

## APC\_2022\_2023\_T3\_PROJMAN\_MI202\_G03\_KAYVI\_byte - Work packages

ID	Subject	Type	Budget	Overall costs	Unit costs	Labor costs
421	1.1 Initiation	Phase		292181.0	254613.0	37568.0
<b>Description:</b>	<b>WBS:</b>	1.1				
	<b>Work Package:</b>	Initiation				
	<b>Duration:</b>	April 11, 2023 – May 12, 2023 (24 Days)				
	<b>Package Owner:</b>	KAYVI Byte				
	<b>Owner Organization:</b>	KAYVI Byte				
	<b>Participants:</b>	Project Manager, Documentation Specialist				
	<b>Description:</b>	Initiation stage includes the Evaluation of the project. The team will provide the Project Charter in this stage. Project Charter formally authorizes the SurveiRams Project to develop and implement an updated ticketing system for use of the Security personnel, ITRO and BMO. In the Initiation stage, a clear objective target must be provided, so that the team has a guide on what they need to finish and when to deliver it.				
	<b>Completion State:</b>	KAYVI Byte needs to finish all the required documents in the Initiation stage of the project.				
	<b>Assumptions:</b>	The team will be able to complete the project within the allocated time.				
	<b>Risks:</b>	The team cannot finish the project within the allocated time.				

<b>Risk Mitigation:</b>	Adjust time estimates, and regular progress tracking.
<b>Budget:</b>	<div> <p>Hardware Cost: PHP 217,108 Software Cost: PHP 11, 260</p> <p>Manpower Cost:</p> <p>Project Manager = PHP 42,250 / month</p> <p>Documentation Specialist = PHP 16,000 / month</p> <p>Miscellaneous:</p> <p>Monthly Rent (one unit) = PHP 20,000 / month (10 months duration) = PHP 200,000</p> <p>Internet (Flexibiz 120) = PHP 6,000 / month (10 months duration) = PHP 60,000</p> <p>Internet (Flexibiz 120) Installation Fee = PHP 5,000 (one time payment)</p> <p>Water bill = PHP 500 / month (10 months duration) = PHP 5,000</p> <p>Total = <b>PHP 556,618</b></p> </div>

<b>Reference Docs:</b>	Project Charter

422	1.2 Develop a Project Plan	Phase		45160.0	25000.0	20160.0
<b>Description:</b>	<b>WBS:</b>	1.2				
	<b>Work Package:</b>	Develop Project Plan				
	<b>Duration:</b>	May 15, 2023 – Sept 12, 2023 (86 Days)				
	<b>Package Owner:</b>	KAYVI Byte				
	<b>Owner Organization:</b>	KAYVI Byte				
	<b>Participants:</b>	Project Manager, Documentation Specialist				
	<b>Description:</b>	Planning stage includes the required documents needed for planning. This includes the following files: Scope Management Plan, Cost Management Plan, Schedule Management Plan, and WBS. In this stage, the Project Manager and Documentation Specialist must finish the files stated above, this will serve as a guide for the whole team and the stakeholders. This will breakdown the steps needed to finish the whole project.				
	<b>Completion State:</b>	KAYVI Byte needs to finish all the required documents mentioned above in the Planning stage of the project.				
	<b>Assumptions:</b>	The team will finish all the required documents on or before the deadline.				

<b>Risks:</b>	The team cannot finish the project within the allocated time.
<b>Risk Mitigation:</b>	Regular progress tracking, distribute workload to all members
<b>Budget:</b>	<p>Project Manager: PHP 42,250 x (3 months) = PHP 126,750</p> <p>Documentation Specialist: PHP 16,000 x (3 months) = PHP 48,000</p> <p>Total = <b>PHP 174,750</b></p>
<b>Reference Docs:</b>	<p>Scope Management Plan</p> <p>Cost Management Plan</p> <p>Schedule Management Plan</p> <p>WBS</p>

423	1.3 Analysis	Phase		0.0	0.0	0.0
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**Description:**

<b>WBS:</b>	1.3
<b>Work Package:</b>	Analysis
<b>Duration:</b>	Sept 13, 2023 – Oct 10, 2023 (20 Days)
<b>Package Owner:</b>	KAYVI Byte
<b>Owner Organization:</b>	KAYVI Byte
<b>Participants:</b>	Project Manager, Documentation Specialist

