

APC_2022_2023_T3_PROJMAN_MI202_G03_KAYVI_byte - Work packages

ID	Subject	Type	Status	Assignee	Priority
421	1.1 Initiation	Phase	New		Normal
Description:	WBS:	1.1			
	Work Package:	Initiation			
	Duration:	April 11, 2023 – May 12, 2023 (24 Days)			
	Package Owner:	KAYVI Byte			
	Owner Organization:	KAYVI Byte			
	Participants:	Project Manager, Documentation Specialist			
	Description:	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.			
	Completion State:	KAYVI Byte needs to finish all the required documents in the Initiation stage of the project.			
	Assumptions:	The team will be able to complete the project within the allocated time.			
	Risks:	The team cannot finish the project within the allocated time.			

Risk Mitigation:	Adjust time estimates, and regular progress tracking.
Budget:	<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 = PHP 556,618</p>

Reference Docs:	Project Charter

422	1.2 Develop a Project Plan	Phase	New		Normal
Description:	WBS:	1.2			
	Work Package:	Develop Project Plan			
	Duration:	May 15, 2023 – Sept 12, 2023 (86 Days)			
	Package Owner:	KAYVI Byte			
	Owner Organization:	KAYVI Byte			
	Participants:	Project Manager, Documentation Specialist			
	Description:	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.			
	Completion State:	KAYVI Byte needs to finish all the required documents mentioned above in the Planning stage of the project.			
	Assumptions:	The team will finish all the required documents on or before the deadline.			

Risks:	The team cannot finish the project within the allocated time.
Risk Mitigation:	Regular progress tracking, distribute workload to all members
Budget:	<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 = PHP 174,750</p>
Reference Docs:	<p>Scope Management Plan Cost Management Plan Schedule Management Plan</p> <p>WBS</p>

423	1.3 Analysis	Phase	New		Normal
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Description:

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

Description:	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.
Completion State:	KAYVI Byte needs to finish all the required documents mentioned above in the Analysis stage of the project.
Assumptions:	The team will finish all the required documents on or before the deadline.
Risks:	The team cannot finish the project within the allocated time.
Risk Mitigation:	Regular progress tracking, distribute workload to all members
Budget:	<p>Project Manager: PHP 42,250 / month</p> <p>Documentation Specialist: PHP 16,000 / month</p> <p>Total = PHP 58,250</p>
Reference Docs: (post clickable reference links to reference docs)	<p>Scope Management Plan</p> <p>Cost Management Plan</p> <p>WBS</p>

424	1.4 Design	Phase	New		Normal
Description:	WBS:	1.4			
	Work Package:	Design			
	Duration:	Oct 11, 2023 – April 1, 2024 (115 Days)			
	Package Owner:	KAYVI Byte			
	Owner Organization:	KAYVI Byte			
	Participants:	Project Manager, Documentation Specialist, Front-end Developer, Back-end Developer,			
	Description:	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.			
	Completion State:	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.			
	Assumptions:	<ul style="list-style-type: none"> • The team will finish all the required documents on or before the deadline. • All requirements have been gathered and documented • The design is feasible and practical 			
	Risks:	<ul style="list-style-type: none"> • The team cannot finish the project within the allocated time. • Insufficient collaboration with stakeholders • Inadequate skills and experience 			
	Risk Mitigation:	<ul style="list-style-type: none"> • Regular progress tracking, distribute workload to all members • Ensuring that stakeholders are engaged and involved throughout the design stage can help ensure that the resulting system meets their expectations • 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. 			

