**PROJECT MANAGEMENT PLAN**

**Tracking Activity Project Management**

**Asia Pacific College**

**3 Humabon Place, Magallanes,**

**Makati City, Philippines**

**May 2023**

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# **Company Profile**

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| --- | --- |
| Registered Name: | Asia Pacific College |
| Company Logo: | Asia Pacific College: photo gallery |
| Address: | Asia Pacific College, 3 Humabon Place, Magallanes, Makati City, Philippines |
| Telephone Number: | +63 917 816 5570 |
| Line of Business: | Private Tertiary Education Institution |
| Type of Customers: | Students and Teachers |
| Date of Registration: | 1991 |
| President: | Dr. Teresita P. Medado |
| Number of Employees: | 51-200 |

The College is devoted to advancing knowledge and educating students in information technology, commerce, engineering, accountancy, entrepreneurship, multimedia arts, and other areas of scholarship that will best serve the global community in the 21st century. Graduates of APC are now found in all sectors of businesses and industries. They translate their knowledge into products, services, and jobs.

**Project: Tracking Activity Project Management (TAPM) for Asia Pacific College’s Project Development Office**

The Project Tracking Monitoring System is designed to streamline project management and improve collaboration among team members. The Work Bench Structure is organized according to the five phases of the Project Management Lifecycle, from Initiation to Closeout.

The system features a Project Dashboard, where users can see an overview of all projects they participate in, as well as individual project workspaces for detailed project planning and execution. The Task Board allows users to assign tasks, set priorities and deadlines, and track progress, while the File Sharing feature facilitates collaboration by allowing users to upload and share important project documents and files.

Communication features, including chat, video conferencing, and email integration, allow team members to stay connected and informed throughout the project. Reporting and Analytics features provide real-time data on project progress, resource utilization, and budget tracking, allowing for better decision-making and risk management.

**The vision, mission, and value of Asia Pacific College:**

**Vision:**

Asia Pacific College envisions itself to be the preferred Higher Education Institution bridging academe and industry with its programs founded on the concepts and applications of IT, guided by the core values of integrity, industry and innovation that works.

**Mission:**

Asia Pacific College, powered by education and industry professionals as faculty and a balanced curriculum, aims to provide business and the information and communications technology industry in the Philippines and in the global community lifelong learning graduates who are anchored on the principles of integrity and professionalism.

**Values:**

APC aims to produce graduates with a keen sense of industry or hard work, integrity or honesty that is coupled with strong moral/ethical principles, and innovation or the consistent introduction of new and creative methods or ideas.

# **Business Case**

## **2.1 Problem Definition**

### **2.1.1 Problem Statement**

The Project Development Office of Asia Pacific is having difficulty monitoring the status of the school's internal and external projects promptly. This includes the lack of visibility into project status, potential bottlenecks or delays, poor communication among team members, and difficulty aligning project objectives with overall business goals. These issues often result in missed deadlines, cost overruns, and poor-quality outcomes.

### **2.1.2 Organizational Impact**

The implementation of an integrated project management system within the Project Development Office of Asia Pacific will have a significant impact on the organization. It will address existing challenges such as lack of visibility, poor communication, and difficulty aligning project objectives with business goals. By providing real-time project status updates, enabling efficient communication among team members, and ensuring alignment with business goals, the system will enhance project performance, reduce delays, and improve outcomes. This will lead to cost savings, increased efficiency, and higher customer satisfaction rates, driving overall organizational performance and profitability.

Moreover, the integrated system will streamline processes by consolidating dispatch tools and reducing manual tasks. This will result in improved efficiency, faster response times, and reduced errors. The optimized process will enable team members to allocate resources effectively, resolve outages promptly, and enhance customer satisfaction. Additionally, the system will free up resources and savings that can be redirected towards other important initiatives, contributing to the organization's success, and fostering continuous improvement. Overall, the implementation of the integrated project management system will transform the Project Development Office, addressing existing issues, optimizing processes, and driving positive impacts on project delivery and overall organizational performance.

### **2.1.3 Technology Migration**

This are the technology migration for the Project Tracking Activity Management:

• Assess the current technology stack: The first step in migrating to any system is to assess the current technology stack. This involves identifying the current software, hardware, and infrastructure that are in place. You will need to determine the strengths and weaknesses of the current system and identify areas that require improvement.

• Define the target technology stack: Once you have assessed the current technology stack, you need to define the target technology stack. This involves identifying the technologies and platforms that will be used to build the new system. You will need to consider factors such as scalability, security, and user experience when selecting modern technologies.

• Plan the migration strategy: With the current and target technology stacks identified, you need to plan the migration strategy. This involves determining the steps required to move from the current system to the new system. You will need to consider factors such as data migration, testing, and deployment when planning the migration strategy.

• Execute the migration: Once the migration strategy has been defined, you can begin to execute the migration. This involves implementing modern technologies, migrating data from the old system to the new system, and evaluating the new system to ensure it meets the requirements.

• Train the users: After the new system has been deployed, you will need to train the users in how to use the new system. This involves providing documentation, training sessions, and support to ensure the users are comfortable with the new system.

• Monitor and maintain the new system: Finally, you will need to monitor and maintain the new system to ensure it continues to meet the requirements. This involves monitoring the system for issues, performing regular maintenance, and making updates, as necessary.

## **2.2 Project Overview**

### **2.2.1 Project Description**

The Asia Pacific College's Project Development Office is facing difficulties in monitoring the status of their internal and external projects efficiently. The lack of a reliable system to track project progress and generate reports promptly has caused delays in project delivery and unmet expectations for industry partners. To address these issues, the project group will develop a website/system that can assist the PDO in monitoring the progress of their projects.

The system will have the capacity to provide real-time updates on the status of projects under PBL2 and allow the PDO to manage project expectations efficiently.

The system will be developed with the following features:

• User-friendly interface: The system should be easy to use and accessible with the PDO. The system interface should be intuitive and provide a clear overview of the project's progress.

• Tracking and reporting: The system should be able to track project progress and generate reports promptly. The system should provide real-time updates on the status of projects under PBL2.

• Collaboration space: The system should provide a collaboration space for student groups and faculty members to disseminate files, ideas, and information. The collaboration space should be well-suited for project-based learning, allowing students and faculty to work together efficiently and effectively.

• Security: The system should have a robust security mechanism to ensure the confidentiality of project information. The project group will follow a project management framework to ensure that the project is completed within the given timeline and budget. The project plan will include the project scope, objectives, timeline, budget, and resources required.

Upon completion of the project, the system will be delivered to the PDO, and the project group will conduct a post-implementation review to ensure that the system has met the project's objectives. The system will be expected to enhance the PDO's capacity to track project progress and generate reports in a timely manner, resulting in improved project delivery and industry partner satisfaction.

### **2.2.2 Goals and Objectives**

**Goals:**

• Enhance the Project Development Office's capacity to track project progress and generate reports in a timely manner.

• Improve project delivery and industry partner satisfaction through timely project completion. • Provide a collaboration space for student groups and faculty members to disseminate files, ideas, and information.

• Develop a system that can monitor the status of projects under PBL2 and allow the PDO to manage project expectations efficiently.

• Ensure the confidentiality of project information through a robust security mechanism.