<b>Description:</b>	Analysis stage includes the required documents needed for project analysis. This includes the following files: Project Risk Analysis and Cost Benefit Analysis. This stage must be finished before creating the system as this will highlight the risks and how to mitigate its effects, this will also help as a guide for the stakeholders to know what to do when a risk is encountered. Another importance of this stage is that, Cost benefit Analysis will help the team to know if they are behind the schedule and budget.
<b>Completion State:</b>	KAYVI Byte needs to finish all the required documents mentioned above in the Analysis stage of the project.
<b>Assumptions:</b>	The team will finish all the required documents on or before the deadline.
<b>Risks:</b>	The team cannot finish the project within the allocated time.
<b>Risk Mitigation:</b>	Regular progress tracking, distribute workload to all members
<b>Budget:</b>	<p>Project Manager: PHP 42,250 / month</p> <p>Documentation Specialist: PHP 16,000 / month</p> <p>Total = <b>PHP 58,250</b></p>
<b>Reference Docs:</b>  <b>(post clickable reference links to reference docs)</b>	<p>Scope Management Plan</p> <p>Cost Management Plan</p> <p>WBS</p>

424	1.4 Design	Phase		0.0	0.0	0.0
<b>Description:</b>	<b>WBS:</b>	1.4				
	<b>Work Package:</b>	Design				
	<b>Duration:</b>	Oct 11, 2023 – April 1, 2024 (115 Days)				
	<b>Package Owner:</b>	KAYVI Byte				
	<b>Owner Organization:</b>	KAYVI Byte				
	<b>Participants:</b>	Project Manager, Documentation Specialist, Front-end Developer, Back-end Developer,				
	<b>Description:</b>	Design stage includes the required documents needed for project designing. This includes the following files: Process Design and User Interface. Front-end and Back-end developers need to start creating the system, this includes the UI/UX for the application, Back-end and security.				
	<b>Completion State:</b>	KAYVI Byte needs to finish all the required documents mentioned above in the Design stage of the project. This is where the developers conduct important aspects of systems design and development.				
	<b>Assumptions:</b>	<ul style="list-style-type: none"> <li>• The team will finish all the required documents on or before the deadline.</li> <li>• All requirements have been gathered and documented</li> <li>• The design is feasible and practical</li> </ul>				
	<b>Risks:</b>	<ul style="list-style-type: none"> <li>• The team cannot finish the project within the allocated time.</li> <li>• Insufficient collaboration with stakeholders</li> <li>• Inadequate skills and experience</li> </ul>				
	<b>Risk Mitigation:</b>	<ul style="list-style-type: none"> <li>• Regular progress tracking, distribute workload to all members</li> <li>• Ensuring that stakeholders are engaged and involved throughout the design stage can help ensure that the resulting system meets their expectations</li> <li>• Ensuring that the development team has the necessary skills and experience to design the system can help ensure that the resulting design is of high quality and meets stakeholder expectations.</li> </ul>				

<b>Budget: (Estimated cost with computations)</b>	<p>Project Manager = PHP 42,250 / month x (4 months) = <b>PHP 169,000</b></p> <p>Documentation Specialist = PHP 16,000 / month x (4 months) = <b>PHP 64,000</b></p> <p>Front-end Developer = PHP 35,000 / month x (4 months) = <b>PHP 140,000</b></p> <p>Back-end Developer = PHP 25,000 / month x (4 months) = <b>PHP 100,000</b></p> <p>Total = <b>PHP 473,000</b></p>
<b>Reference Docs:</b>	Project Charter
<b>(post clickable reference links to reference docs)</b>	WBS

425	1.5 Testing	Phase		0.0	0.0	0.0
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<b>Description:</b>	<b>WBS:</b>	1.5
	<b>Work Package:</b>	Testing
	<b>Duration:</b>	April 2, 2024 – April 25, 2024 (18 Days)
	<b>Package Owner:</b>	KAYVI Byte
	<b>Owner Organization:</b>	KAYVI Byte
	<b>Participants:</b>	Project Manager, Documentation Specialist, Software Tester, Front-end Developer, Back-end Developer

<b>Description:</b>	Design stage includes the required documents needed for project testing. This includes the following processes: System Test, User Acceptance Test, and Unit and Integration Testing. In this stage, a Software tester is required, this is to know if the application is working properly and if there are issues found within the testing phase, the developers need to fix that issue before the implementation of the application.
<b>Completion State:</b>	KAYVI Byte needs to finish all the required processes mentioned above in the Testing stage of the project. The testing stage is a critical phase in a systems project where the application or system being developed is thoroughly evaluated to ensure that it meets the requirements and specifications of the stakeholders.
<b>Assumptions:</b>	<ul style="list-style-type: none"> <li>• The team will finish all the required processes on or before the deadline.</li> <li>• The testers will identify and report all bugs and issues</li> <li>• All code has been thoroughly tested before being sent to testing</li> <li>• Testers have all the necessary information to test the system</li> </ul>
<b>Risks:</b>	<ul style="list-style-type: none"> <li>• The team cannot finish the project within the allocated time.</li> <li>• Incomplete or ineffective testing</li> <li>• Insufficient resources</li> </ul>
<b>Risk Mitigation:</b>	<ul style="list-style-type: none"> <li>• Regular progress tracking, distribute workload to all members</li> <li>• Adequate planning and preparation can help ensure that testing is thorough and effective</li> <li>• Ensuring that the testing team is skilled and experienced can help reduce the risk of issues going undetected</li> </ul>