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

425	1.5 Testing	Phase	New	Yuan Alexandrei Serafico	Normal
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Description:	WBS:	1.5
	Work Package:	Testing
	Duration:	April 2, 2024 – April 25, 2024 (18 Days)
	Package Owner:	KAYVI Byte
	Owner Organization:	KAYVI Byte

Participants:	Project Manager, Documentation Specialist, Software Tester, Front-end Developer, Back-end Developer
Description:	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.
Completion State:	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.
Assumptions:	<ul style="list-style-type: none"> • The team will finish all the required processes on or before the deadline. • The testers will identify and report all bugs and issues • All code has been thoroughly tested before being sent to testing • Testers have all the necessary information to test the system
Risks:	<ul style="list-style-type: none"> • The team cannot finish the project within the allocated time. • Incomplete or ineffective testing • Insufficient resources
Risk Mitigation:	<ul style="list-style-type: none"> • Regular progress tracking, distribute workload to all members • Adequate planning and preparation can help ensure that testing is thorough and effective • Ensuring that the testing team is skilled and experienced can help reduce the risk of issues going undetected

Budget:	<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 = PHP 143,735</p>
Reference Docs:	Project Charter
(post clickable reference links to reference docs)	WBS

426	1.6 Implementation	Phase	New		Normal
Description:	WBS:	1.6			
	Work Package:	Implementation			

Duration:	April 18, 2024 – June 26, 2024 (48 Days)
Package Owner:	KAYVI Byte
Owner Organization:	KAYVI Byte
Participants:	Project Manager, Front-end Developer, Back-end Developer, Documentation Specialist
Description:	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.
Completion State:	KAYVI Byte needs to finish all the processes mentioned above in the Implementation stage of the project.
Assumptions:	<ul style="list-style-type: none"> • The team will finish all the required documents on or before the deadline. • The development team will have complete control over the deployment environment
Risks:	<ul style="list-style-type: none"> • The team cannot finish the project within the allocated time. • Technical issues • Security breaches
Risk Mitigation:	<ul style="list-style-type: none"> • Regular progress tracking, distribute workload to all members • Conducting thorough testing and quality assurance • Implementing robust security measures and ensure that the system is secure once it is deployed

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

427	1.1.1 Create Business Case	Work package	New	Jan Karlo Boongaling	High
Description: Link: KAYVI_byte - Business-Case.pdf					
969	1.7 Close Project	Phase	New		Normal
Description:	WBS:	1.7			
	Work Package:	Close Project			

Duration:	April 25, 2024 – June 11, 2024 (33 Days)
Package Owner:	KAYVI Byte
Owner Organization:	KAYVI Byte
Participants:	Project Manager, Documentation Specialist
Description:	<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>
Completion State:	KAYVI Byte needs to finish all the processes mentioned above in the final stage of the project.
Assumptions:	The team will finish all the required documents and activities on or before the deadline.
Risks:	The team cannot finish the project within the allocated time.
Risk Mitigation:	Regular progress tracking, distribute workload to all members
Budget:	<p>Project Manager: PHP 42,250 / month</p> <p>Documentation Specialist: PHP 16,000 / month</p> <p>Total = PHP 58,250</p>

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

970	1.1.2 Conduct a Feasibility Study	Work package	New	Ian Onrubia	Normal
Description:					
971	1.1.3 Project Charter	Work package	New	Ian Onrubia	High
Description: Link: KAYVI byte - Project-Charter-Long-Version.pdf KAYVI_byte - Project-Charter.pdf					
972	1.1.4 Identify Stakeholders	Work package	New	Ian Onrubia	High
Description: Link: KAYVI_byte - Stakeholder-analysis.xlsx KAYVI_byte - Stakeholder-Management-Strategy.pdf					
973	1.1.5 Final Review	Work package	New	Ian Onrubia	High
Description:					
974	1.2.1 Project Description	Work package	New	Jan Karlo Boongaling	Normal
Description: Link: KAYVI_byte - Business-Case.pdf					

976	1.2.2 Cost Management Plan	Work package	New	Jan Karlo Boongaling	Normal
Description: Link: KAYVI byte - Cost-Management-Plan.pdf					
977	1.2.3 Schedule Management Plan	Work package	New	Ian Onrubia	High
Description: Link: KAYVI byte - Schedule-Management-Plan.pdf					
978	1.2.4 Scope Management Plan	Work package	New	Ian Onrubia	High
Description: Link: KAYVI byte - Scope-Management-Plan.pdf					
979	1.3.1 Cost Benefit Analysis	Work package	New	Ian Onrubia	High
Description:					
980	1.4.1 Process Design	Work package	New	Alexis Martin	Normal
Description:					
982	1.5.1 System Test	Work package	New	Yuan Alexandrei Serafico	High
Description:					
983	1.5.2 User Acceptance Test	Work package	New	Yuan Alexandrei Serafico	High
Description:					
984	1.5.3 Unit and Integration Testing	Work package	New	Yuan Alexandrei Serafico	High
Description:					
985	1.6.1 Define Key Variables	Work package	New	Jan Karlo Boongaling	Normal
Description:					