**Objectives:**

• Design and deploy software during PBL1 that can assist the PDO in tracking projects and generating reports in a timely manner.

• Develop a collaboration space that can facilitate the dissemination of files, ideas, and information between student groups and faculty members.

• Develop a system that can provide real-time updates on the progress of projects under PBL2 and allow the PDO to manage project expectations efficiently.

• Ensure that the system is user-friendly and easily accessible with the PDO.

• Ensure that the system has a robust security mechanism to protect the confidentiality of project information.

• Complete the project within the given timeline and budget.

• Deliver the completed system to the PDO and conduct a post-implementation review to ensure that the project objectives have been met.

### **2.2.3 Project Performance**

To evaluate the performance and outcomes of the proposed project for developing a Tracking Activity Project Management system for Asia Pacific College's Project Development Office, the following measures should be considered:

User Adoption:

* Measure the percentage of users actively using the integrated platform.
* Track the number of active users over time to assess adoption trends and user engagement.

User Satisfaction:

* Conduct surveys or gather user feedback to measure satisfaction with the newly developed platform.
* Assess the percentage of users who report that the platform meets their needs.
* Determine the percentage of users who would recommend the platform to others.

Time Saved:

* Compare the time taken to complete tasks using the integrated platform versus using individual tools separately.
* Measure the efficiency gains and time savings achieved through the centralized tracking and management capabilities of the developed system.
* Data Accuracy:
* Evaluate the accuracy of data entered the system compared to the individual tools.
* Measure the reduction in errors and improved data integrity resulting from the use of the integrated platform.

Cost Savings:

* Compare the cost of maintaining the integrated platform versus maintaining the individual tools separately.
* Assess the potential cost savings achieved through consolidation and streamlined processes provided by the developed system.
* Process Improvement:
* Measure the efficiency and effectiveness of processes using the integrated platform compared to processes using individual tools separately.
* Evaluate the reduction in manual effort, improved collaboration, and streamlined workflows resulting from the implemented system.

By monitoring and evaluating these measures, the project team can assess the performance and outcomes of the Tracking Activity Project Management system. The data collected will provide insights into user adoption, satisfaction, time savings, data accuracy, cost savings, and process improvements. This information will be crucial for identifying areas of success and opportunities for further enhancement to meet the objectives and requirements of the Project Development Office at Asia Pacific College.

### **2.2.4 Project Assumptions**

Here are the preliminary assumptions for the proposed system:

1. User Adoption: It is assumed that the users within the Project Development Office will actively adopt and utilize the integrated platform for tracking project activities.
2. User Satisfaction: It is assumed that the newly developed platform will meet the needs and expectations of the users, resulting in a prominent level of user satisfaction. The assumption is based on user feedback mechanisms such as surveys and recommendations.
3. Time Saved: It is assumed that the integrated platform will significantly reduce the time required to complete tasks compared to using individual tools separately. This assumption assumes that the platform will streamline processes and provide efficient project management capabilities.
4. Data Accuracy: It is assumed that the developed system will enhance the accuracy of project data entered the platform compared to the accuracy achieved using individual tools. This assumption assumes that the integrated platform will provide standardized data entry mechanisms and minimize errors.
5. Cost Savings: It is assumed that the implementation and maintenance of the integrated platform will result in cost savings compared to maintaining the individual tools separately. This assumption assumes that consolidating the tools into a single platform will reduce licensing, training, and maintenance costs.
6. Process Improvement: It is assumed that using the integrated platform will lead to improved efficiency and effectiveness in project-related processes compared to using the individual tools separately. This assumption assumes that the platform will provide streamlined workflows, enhanced collaboration, and centralized project tracking capabilities.
7. It is important to note that these assumptions should be validated and monitored throughout the project to ensure their accuracy and adjust the project approach if necessary.

### **2.2.5 Project Constraints**

The following constraints must be considered to ensure the project is completed successfully and meets the PDO's requirements and expectations.

• Time: The project must be completed within the given timeline, as specified in the project plan. Any delays in the project timeline may affect the project's objectives and deliverables.

• Budget: The project must be completed within the allocated budget, as specified in the project plan. Any overspending may affect the project's financial viability and sustainability.

• Resources: The project team must work with the resources available, such as personnel, equipment, and software, to complete the project. The availability of resources may affect the project's scope and quality.

• Technology: The project must be developed using technology that is compatible with the PDO's existing technology infrastructure. Any compatibility issues may affect the system's performance and reliability.

• User Acceptance: The system must be designed and developed in collaboration with the PDO, ensuring that the system's features and functionalities meet the PDO's requirements and expectations.

• Security: The system must have a robust security mechanism to ensure the confidentiality of project information. Any security breaches may affect the system's credibility and trustworthiness.

• Testing and Quality Assurance: The system must be assessed and undergoes quality assurance to ensure that it is free from defects and errors. Any defects or errors in the system may affect the system's performance and reliability.

• Legal and Regulatory Compliance: The system must comply with legal and regulatory requirements, such as data protection and privacy laws. Any noncompliance may affect the system's credibility and trustworthiness.

### **2.2.6 Major Project Milestones**

The specific timeline and milestones for each phase of the project will depend on the project scope, complexity, and resource availability. By breaking down the project into these major milestones, you can track progress and ensure that the project stays on schedule and within budget.

Here are some possible major project milestones for the development and deployment of the tracking activity project management:

• Project Planning: This involves defining the project scope, objectives, requirements, and constraints, and creating a project plan outlining the project timeline, budget, and resource allocation.

• System Design: This involves designing the system architecture, interface, functionality, and security mechanisms, and creating detailed system specifications and wireframes.

• System Development: This involves coding, testing, and debugging the system's front-end and back-end components, as well as integrating the system with the PDO's existing technology infrastructure.

• System Testing: This involves assessing the system's functionality, performance, usability, and security, as well as conducting user acceptance testing with the PDO and other stakeholders.

• System Deployment: This involves deploying the system on the PDO's servers or on a cloud-based platform, as well as configuring the system's settings, access permissions, and security protocols.

• User Training: This involves providing user training and documentation to the PDO's staff, faculty, and students, as well as conducting system demonstrations and providing ongoing technical support.

• System Maintenance: This involves monitoring the system's performance, troubleshooting issues, applying software updates and security patches, and ensuring the system's ongoing reliability and security.

## **2.3 Strategic Alignment**

The project aligns with the goals and vision of the faculty, teachers and PDO which includes the needs to provide efficiency, enhancement of academic performance and simple to use application for tracking progress, task completion, display project information and monitoring projects being managed. Also, this project will be useful in taking on projects like PBL2, which many projects are based on.

The range of this project will mostly impact the Faculty, PDO, teachers, and students. The project team will conduct a stakeholder analysis to understand and meet the needs and expectations of the users who will be involved in the project, which will be included in the project plan. The team will also conduct a risk analysis to detect the potential problems that may hinder the project progress.

The project will be conducted with the guidance of the advisors, teachers, client, and the students assigned will work on the project with intensive research, documentation, and enough programming skills to ensure the project meet the requirements of the stakeholders. Lastly, to measure the project's success is if it has reached the approval of the panelist, also, the project team will analyze the efficiency and impact the project has on the participants or users.

