

APC_2022_2023_T3_PROJMAN_MI202_G04_OPTIMUM_FIVE - Work packages

ID	Type	Subject	Status	Start date	Finish date	Duration
1592	Phase	1 RAM-IT: ITRO's ChatBot & Ticketing System	New	03/23/2023	05/28/2024	309
Description:						
1593	Phase	1.1 Initiation	New	03/23/2023	05/17/2023	40
Description:						
1594	Milestone	1.1.1 Design Thinking	New	04/05/2023	04/05/2023	1
Description:	WBS:		1.1.1			
	Work Package:		Design Thinking			
	Package Owner:		Jayson Aloya			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora			
	Description:		The research and brainstorming session of the project team with the help of the project sponsor and stakeholders.			
	Completion State:		Once the problem statement, purpose, goals, and objectives are defined.			
	Assumptions:		Assuming that the goals will stay consistent all throughout the project.			
	Risks:		Changes may occur during the project that requires an impromptu design thinking session.			
	Risk Mitigation:		An impromptu design thinking session will be held as soon as possible.			
	Budget:		RAM-IT Budget			
	Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx			

1595	Work package	1.1.2 Create Business Case	New	04/06/2023	04/11/2023	4
Description:	WBS:		1.1.2			
	Work Package:		Create Business Case			
	Package Owner:		John Christopher Langcauon			
	Owner Organization:		Information Technology Resource Office			
	Participants:		John Christopher Langcauon			
	Description:		The paper that contains the information about the business/company the project is being made for.			
	Completion State:		Once the document is completed and approved by the project manager and adviser.			
	Assumptions:		Some of the data comes from the team members personally experiences as students in APC.			
	Risks:		Revisions may be made halfway through the process.			
	Risk Mitigation:		Revisions will be made as soon as possible.			
	Budget:		RAM-IT Budget			
	Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx			
1596	Work package	1.1.3 Create Project Charter	New	04/12/2023	04/17/2023	4
Description:	WBS:		1.1.3			
	Work Package:		Create Project Charter			
	Package Owner:		Jayson Aloya			

Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	The paper that contains information about the project sponsor and project manager along with the information about the project milestones and budget.
Completion State:	Once the project sponsor signs the document.
Assumptions:	Assuming that the project will be completed within the given time.
Risks:	Changes may occur during the project that requires an impromptu meeting.
Risk Mitigation:	An impromptu meeting will be held as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1597	Work package	1.1.4 Project Sponsor Approval of Project	New	04/18/2023	04/24/2023	5
Description:	WBS:	1.1.4				
	Work Package:	Project Sponsor Approval of Project				
	Package Owner:	Jayson Aloya				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jayson Aloya				
	Description:	The project manager sends the business case and project charter along with other necessary information about the project to the project sponsor for approval.				
	Completion State:	Once the project is approved by the project manager and adviser.				

Assumptions:	Assuming that all information gathered are sufficient to judge the worth of a project.
Risks:	Project Sponsor might take long to approve.
Risk Mitigation:	Changes will be made to satisfy the project and project sponsor.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1598	Work package	1.1.5 Assign Project Team & Roles	New	04/25/2023	04/27/2023	3
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Description:

WBS:	1.1.5
Work Package:	Assigning Project Team & Roles
Package Owner:	Jayson Aloya
Owner Organization:	Information Technology Resource Office
Participants:	Jayson Aloya
Description:	Finding the right people to join the creation of the project and assigning roles to them.
Completion State:	Once the team is assigned their roles.
Assumptions:	Assuming that all of the people chosen for the team is capable of doing their roles.
Risks:	Conflict in delegating roles may occur.
Risk Mitigation:	Negotiation between the individuals involved.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1599	Work package	1.1.6 Identify Stakeholders	New	04/28/2023	05/17/2023	14
Description:	WBS:	1.1.6				
	Work Package:	Identify Stakeholders				
	Package Owner:	Jan Gabriel Prion				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora				
	Description:	Identifying the people affected and will benefit from the project.				
	Completion State:	Once all stakeholders are identified.				
	Assumptions:	Assuming that the stakeholders will consent their involvement.				
	Risks:	Conflict with stakeholders.				
	Risk Mitigation:	Clear up misunderstandings and negotiate.				
	Budget:	RAM-IT Budget				
	Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx				
1600	Phase	1.2 Planning	New	05/18/2023	09/01/2023	77
Description:						
1601	Milestone	1.2.1 First Meeting with Project Team	New	05/18/2023	05/18/2023	1
Description:	WBS:	1.2.1				
	Work Package:	First Meeting with Project Team				
	Package Owner:	Jayson Aloya				

Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	The meeting that kick starts the whole project.
Completion State:	Once the meeting is done.
Assumptions:	Assuming that everyone is available on that day.
Risks:	A member or stakeholder might not be free at that time.
Risk Mitigation:	Re-scheduling of the meeting will be done.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1602	Work package	1.2.2 Create Stakeholders Management Strategy Plan	New	05/19/2023	05/25/2023	5
Description:	WBS:	1.2.2				
	Work Package:	Create Stakeholders Management Strategy Plan				
	Package Owner:	Jan Gabriel Prion				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jan Gabriel Prion				
	Description:	The document that contains the plan on identifying and managing the stakeholders needs for the project.				
	Completion State:	Once approved by the project manager, sponsor, and adviser.				
	Assumptions:	Assuming that everything stays consistent all throughout the project.				
	Risks:	Changes may occur during the project that requires revisions.				

Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1603	Work package	1.2.3 Create Cost Management Plan	New	05/26/2023	06/02/2023	6
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Description:

WBS:	1.2.3
Work Package:	Create Cost Management Plan
Package Owner:	John Christopher Langcauon
Owner Organization:	Information Technology Resource Office
Participants:	John Christopher Langcauon
Description:	The document that contains the budget and costs that will be used for the project.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1604	Work package	1.2.4 Create Scope Management Plan	New	06/05/2023	06/12/2023	6
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Description:

WBS:	1.2.4
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Work Package:	Create Scope Management Plan
Package Owner:	Marc Zamora
Owner Organization:	Information Technology Resource Office
Participants:	Marc Zamora
Description:	The document that provides a clear understanding of what the project limitations are.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1605	Work package	1.2.5 Create Schedule Management Plan	New	06/13/2023	06/20/2023	6
Description:	WBS:	1.2.5				
	Work Package:	Create Time Management Plan				
	Package Owner:	Marc Julian Sajul				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Marc Julian Sajul				
	Description:	The document that provides the schedule of how long the project and the work packages will be done.				
	Completion State:	Once approved by the project manager, sponsor, and adviser.				

Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1606	Work package	1.2.6 Create Work Breakdown Structure	New	06/21/2023	06/28/2023	6
Description:						
WBS:		1.2.6				
Work Package:		Create Work Breakdown Structure				
Package Owner:		Jayson Aloya				
Owner Organization:		Information Technology Resource Office				
Participants:		Jayson Aloya				
Description:		Where work packages are labeled through each phases of the project.				
Completion State:		Once approved by the project manager, sponsor, and adviser.				
Assumptions:		Assuming that everything stays consistent all throughout the project.				
Risks:		Changes may occur during the project that requires revisions.				
Risk Mitigation:		Revisions must be made as soon as possible.				
Budget:		RAM-IT Budget				
Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx				
1607	Work package	1.2.7 Create Staffing Management Plan	New	06/29/2023	07/06/2023	6

Description:

07/01/2023

WBS:	1.2.7
Work Package:	Create Human Resource Management Plan
Package Owner:	Marc Julian Sajul
Owner Organization:	Information Technology Resource Office
Participants:	Marc Julian Sajul
Description:	The document that plans on how to handle the staffs of the project including the project team and the team that will take over once the project is done.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1608	Work package	1.2.8 Create Quality Management Plan	New	07/07/2023	07/14/2023	6
Description:	WBS:		1.2.8			
	Work Package:		Create Quality Management Plan			
	Package Owner:		Marc Zamora & Jan Gabriel Prion			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Marc Zamora & Jan Gabriel Prion			
	Description:		The document that assures consistency and quality for each deliverables.			

Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1609	Work package	1.2.9 Create Risk Management Plan	New	07/17/2023	07/24/2023	6
Description:	WBS:	1.2.9				
	Work Package:	Create Risk Management Plan				
	Package Owner:	Jan Gabriel Prion				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jan Gabriel Prion				
	Description:	The document that contains the contingency plans that will be done when a risks occurs.				
	Completion State:	Once approved by the project manager, sponsor, and adviser.				
	Assumptions:	Assuming that everything stays consistent all throughout the project.				
	Risks:	Changes may occur during the project that requires revisions.				
	Risk Mitigation:	Revisions must be made as soon as possible.				
	Budget:	RAM-IT Budget				
	Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx				

1610	Work package	1.2.10 Create Communications Management Plan	New	07/25/2023	08/01/2023	6
Description:	WBS:		1.2.10			
	Work Package:		Create Communications Management Plan			
	Package Owner:		Jayson Aloya			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Jayson Aloya			
	Description:		The document that manages how information is delegated from project team to stakeholders and project sponsor.			
	Completion State:		Once approved by the project manager, sponsor, and adviser.			
	Assumptions:		Assuming that everything stays consistent all throughout the project.			
	Risks:		Changes may occur during the project that requires revisions.			
	Risk Mitigation:		Revisions must be made as soon as possible.			
	Budget:		RAM-IT Budget			
	Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx			
1611	Work package	1.2.11 Create Procurement Management Plan	New	08/02/2023	08/09/2023	6
Description:	WBS:		1.2.11			
	Work Package:		Create Procurement Management Plan			
	Package Owner:		John Christopher Langcaun			
	Owner Organization:		Information Technology Resource Office			
	Participants:		John Christopher Langcaun			
	Description:		The document that handles the resources and where to get them.			

Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1612	Phase	1 RAM-IT: ITRO's ChatBot & Ticketing System	New	03/23/2023	05/28/2024	309
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Description: Work package type for Work Breakdown Structure

1613	Phase	1.2 Planning	New	05/18/2023	09/01/2023	77
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Description: Work package type for Work Breakdown Structure

1614	Work package	1.2.12 Create Implementation Plan	New	08/10/2023	08/17/2023	6
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Description:

WBS:	1.2.12
Work Package:	Create Implementation Plan
Package Owner:	Marc Zamora
Owner Organization:	Information Technology Resource Office
Participants:	Marc Zamora
Description:	The document that contains the plan to implement the project once completed.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.

Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1615	Work package	1.2.13 Create Change Management Plan	New	08/18/2023	08/25/2023	6
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Description:

WBS:	1.2.13
Work Package:	Create Change Management Plan
Package Owner:	Marc Julian Sajul
Owner Organization:	Information Technology Resource Office
Participants:	Marc Julian Sajul
Description:	The document that shows the procedure on how to apply changes to the plan and also documents the changes throughout the project.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1616	Work package	1.2.14 Meeting for Documents Development	New			
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Description:

WBS:	1.2.14
Work Package:	Meeting for Documents Development
Package Owner:	Jayson Aloya
Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	The meetings done once a week to be able to quality assure each document and to assure that everyone is on the same page.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1617	Milestone	1.2.15 Send Documents for Project Sponsor Approval	New	09/01/2023	09/01/2023	1
Description:	WBS:	1.2.15				
	Work Package:	Send Documents for Project Sponsor Approval				
	Package Owner:	Jayson Aloya				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jayson Aloya				
	Description:	All documents are sent to Project Sponsor for approval.				

Completion State:	Once approved by the project sponsor.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1618	Phase	1.3 Execution	New	09/04/2023	04/24/2024	168
Description:						
1619	Phase	1.3.1 Analysis & Design	New	09/04/2023	09/29/2023	20
Description: Work package type for Work Breakdown Structure						
1620	Work package	1.3.1.1 Develop Requirements Analysis	New	09/04/2023	09/06/2023	3
Description:						
WBS:			1.3.1.1			
Work Package:			Develop Requirements Analysis			
Package Owner:			Jayson Aloya			
Owner Organization:			Information Technology Resource Office			
Participants:			Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora			
Description:			Developing the tables and diagrams that is required for the project.			
Completion State:			Once approved by the project manager, sponsor, and adviser.			
Assumptions:			Assuming that everything stays consistent all throughout the project.			

Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1621	Work package	1.3.1.2 Develop System Analysis	New	09/07/2023	09/11/2023	3
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Description:

WBS:	1.3.1.2
Work Package:	Develop System Analysis
Package Owner:	Jayson Aloya
Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	Developing the tables and diagrams on how the system will work.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1622	Work package	1.3.1.3 Create System Design	New	09/12/2023	09/13/2023	2
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Description:

WBS:	1.3.1.3
Work Package:	Create System Design
Package Owner:	Marc Julian Sajul
Owner Organization:	Information Technology Resource Office
Participants:	Jayson Aloya, Marc Julian Sajul, & Marc Zamora
Description:	Creating a solid design for the system.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1623	Work package	1.3.1.4 Create System Wireframe	New	09/14/2023	09/20/2023	5
Description:	WBS:	1.3.1.4				
	Work Package:	Create System Wireframe				
	Package Owner:	Jayson Aloya				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jayson Aloya, Marc Julian Sajul, & Marc Zamora				
	Description:	Creating a wireframe on how the system will look like.				
	Completion State:	Once approved by the project manager, sponsor, and adviser.				

Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1624	Milestone	1.3.1.5 Create System Mock-up	New	09/29/2023	09/29/2023	1
Description:	WBS:	1.3.1.5				
	Work Package:	Create System Mock-Up				
	Package Owner:	Marc Julian Sajul				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Marc Julian Sajul				
	Description:	Visualizing the wireframe.				
	Completion State:	Once approved by the project manager, sponsor, and adviser.				
	Assumptions:	Assuming that everything stays consistent all throughout the project.				
	Risks:	Changes may occur during the project that requires revisions.				
	Risk Mitigation:	Revisions must be made as soon as possible.				
	Budget:	RAM-IT Budget				
	Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx				
1625	Phase	1.3.2 Development	New	10/02/2023	03/22/2024	125

Description:

07/01/2023

1626	Feature	1.3.2.1 Develop Log-In Feature	New	10/02/2023	10/05/2023	4
Description:	WBS:		1.3.2.1			
	Work Package:		Develop Log-In Feature			
	Package Owner:		Marc Zamora			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Marc Zamora			
	Description:		Developing the feature to be able to log-in and connecting it to the database for accounts.			
	Completion State:		Once tested and completely coded into the prototype.			
	Assumptions:		Assuming that everything stays consistent all throughout the project.			
	Risks:		Changes may occur during the project that requires revisions.			
	Risk Mitigation:		Revisions must be made as soon as possible.			
	Budget:		RAM-IT Budget			
	Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx			
1627	Milestone	1.3.2.2 Develop Chat Bot Feature	New	11/01/2023	11/01/2023	1
Description:	WBS:		1.3.2.2			
	Work Package:		Develop Chat Bot Feature			
	Package Owner:		Marc Zamora			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Marc Zamora			

Description:	Developing the features for the chat bot and its responses.
Completion State:	Once tested and completely coded into the prototype.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1628	Milestone	1.3.2.3 Develop Ticketing Feature	New	11/28/2023	11/28/2023	1
Description:	WBS:	1.3.2.3				
	Work Package:	Develop Ticketing Feature				
	Package Owner:	Marc Zamora				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Marc Zamora				
	Description:	Developing the system for the ticketing feature.				
	Completion State:	Once tested and completely coded into the prototype.				
	Assumptions:	Assuming that everything stays consistent all throughout the project.				
	Risks:	Changes may occur during the project that requires revisions.				
	Risk Mitigation:	Revisions must be made as soon as possible.				
	Budget:	RAM-IT Budget				
	Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx				

1629	Feature	1.3.2.4 Develop Notification Feature	New	11/29/2023	12/04/2023	4
Description:	WBS:		1.3.2.4			
	Work Package:		Develop Notification Feature			
	Package Owner:		Marc Zamora			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Marc Zamora			
	Description:		Developing the notifications feature.			
	Completion State:		Once tested and completely coded into the prototype.			
	Assumptions:		Assuming that everything stays consistent all throughout the project.			
	Risks:		Changes may occur during the project that requires revisions.			
	Risk Mitigation:		Revisions must be made as soon as possible.			
	Budget:		RAM-IT Budget			
	Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx			
1630	Feature	1.3.2.5 Develop Data Report Feature	New	12/05/2023	12/06/2023	2
Description:	WBS:		1.3.2.5			
	Work Package:		Develop Data Report Feature			
	Package Owner:		Marc Zamora			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Marc Zamora			

Description:	Developing a feature that analyzes raw data into useful information used in reports.
Completion State:	Once tested and completely coded into the prototype.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1631	Feature	1.3.2.6 Develop Filter Feature	New	12/07/2023	12/11/2023	3
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Description:

WBS:	1.3.2.6
Work Package:	Develop Filter Feature
Package Owner:	Marc Zamora
Owner Organization:	Information Technology Resource Office
Participants:	Marc Zamora
Description:	Developing a search feature.
Completion State:	Once tested and completely coded into the prototype.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget

Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx				
1632	Phase	1 RAM-IT: ITRO's ChatBot & Ticketing System	New	03/23/2023	05/28/2024	309
Description:						
1633	Phase	1.3 Execution	New	09/04/2023	04/24/2024	168
Description:						
1634	Phase	1.3.2 Development	New	10/02/2023	03/22/2024	125
Description:						
1635	Feature	1.3.2.7 Develop Ticket History Feature	New	12/12/2023	12/18/2023	5
Description:	WBS:		1.3.2.7			
	Work Package:		Develop Ticket History Feature			
	Package Owner:		Marc Zamora			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Marc Zamora			
	Description:		Developing an archive for ticket history.			
	Completion State:		Once tested and completely coded into the prototype.			
	Assumptions:		Assuming that everything stays consistent all throughout the project.			
	Risks:		Changes may occur during the project that requires revisions.			
	Risk Mitigation:		Revisions must be made as soon as possible.			
	Budget:		RAM-IT Budget			
	Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx			

1636	Feature	1.3.2.8 Develop Chat Feature	New	12/19/2023	12/27/2023	7
Description:	WBS:		1.3.2.8			
	Work Package:		Develop Chat Feature			
	Package Owner:		Marc Zamora			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Marc Zamora			
	Description:		Developing a chat system for the customer and service provider to communicate.			
	Completion State:		Once tested and completely coded into the prototype.			
	Assumptions:		Assuming that everything stays consistent all throughout the project.			
	Risks:		Changes may occur during the project that requires revisions.			
	Risk Mitigation:		Revisions must be made as soon as possible.			
	Budget:		RAM-IT Budget			
	Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx			
1637	Milestone	1.3.2.9 Implement UI	New	03/22/2024	03/22/2024	1
Description:	WBS:		1.3.2.9			
	Work Package:		Implement UI			
	Package Owner:		Marc Julian Sajul			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Marc Julian Sajul			
	Description:		Implementing visual and user friendly UI.			

Completion State:	Once UI is implemented in the prototype along with approval of ITRO.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1638	Phase	1.3.3 Testing & Training	New	03/25/2024	04/24/2024	23
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Description:

1639	Work package	1.3.3.1 Install System	New	03/25/2024	03/26/2024	2
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Description:

WBS:	1.3.3.1
Work Package:	Install System
Package Owner:	Marc Zamora
Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	Installing the system to the ITRO.
Completion State:	Once the system is working in the ITRO's network.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Technical problems may occur.
Risk Mitigation:	Troubleshoot as fast as possible.

Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1640	Work package	1.3.3.2 Perform Test Cases	New	03/27/2024	04/15/2024	14
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Description:

WBS:	1.3.3.2
Work Package:	Perform Test Cases
Package Owner:	Marc Julian Sajul
Owner Organization:	Information Technology Resource Office
Participants:	Marc Julian Sajul
Description:	Testing the system.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1641	Milestone	1.3.3.3 Training the ITRO	New	04/24/2024	04/24/2024	1
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Description:

WBS:	1.3.3.3
Work Package:	Training the ITRO
Package Owner:	Marc Zamora

Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	The document that contains the budget and costs that will be used for the project.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1642	Phase	1.4 Monitoring & Control	New			
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Description:

1643	Work package	1.4.1 Gather Feedback Data	New			
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Description:

WBS:	1.4.1
Work Package:	Gather Feedback Data
Package Owner:	Jayson Aloya
Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	Gathering feedback data to improve the system.
Completion State:	Once execution phase is finished.

Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1644	Work package	1.4.2 Risk Manage	New			
Description:	WBS:	1.4.2				
	Work Package:	Risk Manage				
	Package Owner:	Jayson Aloya				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora				
	Description:	Manage risks that occurs.				
	Completion State:	Once execution phase is finished.				
	Assumptions:	Assuming that everything stays consistent all throughout the project.				
	Risks:	Changes may occur during the project that requires revisions.				
	Risk Mitigation:	Revisions must be made as soon as possible.				
	Budget:	RAM-IT Budget				
	Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx				

