stakeholder for their insights of the proposed system. * Documenting and reporting to the development team on what to improve on   This work package mainly focuses on the feedback and implementation of the key stakeholder’s recommendations. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.5.1 |
| Work Package: | Finalize and Deliver Project Documentation |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Reviewing and renewing any documents needed that will be submitted for signing.   This work package mainly focuses on the polishing of the documents. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.5.2 |
| Work Package: | Obtain Formal Acceptance |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester |
| Description: | This portion includes the following tasks:   * Getting in contact with the key stakeholder to sign all documents for formal acceptance.   This work package mainly focuses on the acceptance of the project to the stakeholder. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.5.3 |
| Work Package: | Archive Project Files and Resources |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Creating own copies and saving all important documents for future reference.   This work package mainly focuses on the archiving of all important documents. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.5.4 |
| Work Package: | Handover Project Deliverables to Project Sponsor |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester |
| Description: | This portion includes the following tasks:   * Handing over all of the improved and approved deliverables to the Project Sponsor.   This work package mainly focuses on the handover of the project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.5.5 |
| Work Package: | Perform Post-Implementation Review |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Implementing of the new System on the client’s environment. * Allow the Project Sponsor to test and review if there are any issues with the newly implemented system * Revise and update all issues that were found   This work package mainly focuses on the quality and feedback of the newly implemented system. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
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| WBS: | 1.5.6 |
| Work Package: | Close Out Meeting |
| Package Owner: | HighTable |
| Owner Organization: | Chubby Gourmet |
| Participants: | Gianna Bernice Artajos, Product Owner, Quality Assurance Tester  Marcus Philip Flores, Scrum Master, Document Specialist |
| Description: | This portion includes the following tasks:   * Prepare a meeting with the Key Stakeholder and discuss if there should be any unforeseen problems, they must contact the team. * Show all the archived documents for their reference * Thank them for their support and cooperation for collaborating with HighTable   This work package mainly focuses on closing out Chubby Gourmet’s E-Commerce Web Application project. |
| Completion State: | When HighTable has accomplished the work package with no revisions needed. |
| Assumptions: | * All team members agree to stay and work in the same group until the full completion of the project. * The team will work to meet the agreed deadline with all the resources available to them. * Key Stakeholder will give her honest and critical feedback in regard to the work package. |
| Risks:  (List down risks in accomplishing this Work Package) | * Team will not be able to accomplish the tasks on time * Key Stakeholder may second guess and back out of the project. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Team members will communicate effectively and make use of the agile methodology to get tasks done on time. * The team will provide consistent updates every other week to reassure the client that there has been progress made in the development of the project. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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