## **2.4 Cost and Benefit Analysis**

The project will mostly include the cost of developing the software, how to use our instruction for the applications, and the server that will be used. The benefit side of this project, upon forming the analysis it can improve the delivery of the project, increasing the satisfaction of the client, increasing efficiency, and saving the time on project tracking and reporting. Other benefits include better collaboration and communication with student groups and faculty/teachers, and security and privacy of project information.

**Costs:**

* Software Development: The primary cost of the project will be incurred in the development of the software application. This includes the expenses related to hiring developers, designers, and testers, as well as any software licenses or tools required for development.
* Instruction and Training: Another cost component is the creation of detailed instructions and training materials for the users of the application. This involves the development of user manuals, tutorials, and training sessions to ensure effective utilization of the software.
* Server Infrastructure: The project requires a dedicated server to host and support the software application. The cost includes the purchase or rental of server hardware, networking equipment, and ongoing maintenance and support expenses.

**Benefits:**

* Improved Project Delivery: The software application will streamline project management processes, enabling better planning, organization, and execution. This will lead to improved project delivery, ensuring timely completion and meeting client expectations.
* Increased Client Satisfaction: By implementing the software application, the project team will be able to deliver a more efficient and transparent service to clients. This will result in higher client satisfaction levels, enhancing the reputation of the organization and potentially leading to increased business opportunities.
* Enhanced Efficiency: The software application will automate various project tracking and reporting tasks, reducing the need for manual effort, and minimizing errors. This will result in increased efficiency, allowing the project team to allocate their time and resources more effectively.
* Better Collaboration and Communication: The application will facilitate improved collaboration and communication among student groups, faculty/teachers, and other project stakeholders. It will provide a centralized platform for sharing information, exchanging ideas, and coordinating tasks, leading to enhanced teamwork and productivity.
* Improved Security and Privacy: The software application will incorporate robust security measures to protect project information. This will safeguard sensitive data, ensuring confidentiality and privacy. It will also comply with relevant regulations, mitigating the risk of data breaches and potential legal consequences.

**MEASURING PROJECT COSTS**

The Project Tracking and Monitoring System (TAPM) cost almost nothing and involved the creation of software using Laravel and Visual Studio, as well as GitHub, we will use Man-hours and hourly rate to measure and control our project costs.

To estimate the cost of the project based on the given information, you can use the following formula: Total Cost = Number of Man-Hours \* Hourly Rate

Assuming a junior programmer salary of 375 Pesos per hour, the cost of the project can be estimated as follows:

Total Number of Man-Hours = 40 hours/week \* 13 weeks = 520 Hours

Total Cost = 520 Hours \* 375/hour = 195000 So, the estimated cost of the project based on person-hours and junior programmer salary is 195000 Pesos.

However, please note that this is only an estimate, and the actual cost may vary based on factors such as project complexity, resource utilization, and unforeseen events. To forecast future project costs, we will review cost performance over time and across work packages or schedule activities. This will help us identify any potential cost overruns or deviations from our project plan. By measuring and monitoring our project costs, we can ensure that we stay on track and deliver our project within budget.

**REPORTING FORMAT**

The ideal reporting format at the cost management plan for the Project Tracking and Monitoring System would be a financial report using a spreadsheet, excel, or table. This will include all the technical, maintenance, and for the hourly work of each member, information for the project budget that will be incurred.

In addition to that there are format that are easily understandable and helpful for the stakeholders and the project team, reporting is especially needed in seeing how much the expected cost and amount of a project, some helpful infographic can also be used upon reporting. The following formats can be used for the project Tracking and Monitoring System:

• Executive Summary

• Budget Overview

• Cost Variance Analysis

• Budget Forecast

• Cost Management Metrics

• Approval Sign off

• Appendices

**COST VARIANCE RESPONSE PROCESS**

Cost variable response for project TAPM is in the following:

Control Thresholds

* The Control Threshold for the TAPM project is a cost variance of more than 10% or less than -10%. If the project reaches one of these Control Thresholds, a Cost Variance Corrective Action Plan is required.

Reporting

* The project team must report any cost variances to the Project Manager within two business days of detection.

Options for Corrective Action: Upon escalation, the Project Manager will present the

* Increasing the budget for the project
* Reducing scope or quality
* Revising the project schedule
* Changing resource allocation

Selection of Corrective Action:

* Within three business days from when the Project Sponsor selects a corrective action option, the Project Manager will present the Project Sponsor with a formal Cost Variance Corrective Action Plan.

Cost Variance Corrective Action Plan:

The Cost Variance Corrective Action Plan will detail the actions necessary to bring the project back within budget and how the effectiveness of the actions in the plan will be measured. The plan will include:

* A description of the corrective actions to be taken
* A timeline for implementation of the actions
* A budget for the actions

**COST CHANGE CONTROL PROCESS**

The cost change control process for a project that focuses on tracking activity project management includes:

1. Identifying and documenting the change:

- Suggested changes to the budget of the project must be documented on a cost change request form.

2. Evaluating the impact of the change:

- The project team will evaluate the change request’s effect on the project’s cost after it has been documented. The cost estimate, budget, and resource allocation plan may need to be reviewed again to see if any adjustments are required.

3. Approving of the change:

- The change request must be reviewed by the stakeholders, including the project sponsor. After approval, the change must be documented and shared with the project team.

4. Updating the project plan:

- The project plan should be updated to reflect the change after it has been approved.

5. Reporting on the cost change:

- The project team needs to keep updated on the cost of the project and report on any changes. This can help spot problems early and keep the project’s finances on track. The cost change control process will be implemented to ensure that any changes that have an impact on the project’s cost are correctly assessed and documented by creating an effective cost change control approach. This can reduce the possibility of excess costs and guarantee that the project is completed within the budget.

PROJECT BUDGET

In the context of the Tracking Activity Project Management project, a budget has been developed to ensure that all project costs are accounted for and managed throughout the project's life cycle. This budget will serve as a baseline for monitoring the project's financial performance and ensuring that it remains on track to meet its objectives within the approved budget. Although we the project team focused on producing the application with not many expenditures there are some possibilities of cost such as:

Total Project Cost: PHP 195,000.00

|  |  |  |
| --- | --- | --- |
| **Category** | **Duration/Frequency and Trigger** | **Total Cost in PHP** |
| Manpower Cost | 13 weeks | PHP 195,000.00 |
| Training Cost | One-time purchase | N/A |
| Contingency Cost | 6 months | N/A |
| Total Direct Costs |  | PHP 195,000.00 |

|  |  |  |
| --- | --- | --- |
| Category | Duration/Frequency and Trigger | Total Cost in PHP |
| Equipment | One-time purchase | N/A |
| Total Miscellaneous Costs |  | N/A |

# **Project Charter**

## **3.1 Project Purpose/Justification**

### **3.1.1 Business Need**

In today's fast-paced business environment, there is a growing demand for efficient and effective project management. The PDO needed to be able to deliver projects on time and within the period to remain concise. Tracking activity project management tools can help organizations meet this demand by improving project visibility, communication, and efficiency.

PDO and Faculty struggle with project management, often due to the number of projects to be handled or seeing a project progress and updates. By implementing tracking activity project management tools, organizations can establish best practices for project management and improve their overall efficiency and productivity.