<b>Budget:</b>	<p>Project Manager = PHP 42,250 / month</p> <p>Documentation Specialist = PHP 16,000 / month</p> <p>Front-end Developer = PHP 35,000 / month</p> <p>Back-end Developer = PHP 25,000 / month</p> <p>Software Tester = PHP 25,485 / month</p> <p>Total = <b>PHP 143,735</b></p>
<b>Reference Docs:</b>	Project Charter
<b>(post clickable reference links to reference docs)</b>	WBS

426	1.6 Implementation	Phase		0.0	0.0	0.0
<b>Description:</b>	<b>WBS:</b>	1.6				
	<b>Work Package:</b>	Implementation				

<b>Duration:</b>	April 18, 2024 – June 26, 2024 (48 Days)
<b>Package Owner:</b>	KAYVI Byte
<b>Owner Organization:</b>	KAYVI Byte
<b>Participants:</b>	Project Manager, Front-end Developer, Back-end Developer, Documentation Specialist
<b>Description:</b>	Implementation stage includes the required activities needed for project analysis. This includes the following: Define Key Variables, Determine Roles, Determine Responsibilities, Delegate the Work, Monitor Progress, and Take Corrective Action. The project team works on executing these tasks and activities outlined in the project plan, with the goal of achieving the project objectives and delivering the project deliverables.
<b>Completion State:</b>	KAYVI Byte needs to finish all the processes mentioned above in the Implementation stage of the project.
<b>Assumptions:</b>	<ul style="list-style-type: none"> <li>• The team will finish all the required documents on or before the deadline.</li> <li>• The development team will have complete control over the deployment environment</li> </ul>
<b>Risks:</b>	<ul style="list-style-type: none"> <li>• The team cannot finish the project within the allocated time.</li> <li>• Technical issues</li> <li>• Security breaches</li> </ul>
<b>Risk Mitigation:</b>	<ul style="list-style-type: none"> <li>• Regular progress tracking, distribute workload to all members</li> <li>• Conducting thorough testing and quality assurance</li> <li>• Implementing robust security measures and ensure that the system is secure once it is deployed</li> </ul>

<b>Budget:</b>	<p>Project Manager = PHP 42,250 / month x (2 months) = <b>PHP 84,500</b></p> <p>Documentation Specialist = PHP 16,000 / month x (2 months) = <b>PHP 32,000</b></p> <p>Front-end Developer = PHP 35,000 / month x (2 months) = <b>PHP 70,000</b></p> <p>Back-end Developer = PHP 25,000 / month x (2 months) = <b>PHP 50,000</b></p> <p>Total = <b>PHP 236,500</b></p>
<b>Reference Docs:</b>  (post clickable reference links to reference docs)	WBS

427	1.1.1 Create Business Case		Work package	Initiation	261113.0	253113.0	8000.0							
<b>Description:</b> Link: KAYVI_byte - Business-Case.pdf														
969	1.7 Close Project		Phase		0.0	0.0	0.0							
<b>Description:</b>														
								<b>WBS:</b>		1.7				
								<b>Work Package:</b>		Close Project				
<b>Duration:</b> April 25, 2024 – June 11, 2024 (33 Days)														

<b>Package Owner:</b>	KAYVI Byte
<b>Owner Organization:</b>	KAYVI Byte
<b>Participants:</b>	Project Manager, Documentation Specialist
<b>Description:</b>	<p>Closing a project in project management involves formally bringing a project to an end. It is the final phase of the project life cycle and involves completing any outstanding tasks, Finalize Project Deliverables, Confirm Project Completion, Review all Contracts, Review Documentation</p> <p>and obtaining approval from stakeholders to formally close the project.</p>
<b>Completion State:</b>	KAYVI Byte needs to finish all the processes mentioned above in the final stage of the project.
<b>Assumptions:</b>	The team will finish all the required documents and activities on or before the deadline.
<b>Risks:</b>	The team cannot finish the project within the allocated time.
<b>Risk Mitigation:</b>	Regular progress tracking, distribute workload to all members
<b>Budget:</b>	<p>Project Manager: PHP 42,250 / month</p> <p>Documentation Specialist: PHP 16,000 / month</p> <p>Total = <b>PHP 58,250</b></p>