1645	Work package	1.4.3 Monitor if Project Deliverables are complying to Project Documents	New			
Description:	WBS:		1.4.3			
	Work Package:		Monitor if Project Deliverables are complying to Project Documents			
	Package Owner:		Marc Julian Sajul			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora			
	Description:		Monitoring the project deliverables and quality assuring them..			
	Completion State:		Once execution phase is finished.			
	Assumptions:		Assuming that everything stays consistent all throughout the project.			
	Risks:		Changes may occur during the project that requires revisions.			
	Risk Mitigation:		Revisions must be made as soon as possible.			
	Budget:		RAM-IT Budget			
	Reference Docs:		Optimum Five - Work Breakdown Structure (WBS).docx			
1646	Work package	1.4.4 Weekly Status Report	New			
Description:	WBS:		1.4.4			
	Work Package:		Weekly Status Report			
	Package Owner:		Jayson Aloya			
	Owner Organization:		Information Technology Resource Office			
	Participants:		Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora			

Description:	A weekly meeting that reports the status of the project to the Project Sponsor and Stakeholders.
Completion State:	Once execution phase is finished.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1647	Phase	1.5 Completion/Closeout	New	04/25/2024	05/28/2024	24
Description:						
1648	Milestone	1.5.1 Transferring roles to ITRO	New	05/01/2024	05/01/2024	1
Description:	WBS:	1.5.1				
	Work Package:	Transferring roles to ITRO				
	Package Owner:	Jayson Aloya				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora				
	Description:	Officially passing over the system to the ITRO.				
	Completion State:	Once roles are transferred.				
	Assumptions:	Assuming that everything stays consistent all throughout the project.				
	Risks:	People may not be available.				

Risk Mitigation:	Reschedule activity.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1649	Milestone	1.5.2 Transferring deliverables to ITRO	New	05/08/2024	05/08/2024	1
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Description:

WBS:	1.5.2
Work Package:	Transferring deliverables to ITRO
Package Owner:	Jayson Aloya
Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcaunon, Marc Julian Sajul, & Marc Zamora
Description:	Passing over the deliverables of the project to the ITRO.
Completion State:	Once deliverables are transferred.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Technical difficulties
Risk Mitigation:	Troubleshooting
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1650	Work package	1.5.3 Archiving Documents	New	05/09/2024	05/13/2024	3
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Description:

WBS:	1.5.3
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Work Package:	Archiving Documents
Package Owner:	John Christopher Langcauon
Owner Organization:	Information Technology Resource Office
Participants:	Jayson Aloya & John Christopher Langcauon
Description:	Archiving the documents for further references and projects.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1651	Work package	1.5.4 Final Meeting	New	05/14/2024	05/14/2024	1
Description:	WBS:	1.5.4				
	Work Package:	Final Meeting				
	Package Owner:	Jayson Aloya				
	Owner Organization:	Information Technology Resource Office				
	Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora				
	Description:	The final meeting for everyone involved in the project.				
	Completion State:	Once meeting is done.				
	Assumptions:	Assuming that everything stays consistent all throughout the project.				

Risks:	People may not be available at scheduled date.
Risk Mitigation:	Rescheduling at available time.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1652	Phase	1 RAM-IT: ITRO's ChatBot & Ticketing System	New	03/23/2023	05/28/2024	309
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Description:

1653	Phase	1.5 Completion/Closeout	New	04/25/2024	05/28/2024	24
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Description:

1654	Work package	1.5.5 Confirmation of User Acceptance	New	05/15/2024	05/21/2024	5
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Description:

WBS:	1.5.5
Work Package:	Confirmation of User Acceptance
Package Owner:	Jayson Aloya
Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	Assuring that every stakeholder needs are met.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.

Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx

1655	Work package	1.5.6 Confirmation of Project Completion	New	05/22/2024	05/28/2024	5
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Description:

WBS:	1.5.6
Work Package:	Confirmation of Project Completion
Package Owner:	Jayson Aloya
Owner Organization:	Information Technology Resource Office
Participants:	Jan Gabriel Prion, Jayson Aloya, John Christopher Langcauon, Marc Julian Sajul, & Marc Zamora
Description:	The official conclusion of the project.
Completion State:	Once approved by the project manager, sponsor, and adviser.
Assumptions:	Assuming that everything stays consistent all throughout the project.
Risks:	Changes may occur during the project that requires revisions.
Risk Mitigation:	Revisions must be made as soon as possible.
Budget:	RAM-IT Budget
Reference Docs:	Optimum Five - Work Breakdown Structure (WBS).docx