Advances in technology have made tracking activity project management tools more accessible and affordable than ever before. Cloud-based project management tools, for example, can be accessed from anywhere with an internet connection and provide real-time project status updates, making it easier for teams to collaborate and communicate effectively.

In summary, the Business Need/Case for tracking activity project management is driven by a combination of market demand, organizational need, customer request, and technological advance. By implementing these tools, organizations can improve their project management capabilities, meet customer demands, and stay competitive in the marketplace.

### **3.1.2 Business Objectives**

The business objectives for this project are to direct support of our corporate strategic plan to improve IT security and reduce costs associated with loss and waste.

* Improve project outcomes: The primary objective of implementing tracking activity project management is to improve project outcomes, such as meeting project timelines, staying within budget, and delivering quality products or services.
* Enhance team collaboration: By implementing project management tools, team members can work together more effectively and collaborate on projects in real-time, regardless of their location.
* Optimize resource allocation: By tracking activity and monitoring progress, project managers can identify areas where resources may be over-allocated or under-allocated.
* Increase efficiency: Project management tools can help to automate repetitive tasks, track progress, and provide real-time updates, which can increase efficiency and reduce the risk of errors.

## **3.2 Project Description**

The project will be executed in phases, with the first phase focused on assessing the PDO/Faculty current project management practices and identifying areas for improvement. This will involve working closely with PDO, team members, and faculty/teachers to gather information about current project management practices and identify gaps and opportunities for improvement.

In the subsequent phases, project management tools and technologies will be implemented, including project planning software, and project tracking and viewing mechanisms. The project team will work with project managers and team members to ensure that these tools are customized to meet the organization's specific needs.

### **3.2.1 Project Objectives**

The objectives which mutually support the milestones and deliverables for this project have been identified.  To achieve success on the project, the following objectives for the tracking activity project management project must be met within the designated time allocations:

* Specific: Improve project outcomes by reducing project completion time by 70% compared to the previous term and achieve 100% by the last term.
* Measurable: Increase team collaboration by achieving a 20% increase in team member participation in project planning and status meetings.
* Attainable: Implement a new project management tool that meets the organization's specific needs and can be deployed within the next 3 months.
* Realistic: Optimize project to what the project team can accomplish and still maintain the quality and scope.
* Time-bound: Foster innovation by implementing a new idea management system and receiving at least new ideas from team members within the first term period/months.

### **3.2.2 Success Criteria**

To ensure the success of the project, the following objectives must be achieved within the designated time and budget allocations:

* Adoption and Satisfaction: The Project Development Office (PDO) should successfully adopt the new system, and at least 90% satisfaction rate among the PDO members should be attained.
* Reduction of Incorrect Dispatch Procedures: The implementation of the new system should lead to a minimum 50% reduction in incorrect dispatch procedures within the first year.
* Improved Outage Restoration: The new system should contribute to at least a 20% improvement in outage restoration efforts within the first year.
* Cost Savings: The implementation of the new system should result in cost savings exceeding one million pesos in the first year.
* Timely and Within Budget Implementation: The new system should be completed and implemented as per the established timeline and budget specified in the project plan.

By meeting these objectives, the project will be considered successful, demonstrating effective adoption, improved efficiency, cost savings, and adherence to project timelines and budgets. These objectives serve as critical benchmarks for evaluating the project's achievements and ensuring its overall success.

### **3.2.3 Requirements**

This project must meet the following list of requirements to achieve success.

* The project management system should be user-friendly and intuitive, with a simple and easy-to-use interface.
* The system should allow for easy collaboration and communication among team members, faculty, or teachers, and PDO.
* The system should provide real-time data on project progress, projects managed, project details and members.
* The system should be secure and provide role-based access to data, ensuring that only authorized individuals can access sensitive project information.
* The system should integrate with existing software and tools, including calendar, and document management systems.
* The system should allow for customization to meet the PDO’s/faculty specific needs and workflows.

### **3.2.4 Constraints**

The following constraints pertain to the ISA project:

* The PDO may have a strict deadline to complete all the projects, which could limit the amount of time available for planning and execution.
* The project may have competing stakeholder interests or conflicting priorities, which may need to be addressed and balanced to achieve project success.
* The project team may have skill gaps that need to be addressed to execute the project successfully such as learning Laravel and bootstrap syntax.

### **3.2.5 Assumptions**

The following is a list of assumptions.  Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the PDO, faculty, and teachers.
* The project team assumes that the project timeline is feasible and will not change significantly, allowing them to plan and execute accordingly.
* The project team assumes that the project requirements are clear and well-defined, and that any changes to the requirements will be communicated promptly.
* The project team assumes that PDO will be supportive of the project and will provide necessary resources and assistance as needed.
* The project team assumes that the program being used will function as intended and not require significant troubleshooting or debugging.
* The project team assumes that communication channels will be clear and open, allowing for effective collaboration and problem-solving.

### **3.2.6 Preliminary Scope Statement**

The scope of this project is to develop and implement a tracking activity project management system for PDO, or faculty/teachers. This will involve identifying necessary metrics and tools, developing a project management plan, and implementing the tracking system. The project will require an advisor and team with expertise in project management and software development, as well as access to necessary software tools. The project will be considered complete when the tracking system is successfully implemented, users are able to use and accept the system, and improved project management processes and outcomes are demonstrated. This preliminary scope statement is subject to change as the project undergoes progressive elaboration and additional details are identified.

## **3.3 Risks**

The following risks for the ISA project have been identified.  The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

* There may be quality issues associated with the tracking system, such as errors or omissions in the data captured or problems with the functionality of the system.
* The introduction of a new tracking system may be met with resistance from faculty or PDO who are accustomed to existing processes and may be reluctant to adopt new ways of working.

## **3.4 Project Key Deliverables**

The following deliverables must be made upon the successful completion of the ISA project.  Any changes to these deliverables must be approved by the project sponsor.

* A detailed plan outlining the approach, tasks, and timelines for completing the project.
* A design document describing the specifications, features, and functionality of the tracking system to be developed.
* Regular status reports to keep stakeholders informed on project progress, milestones, issues, and risks.
* A presentation to assess the effectiveness of the tracking system and identify opportunities for improvement.
* A working prototype of the tracking system to demonstrate its functionality and test it with PDO.