986	1.6.2 Determine Roles	Work package	New	Ian Onrubia	Normal
Description:					
987	1.6.3 Determine Responsibilities	Work package	New	Ian Onrubia	Normal
Description:					
988	1.6.4 Delegate the Work	Work package	New	Ian Onrubia	Normal
Description:					
989	1.6.5 Monitor Progress	Work package	New	Ian Onrubia	High
Description:					
990	1.6.6 Take Corrective Action	Work package	New	Ian Onrubia	Normal
Description:					
991	1.7.1 Finalize Project Deliverables	Work package	New	Jan Karlo Boongaling	Normal
Description:					
992	1.7.2 Confirm Project Completion	Work package	New	Ian Onrubia	Normal
Description:					
993	1.7.3 Review all Contracts	Work package	New	Jan Karlo Boongaling	High
Description:					
994	1.7.4 Review Documentation	Work package	New	Ian Onrubia	High
Description:					
997	1 SurveiRams Ticketing System	Phase	New		Normal
Description:					
1026	1.4.2 User Interface	Work package	New	Alexis Martin	Normal
Description:					

Work package type for Work Breakdown Structure					
1027	Create User Authentication	Feature	New	Vladimir Ken Perez	Normal
Description: Work package type for Work Breakdown Structure					
1028	Create Homepage	Feature	New	Vladimir Ken Perez	Normal
Description: Work package type for Work Breakdown Structure					
1030	Create a User Management page	Feature	New	Alexis Martin	Normal
Description: Work package type for Work Breakdown Structure					
1031	Create Profile page	Feature	New	Vladimir Ken Perez	Normal
Description: Work package type for Work Breakdown Structure					
1032	Create an Incident Report page	Feature	New	Alexis Martin	High
Description: Work package type for Work Breakdown Structure					
1033	Create Log details page	Feature	New	Vladimir Ken Perez	High
Description: Work package type for Work Breakdown Structure					
1034	Generate Analytics Insights page	Feature	New	Alexis Martin	Normal
Description: Work package type for Work Breakdown Structure					
1035	Compile into an application for Android, iOS, Windows, and Mac	Feature	New	Alexis Martin	High

Description: Work package type for Work Breakdown Structure					
1037	1.3.2 Project Risk Analysis	Work package	New	Ian Onrubia	High
Description: Work package type for Work Breakdown Structure					
1310	1.2.5 Change Management Plan	Work package	New	Ian Onrubia	Normal
Description: Work package type for Work Breakdown Structure					
1311	1.2.6 Communications Management Plan	Work package	New	Jan Karlo Boongaling	High
Description: Work package type for Work Breakdown Structure					
1312	1.2.7 Risk Management Plan	Work package	New	Jan Karlo Boongaling	High
Description: Work package type for Work Breakdown Structure					
1313	1.2.8 Quality Management Plan	Work package	New	Ian Onrubia	Normal
Description: Work package type for Work Breakdown Structure					
1314	1.2.9 Procurement Management Plan	Work package	New	Jan Karlo Boongaling	Normal
Description: Work package type for Work Breakdown Structure					
1315	1.2.10 Human Resource Plan	Work package	New	Ian Onrubia	Normal
Description: Work package type for Work Breakdown Structure					

1316	1.2.11 Implementation Plan	Work package	New	Jan Karlo Boongaling	High
Description: Work package type for Work Breakdown Structure					
1317	1.2.12 Work Breakdown Structure	Work package	New	Ian Onrubia	High
Description: Work Breakdown Structure					
1318	1.2.13 Consolidated Management Plan	Work package	New	Jan Karlo Boongaling	Normal
Description: Work package type for Work Breakdown Structure					