<b>Reference Docs:</b>  (post clickable reference links to reference docs)	Project Charter  Scope Management Plan  WBS

970	1.1.2 Conduct a Feasibility Study	Work package	Initiation	12672.0	0.0	12672.0
<b>Description:</b>						
971	1.1.3 Project Charter	Work package	Initiation	6336.0	0.0	6336.0
<b>Description:</b> Link: KAYVI_byte - Project-Charter-Long-Version.pdf KAYVI_byte - Project-Charter.pdf						
972	1.1.4 Identify Stakeholders	Work package	Initiation	7836.0	1500.0	6336.0
<b>Description:</b> Link: KAYVI_byte - Stakeholder-analysis.xlsx KAYVI_byte - Stakeholder-Management-Strategy.pdf						
973	1.1.5 Final Review	Work package	Initiation	4224.0	0.0	4224.0
<b>Description:</b>						
974	1.2.1 Project Description	Work package	Develop a Project Plan	26600.0	25000.0	1600.0
<b>Description:</b> Link: KAYVI_byte - Business-Case.pdf						

976	1.2.2 Cost Management Plan	Work package	Develop a Project Plan	8000.0	0.0	8000.0
<b>Description:</b> Link: KAYVI byte - Cost-Management-Plan.pdf						
977	1.2.3 Schedule Management Plan	Work package	Develop a Project Plan	10560.0	0.0	10560.0
<b>Description:</b> Link: KAYVI byte - Schedule-Management-Plan.pdf						
978	1.2.4 Scope Management Plan	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Link: KAYVI byte - Scope-Management-Plan.pdf						
979	1.3.1 Cost Benefit Analysis	Work package	Analysis	0.0	0.0	0.0
<b>Description:</b>						
980	1.4.1 Process Design	Work package	Design	0.0	0.0	0.0
<b>Description:</b>						
982	1.5.1 System Test	Work package	Testing	0.0	0.0	0.0
<b>Description:</b>						
983	1.5.2 User Acceptance Test	Work package	Testing	0.0	0.0	0.0
<b>Description:</b>						
984	1.5.3 Unit and Integration Testing	Work package	Testing	0.0	0.0	0.0
<b>Description:</b>						
985	1.6.1 Define Key Variables	Work package	Implementation	0.0	0.0	0.0
<b>Description:</b>						

986	1.6.2 Determine Roles	Work package	Implementation	0.0	0.0	0.0
<b>Description:</b>						
987	1.6.3 Determine Responsibilities	Work package	Implementation	0.0	0.0	0.0
<b>Description:</b>						
988	1.6.4 Delegate the Work	Work package	Implementation	0.0	0.0	0.0
<b>Description:</b>						
989	1.6.5 Monitor Progress	Work package	Implementation	0.0	0.0	0.0
<b>Description:</b>						
990	1.6.6 Take Corrective Action	Work package	Implementation	0.0	0.0	0.0
<b>Description:</b>						
991	1.7.1 Finalize Project Deliverables	Work package	Close Project	0.0	0.0	0.0
<b>Description:</b>						
992	1.7.2 Confirm Project Completion	Work package	Close Project	0.0	0.0	0.0
<b>Description:</b>						
993	1.7.3 Review all Contracts	Work package	Close Project	0.0	0.0	0.0
<b>Description:</b>						
994	1.7.4 Review Documentation	Work package	Close Project	0.0	0.0	0.0
<b>Description:</b>						
997	1 SurveiRams Ticketing System	Phase		337341.0	279613.0	57728.0
<b>Description:</b>						

1026	1.4.2 User Interface	Work package	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1027	Create User Authentication	Feature	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1028	Create Homepage	Feature	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1030	Create a User Management page	Feature	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1031	Create Profile page	Feature	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1032	Create an Incident Report page	Feature	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1033	Create Log details page	Feature	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1034	Generate Analytics Insights page	Feature	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1035	Compile into an application for Android, iOS, Windows, and Mac	Feature	Design	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						



1037	1.3.2 Project Risk Analysis	Work package	Analysis	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1310	1.2.5 Change Management Plan	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1311	1.2.6 Communications Management Plan	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1312	1.2.7 Risk Management Plan	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1313	1.2.8 Quality Management Plan	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1314	1.2.9 Procurement Management Plan	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1315	1.2.10 Human Resource Plan	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						
1316	1.2.11 Implementation Plan	Work package	Develop a Project Plan	0.0	0.0	0.0

<b>Description:</b> Work package type for Work Breakdown Structure						
1317	1.2.12 Work Breakdown Structure	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Work Breakdown Structure						
1318	1.2.13 Consolidated Management Plan	Work package	Develop a Project Plan	0.0	0.0	0.0
<b>Description:</b> Work package type for Work Breakdown Structure						