## **3.5 Summary Milestone Schedule**

**SCHEDULE CONTROL**

|  |  |
| --- | --- |
| **PLAN** | **SCHEDULE** |
| Project Start | June 7, 2022 |
| Project Client Search | June 9, 2022 |
| Project Document | June 11, 2022 |
| Project Design | January 6, 2023 |
| Project System | January 9, 2023 |
| Project Presentation | February 4, 2023 |
| Business Case | April 20, 2023 |
| Project Charter | April 21, 2023 |
| Stakeholder Analysis | April 21, 2023 |
| Scope Management Plan | May 2, 2023 |
| Cost Management Plan | May 2, 2023 |
| Time Management Plan | May 2, 2023 |
| Work Breakdown Structure | May 2, 2023 |
| Project Management Documentation | May 3, 2023 |

**SCHEDULE CHANGES AND THRESHOLDS**

|  |  |  |
| --- | --- | --- |
| **PLAN** | **SCHEDULE** | **POSSIBLE CHANGES** |
| Project Start | June 7, 2022 | This may not be a feasible start date depending on the availability of resources and stakeholders. You may need to adjust this date to a later time if.  necessary. |
| Project Client Search | June 9, 2022 | No possible changes. |
| Project Document | June 11, 2022 | Changes if the project will continue. |
| Project Design | January 6, 2023 | Depending on the complexity of the project, the design phase may take longer than expected. You may need to extend the duration of this phase.  or allocate more resources to it. |
| Project System | January 9, 2023 | Like the design phase, the system phase may require more time or resources.  depending on the project's complexity. |

|  |  |  |
| --- | --- | --- |
|  |  | You may need to adjust.  the timeline accordingly. |
| Project Presentation | February 4, 2023 | The presentation date may need to be adjusted if any of the preceding tasks take place.  longer than expected. |
| Business Case | April 20, 2023 | The business case may need to be revisited and updated throughout the project. You may need to allocate more time for this task or schedule.  multiple reviews. |
| Project Charter | April 21, 2023 | The project charter may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for this task or schedule.  multiple reviews. |
| Stakeholder Analysis | April 21, 2023 | Like the project charter, the stakeholder analysis may need to be revisited and updated throughout the project. You may need to allocate more time.  for this task or schedule multiple reviews. |
| Scope Management Plan | May 2, 2023 | The scope management plan may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for this task or schedule.  multiple reviews. |
| Cost Management Plan | May 2, 2023 | The cost management plan may need to be revised based on the  project's progress or |

|  |  |  |
| --- | --- | --- |
|  |  | changes in budget. You may need to allocate more time for this task.  or schedule multiple reviews. |
| Time Management Plan | May 2, 2023 | The time management plan may need to be revised based on the project's progress or changes in schedule. You may need to allocate more time for this task or schedule.  multiple reviews. |
| Work Breakdown Structure | May 2, 2023 | The work breakdown structure may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for  this task or schedule multiple reviews. |
| Project Management Documentation | May 3, 2023 | Depending on the scope of the project, the project management documentation may require more time or resources. You may need to adjust the  timeline accordingly. |

## **3.6 Budget Summary**

The table below shows a summary budget for the project, including the proposed cost category, description, and their estimated costs. This budget is necessary for the successful completion of the project.

|  |  |  |
| --- | --- | --- |
| Category | Duration/Frequency and Trigger | Total Cost in PHP |
| Manpower Cost | 13 weeks | PHP 195,000.00 |
| Training Cost | One-time purchase | N/A |
| Contingency Cost | 6 months | N/A |
| Total Direct Costs |  | PHP 195,000.00 |

|  |  |  |
| --- | --- | --- |
| Category | Duration/Frequency and Trigger | Total Cost in PHP |
| Equipment | One-time purchase | N/A |
| Total Miscellaneous Costs |  | N/A |

## **3.7 Project Approval Requirements**

Success for the Tracking Activity Project Management includes obtaining approval from the project sponsor and stakeholders for the project charter, business case, and project plan. The project manager must ensure that the project aligns with the organization's strategic plan and that the project objectives are SMART. The project manager must also obtain approval for any changes to the project scope, schedule, or budget. Finally, the project manager must ensure that all project documentation is up to date and that project deliverables meet quality standards before seeking final approval and closing out the project.

Success for the Tracking Activity Project Management (TAPM) project will be achieved when a fully tested program functions properly, and all technical documentation, diagrams, finalization of the paper, is fully approved throughout the panelist being presented and from the client and advisor within term.  Additionally, success for the TAPM project will be determined by meeting the project objectives and completing the project within the approved schedule. The project team must also ensure that all deliverables are of high quality and meet the needs of the PDO. Regular communication with the PDO, advisor, teacher, and project team are critical to ensure that the project stays on track and any issues are addressed in a timely manner. Finally, once the project is completed, a thorough evaluation will be conducted to ensure that all project requirements have been met and that the project has achieved its intended outcomes.

# **Project Management Approach**

The Project Sponsor possesses complete authority to authorize the implementation of plans and any necessary modifications. Conversely, the Project Manager is accountable for overseeing and executing the project in alignment with the established Project Plan. The project team will be composed of individuals from various departments, including administration, product development, and quality assurance.

The Project Manager will collaborate with all available resources to conduct project planning. The project sponsor will thoroughly assess and endorse all project and subsidiary management plans. Additionally, the project sponsor will make all funding decisions. If approval authority is delegated to the project manager, a written agreement signed by both the project sponsor and project manager is required.

# **Project Technical Approach**

In implementing the Tracking Activity Project Management, our strategic approach is grounded in a comprehensive evaluation of the project's requisites and limitations. Our team will adhere to a meticulously planned and flexible product development methodology, specifically designed to guarantee the punctual delivery of an exceptional product that aligns with the client's envisioned outcomes.

## **5.1. Product Development Methodology**

Our product management approach combines elements of both agile and traditional project management frameworks to optimize the development process. By leveraging agile methods like Scrum, we can achieve rapid iterations and incorporate continuous feedback from stakeholders.

Concurrently, we will utilize traditional project management methods such as Waterfall to ensure timely delivery and adherence to budgetary constraints.

The methodology encompasses the following sequential steps:

1. Project Initiation: This phase involves identifying the project goals, stakeholders, and overall scope. We establish clear objectives and define the project's initial requirements and constraints.
2. Planning: In this stage, we create a comprehensive project plan that outlines tasks, timelines, resource allocation, and communication strategies. The plan serves as a roadmap for the project's execution and guides decision-making throughout.
3. Execution: During the execution phase, we carry out the planned activities, develop the product, and implement the necessary processes. Agile practices, like Scrum, enable iterative development, regular team collaboration, and frequent feedback from stakeholders.
4. Monitoring and Controlling: Throughout the project, we continually monitor progress, track key performance indicators, and assess adherence to the project plan. By closely managing resources, risks, and dependencies, we can proactively address any issues or deviations.
5. Closure: Once the product is developed and meets the specified criteria, we conclude the project. This involves finalizing documentation, conducting final reviews, obtaining client approval, and transitioning the product to the appropriate stakeholders or operational teams.

Throughout the product development life cycle, we emphasize continuous communication with the client to ensure their needs are met and to provide regular updates on project progress. Additionally, we prioritize user experience and design, aiming to create an intuitive and user-friendly product that aligns with customer expectations.

By combining agile and traditional project management approaches, we can leverage the benefits of iterative development, stakeholder collaboration, and efficient project control. This hybrid methodology allows us to deliver high-quality products within specified timelines and budgetary constraints.

## **5.2. Technical Architecture**

The Tracking Activity Project Management system will be developed using the Laravel Framework, which offers an expressive and elegant syntax and provides various features necessary for building modern web applications. This includes routing, validation, caching, queues, and file storage capabilities.

For the user interface, modern front-end technologies such as Bootstrap will be utilized. This will ensure a responsive and intuitive experience for users. In the back-end, a combination of Node.js and PHP syntax will be employed to create a robust and reliable system.

The technical architecture of the project management system follows a client-server model, where the client is a web browser and the server is the application server. The server-side will be developed and hosted using the XAMPP web server. The application will adhere to the MVC (Model-View-Controller) architecture provided by the Laravel Framework.

The Model component represents the data and business logic of the application. In Laravel, models are PHP classes that interact with the database, defining table structures and providing methods for data querying and manipulation. The View component is responsible for presenting data to users and represents the user interface. Laravel utilizes the Blade templating engine for creating clean and readable templates with dynamic content. The Controller acts as an intermediary between the Model and the View. It handles user requests, interacts with the Model to retrieve or update data, and passes the data to the View for display. Laravel's Controllers are PHP classes that manage the logic of different HTTP requests.

To ensure application security, the technical architecture incorporates Cross-Site Request Forgery (CSRF) Protection. Laravel automatically generates and verifies CSRF tokens for HTML forms submitted to the application. This safeguards against CSRF attacks, where attackers trick users into submitting malicious requests on their behalf.

Scalability is a key consideration in the technical architecture. Load balancers, clustering, and other scalability techniques will be implemented to accommodate future growth and expansion.

In summary, the technical architecture of the Tracking Activity Project Management system focuses on robustness, security, and scalability. It leverages the Laravel Framework, modern front-end technologies, and a client-server model to deliver a reliable and efficient application.

# **Project Management Plans**

## **6.1 Stakeholders Strategy Management Plan**

### **6.1.1. Introduction**

The Stakeholder Management Strategy for the project charter, which authorizes the Project Development Office (PDO) of Asia Pacific College to create a collaborative platform to monitor, track, participate and generate reports for projects assigned to student groups in partnership with industry partners. The PDO aims to work closely with proponents to develop a project plan that includes provisions for stakeholder management, among other key project components. The goal is to ensure that all stakeholders are adequately identified, engaged, and managed throughout the project's lifecycle. The successful implementation of the Stakeholder Management Strategy will enable the PDO to gain stakeholder support, prevent conflicts, and enhance project outcomes.

### **6.1.2. Identify Stakeholders**

**The stakeholders for the project include the following groups:**

* Project Development Office (PDO) staff
* Proponents of the project
* Student groups assigned to the project.
* Industry partners
* Project sponsors
* Faculty members
* End-users of the project outcomes

To identify stakeholders, the project team will employ a methodology that involves analyzing the project's goals, objectives, and requirements, and then mapping these to potential stakeholders who may be impacted by the project. The project team will also consult with key stakeholders to identify additional stakeholders and obtain feedback on stakeholder identification. All stakeholders will be defined based on their level of interest, influence, and involvement in the project. Great care and effort will be dedicated to ensuring that all stakeholders are identified and engaged throughout the project's lifecycle.

### **6.1.3. Key Stakeholders**

**The sub-set of stakeholders identified as key stakeholders includes:**

* Project Development Office (PDO) staff
* Proponents of the project
* Student groups assigned to the project.
* Industry partners
* Project sponsors
* Faculty members
* End-users of the project outcomes

These stakeholders have been identified as key stakeholders because they potentially have the most influence over the project or may be most affected by the project. Additionally, they may be stakeholders who are resistant to the change represented by the project. Due to their significance, these key stakeholders may require more communication and management throughout the project's lifecycle. It is important to identify them to seek their feedback on their desired level of participation and communication to ensure that their concerns are addressed, and their needs are met. This helps to increase stakeholder engagement, improve project outcomes, and increase the likelihood of success.

### **6.1.4. Stakeholder Analysis**

To analyze the list of identified stakeholders, the project team will categorize, or group stakeholders based on their level of interest, power, influence, and involvement in the project. This helps to determine the level of impact each stakeholder may have on the project and inform the team's communication and engagement strategies.

**The project team may use a variety of tools and techniques to quantify stakeholders, including:**

• Stakeholder analysis matrix: This tool helps to classify stakeholders based on their level of power and interest in the project. It can be used to prioritize stakeholders and inform communication and engagement strategies.

• Power/interest grid: This tool helps to classify stakeholders based on their level of power and interest in the project and can be used to identify which stakeholders require more attention and communication.

• Influence/impact matrix: This tool helps to classify stakeholders based on their level of influence and impact on the project and can be used to prioritize stakeholders and inform communication and engagement strategies.

The project team will use these tools and techniques to analyze the list of identified stakeholders, categorize them into groups, and determine their level of impact on the project. This information will be used to develop tailored communication and engagement 5 strategies to ensure that all stakeholders are informed and engaged throughout the project's lifecycle.

## **6.2. Scope Management Plan**

### **6.2.1. Introduction**

The success of any project depends on the effective management of its scope. The Tracking Activity Project Management team recognizes the significance of a comprehensive scope management plan in ensuring the project's success. Taking inspiration from the best practices and cutting-edge tools used in the Tracking Activity Project Management system, the team has created a Scope Management Plan that outlines the procedures and strategies that will be employed to define, document, and control the project's scope. By leveraging agile methodologies and real-time collaboration tools, the team aims to deliver a top-notch tracking activity management system that meets the needs and expectations of all stakeholders involved. This document serves as a guide for the team to execute the project successfully while maintaining the project's scope within the predefined limits.

**Scope Definition:** To define the scope of the Tracking Activity Project Management, the team will undertake the following activities:

1. Requirements gathering: A range of methods will be utilized to collect and document the requirements of the system. These will include interviewing stakeholders, organizing focus groups, and using online surveys.

2. User stories: The team will develop user stories that outline the system's required functionality from an end-user perspective. The stories will be prioritized according to their business value and will guide the project's development process.

3. Scope statement: The scope statement will be developed based on the user stories and requirements gathered. It will provide a high-level overview of the project scope, outlining the deliverables, exclusions, and constraints.

4. Scope baseline: The scope baseline will be developed by incorporating the scope statement and user stories into the project management plan. It will be regularly updated to reflect any changes in scope that may arise during the project's progress.

**Scope Documentation:** To document the scope of the Tracking Activity Project Management, the team will undertake the following activities:

1. Requirements documentation: The requirements for the system will be documented in a requirements specification document that outlines the system's functional and non-functional requirements.

2. Project management plan: The project management plan will include details about the scope of the project, including the scope statement and the scope baseline. The plan will also cover any other relevant information about the project scope, such as deliverables, exclusions, and constraints.

3. Change log: A change log will be maintained to keep track of all changes made to the scope of the project. This log will document the details of the change, its impact on the project, and the required approvals. The change log will be regularly updated to ensure that all changes are captured and appropriately managed.

**Scope Control:** To manage the scope of the Tracking Activity Project Management, the team will undertake the following activities:

1. Scope verification: Agile testing techniques will be employed by the project team to verify that the project deliverables meet the requirements and are consistent with the scope statement.

2. Scope change control: Any changes to the project scope will be handled through a formal change control process that includes an assessment of the impact on the project schedule, budget, and quality. This process will ensure that all scope changes are appropriately evaluated and managed.

3. Scope change review: Each scope change request will undergo a scope change review to ensure that the proposed change is necessary, feasible, and aligned with the project objectives. This review will involve an evaluation of the change's impact on the project, as well as an assessment of any potential risks and benefits.

### **6.2.2. Scope Management Approach**

1. Authority and responsibility for scope management will be held by Noreen Keziah S. Sioco, the project manager of group Abyss. She will closely collaborate with the project sponsor, Mr. Jayvee Cabardo, and other key stakeholders to establish and manage the project's scope.

2. The scope of the project will be defined by creating a Scope Statement, Work Breakdown Structure (WBS), WBS Dictionary, and a detailed Statement of Work (SOW). These documents will comprehensively describe the project deliverables, tasks, and requirements, and will be reviewed and endorsed by the project sponsor and other stakeholders before the project work commences.

3. The scope of the project will be measured and verified by using quality checklists, work performance measurements, and regular reviews of the project's progress against the scope baseline. Any deviations from the scope baseline will be identified and addressed through the scope change process.

4. The scope change process for the Tracking Activity Project Management will require the submission of a scope change request by Mr. Jayvee Cabardo, with final approval granted by the project sponsor. Any changes to the project's scope will be evaluated carefully to ensure that they align with the project's objectives and do not have a negative impact on the project schedule or budget.

5. The project's final deliverables will be accepted and approved by the project sponsor and other key stakeholders, with Mr. Jayvee Cabardo being responsible for verifying that all project requirements have been satisfied. Successful completion of the project will be confirmed once all deliverables have been accepted, and any unresolved issues have been resolved.

### **6.2.3 Roles and Responsibilities**

The following roles and responsibilities have been assigned to the team in relation to scope management:

1. Project Manager: Is responsible for defining and documenting the scope of the project, as well as controlling and approving scope changes.

2. Product owner: The product owner is responsible for representing the needs and priorities of the stakeholders, and for ensuring that the project delivers value to the business.

3. Project team: The project team, consisting of developers, designers, testers, and other relevant personnel, is responsible for verifying the scope of the project, and for raising change requests if necessary.

4. Stakeholders: Stakeholders, including customers, end-users, and other interested parties, are responsible for providing input on the requirements and scope of the project, and for approving scope changes as needed.

### **6.2.4 Scope Definition**

The scope of this project aims to address the issues faced by Mr. Jayvee Cabardo in using multiple tracking systems and checking various projects simultaneously. The project will focus on developing a system that enables Mr. Cabardo and other stakeholders, such as students, teachers, and consultants/advisors, to create and manage multiple student group projects simultaneously. The system will be implemented at Asia Pacific College (APC) and will ensure that projects are completed on time.

### **6.2.5. Project Scope Statement**

The project scope statement for the Tracking Activity project Management project will detail the project's deliverables and the work necessary to create these deliverables.

**Product Scope Description:**

The Tracking Activity Project Management System will be a comprehensive online tool that enables project managers to plan and track project activities, including task assignments, timelines, and resource allocation. It will also provide a centralized repository for project documentation and communication, including status reports, change requests, and issue logs. Additionally, the system will include robust reporting capabilities to facilitate progress monitoring and analysis of project performance.

The system will have tools for managing tasks and a calendar feature, along with reporting and analysis capabilities to enable managers to monitor both their own and their team's performance.

**Product Acceptance Criteria:**

The Tracking Activity Project Management System will be considered complete and accepted by the customer when it meets the following criteria:

1. All features and functionalities specified in the product scope description have been developed and tested using the test cases created by the Quality Assurance team.

2. The system has been successfully deployed within the Asia Pacific College (APC) environment.

3. The system has received positive feedback from users during the User Acceptance Testing (UAT) phase.

4. The system has been thoroughly documented and user manuals have been created to provide clear instructions for system use and maintenance.

**Project Deliverables:**

The following deliverables will be provided upon successful completion of the project:

1. Tracking Activity Project Management System with all features and functionalities specified in the Project Scope Description.

2. User manuals and training materials to guide the users of the system in its operation.

3. Technical documentation to facilitate maintenance and future upgrades of the system.

4. Any additional deliverables specified in the Project Scope Description and agreed upon by the Project Sponsor.

**Project Exclusions:** The following work is explicitly excluded from the scope of this project and will not be included:

1. Integration of any other system or software not explicitly mentioned in the project scope statement.

2. Customization or alteration of the system beyond the scope specified in the project scope statement.

**Project Constraints:** The successful completion of the project will be affected by the following constraints:

1. A restricted budget that may limit the project's scope and scale.

2. Limited availability of resources, including a limited workforce, which may affect the project's timelines and the ability to deliver specific features.

**Project Assumptions:** The following assumptions have been made regarding the Tracking Activity Project Management System:

1. The system will be implemented within the Asia Pacific College (APC) environment and will be accessible to authorized users within the network.

2. The developers who will work on this project are equipped with the necessary tools and resources to carry out the project's tasks.

3. APC has the necessary infrastructure and resources to support the project development, implementation, and maintenance of the system.

4. Indirect costs such as utilities and office space are covered in the contract between APC and the client and will not be taken out of the project budget.

5. All relevant data can be extracted from the previous tracking systems and transitioned to the new project management system.

6. The project has the full support of the project sponsor, stakeholders, and all departments involved, ensuring that necessary approvals and permissions for the project will be obtained in a timely manner.

7. The project timeline and budget are fixed and will remain unchanged throughout the duration of the project.

8. Users will have the necessary skills and knowledge to adapt to the new system effectively, and any required training and transition phase will be provided by the project team.

### **6.2.6. Work Breakdown Structure**

The Work Breakdown Structure (WBS) is a tool that will be used to divide the project into smaller, more manageable components. This hierarchical representation of the project scope will start with a high-level view of the project and progressively move down to a more detailed view. A companion document to the WBS, known as the WBS Dictionary, will provide detailed information about each component, including deliverables, scope of work, responsibilities, and other relevant information.

By using the WBS and WBS Dictionary, the project team will be able to assign responsibilities for each component of the project, track progress, and ensure that all aspects of the project are accounted for. The WBS and WBS Dictionary will also help to identify and resolve issues and keep the project on track and within scope. The project team recognizes that the WBS and WBS Dictionary are essential tools for managing the project scope and ensuring the project's success.

**TASKS:**

**1.0 Digital Marketing Campaign**

1.1 Project Initiation

1.1.1 Develop campaign goals and objectives.

1.1.2 Identify target audience.

1.1.3 Define campaign scope.

1.2 Campaign Planning

1.2.1 Develop campaign timeline.

1.2.2 Determine budget and resources.

1.2.3 Create content and messaging strategy.

**1.3 Campaign Execution**

1.3.1 Create and distribute content.

1.3.2 Launch campaign and monitor progress.

1.4 Campaign Monitoring and Control

1.4.1 Track campaign metrics

1.4.2 Adjust campaign strategy as needed.

1.5 Campaign Evaluation and Closeout

1.5.1 Evaluate campaign performance.

1.5.2 Create final report and recommendations.

**2.0 Website Development**

**2.1 Requirements Gathering**

2.1.1 Conduct stakeholder interviews

2.1.2 Create website requirements document.

**2.2 Website Design**

2.2.1 Develop website layout and design.

2.2.2 Create user experience design.

**2.3 Development**

2.3.1 Write code for website functionality.

2.3.2 Test website functionality

**2.4 Deployment**

2.4.1 Launch website on server

2.4.2 Conduct user acceptance testing

**2.5 Maintenance and Support**

2.5.1 Provide ongoing website support and updates.

2.5.2 Address website issues and bugs

**3.0 Staff Training**

3.1 Create Training Materials

3.1.1 Develop training manuals and guides.

3.1.2 Conduct training sessions and workshops

### **6.2.7. Scope Verification**

To ensure that the deliverables of the Tracking Activity Project Management System project align with the original project scope, the project team will employ various methods for scope verification. These methods will involve:

* Quality checklists: A list of specific requirements for each deliverable to be accepted. The project team will use these checklists to ensure that all deliverables meet the necessary criteria before proceeding.
* Work performance measurements: The project team will monitor and measure the progress of each deliverable during development. This will enable them to identify and resolve any potential issues or deviations from the original scope in a timely manner.
* Scope baseline: The project team will maintain a scope baseline, which is a snapshot of the original project scope. Any modifications to the scope must be documented and approved before they can be implemented. The scope baseline will be utilized to confirm that the final deliverables align with the original scope.
* Formal acceptance: The project sponsor, customer, and other stakeholders will formally accept each deliverable upon completion. This ensures that the project team meets the expectations of all relevant parties — allowing for any necessary feedback or changes to be made promptly.

Overall, constant communication and collaboration with the customer and other stakeholders is essential throughout the project to ensure that the deliverables align with the original scope and are accepted formally.

**6.2.8 Scope Control**

The scope control process for the Tracking Activity Project Management System project will involve regular reviews of the project's deliverables and progress to ensure that they align with the original project scope as defined in the Project Scope Statement. Any deviations from the scope will be evaluated and, if necessary, changes to the scope will be documented and approved through the established scope change process. The Project Manager will be responsible for monitoring and controlling the project's scope, with assistance from the project team and stakeholders. Periodic reviews of the project's scope will be conducted to ensure that the project remains on track and within the defined boundaries. The project manager will also be responsible for ensuring that any scope changes are properly documented and that all impacted parties are notified of any changes.

**The scope control process for the Tracking Activity Project Management System project will involve the following steps for making changes to the scope baseline:**

1. A scope change request will be initiated by any stakeholder or team member who identifies a need for a change to the scope.

2. The scope change request will be reviewed by the Project manager and the Project Sponsor to assess the impact of the change on the project schedule, budget, and resources.

3. If the change is deemed low impact, the Project Manager can approve or deny the request. If the change is deemed high impact, the Project manager can approve or deny the request. Any low impact change request approved or denied by the Project Manager can be reviewed and overruled by the Project Sponsor.

4. If the request is approved, the Project Manager will create an action plan to proceed with the change, update the scope baseline, and notify all relevant stakeholders of the change.

5. If the request is rejected, the project team will continue with the original scope.

6. It is important to have a formalized process for making changes to the scope baseline to ensure that the Tracking Activity Project Management System project stays on track and within budget. Any changes to the scope should be carefully assessed and approved to avoid scope creeps and keep the project on track.

## **6.3. Cost Management Plan**

**6.3.1 Cost Management Approach**

**The cost management approach for the tracking activity project management system project will be based on these approaches including:**

a. Cost Estimates: - The team will develop cost estimates for the various activities and tasks that can help to detect potential cost overruns and give a starting point for monitoring actual costs as the project moves forward.

b. Resource Allocation: - Properly distributing resources can contribute to cost reduction by ensuring that resources are being used effectively and efficiently.

c. Budgeting: - Making a budget that aligns with cost estimates can ensure that the project remains financially on course.

d. Risk Management: - Managing risks that could impact project costs is another salient aspect of cost management. This involves developing an approach to risk management as well as maintaining updated on prospective risks throughout the project lifecycle.

e. Cost Reporting: - The project team will report regularly the project costs and progress within the budget, which can assist in identifying problems early on and give the project team the knowledge they need to make wise decisions regarding cost management.

By adopting these approaches, the project team may efficiently manage expenses for a project that concentrates on tracking activity project management by implementing these measures, ensuring that the project remains on track financially.

**6.3.2 Measuring Project Cost**

The Project Tracking Monitoring System (TAPM) cost almost nothing and involved the creation of software using Laravel and Visual Studio, as well as GitHub, we will use Man-hours and hourly rate to measure and control our project costs.

**To estimate the cost of the project based on the given information, you can use the following formula:**

**Total Cost = Number of Man-Hours \* Hourly Rate Assuming a junior programmer salary of 375 Pesos per hour, the cost of the project can be estimated as follows:**

**Total Number of Man-Hours = 40 hours/week \* 13 weeks = 520 Hours Total Cost = 520 Hours \* 375/hour = 195000**

So, the estimated cost of the project based on man-hours and junior programmer salary is 195000 Pesos. However, please note that this is only an estimate, and the actual cost may vary based on factors such as project complexity, resource utilization, and unforeseen events.

To forecast future project costs, we will review cost performance over time and across work packages or schedule activities. This will help us identify any potential cost overruns or deviations from our project plan. By measuring and monitoring our project costs, we can ensure that we stay on track and deliver our project within budget.

## **6.4 Schedule Management Plan**

**6.4.1 Introduction**

Effective schedule management is essential for any project to succeed. The schedule management plan serves as a critical tool for project managers to ensure that projects are completed on time, within budget, and with the required quality standards. The plan outlines the approach, methods, and tools that will be used to develop and manage the project schedule. It defines the roles and responsibilities of the project team members involved in schedule management, and it establishes the procedures for monitoring and controlling schedule progress. In this document, we will provide a general description of the items that should be included in the schedule management plan. These items will be described in more detail in subsequent sections of the plan, where we will outline specific procedures and techniques for managing the project schedule.

**6.4.2. Schedule Management Approach**

**a. Scheduling Tool**

The scheduling tool that the team used is Project Libre. Showed below are the milestones and schedules of the team in making the project documents and system.





**b. Roles and Responsibilities**

Shown below are the roles and responsibilities of the members in creating this project.

|  |  |  |
| --- | --- | --- |
| NAMES | ROLES | RESPONSIBILITES |
| Mr. Jayvee Cabardo | Project Adviser | Gave ideas for improvement and shared knowledge regarding the project. |
| Noreen Keziah Sioco | Project Leader | In charge of leading the team in creating the project. |
| Joseph Adrian Lebag | Front-end Programmer | In charge of programming the front-end of the system. |
| Jose Norberto Verde | Back-end Programmer | In charge of programming the back end of the system. |
| Mark Gerald Giba | UX/UI Designer | In charge of creating the system’s design. |
| Bea Angeline Cruz | Documentation | In charge of documenting the projects process. |

**6.4.3. Schedule Control**

|  |  |
| --- | --- |
| **PLAN** | **SCHEDULE** |
| Project Start | June 7, 2022 |
| Project Client Search | June 9, 2022 |
| Project Document | June 11, 2022 |
| Project Design | January 6, 2023 |
| Project System | January 9, 2023 |
| Project Presentation | February 4, 2023 |
| Business Case | April 20, 2023 |
| Project Charter | April 21, 2023 |
| Stakeholder Analysis | April 21, 2023 |
| Scope Management Plan | May 2, 2023 |
| Cost Management Plan | May 2, 2023 |
| Time Management Plan | May 2, 2023 |
| Work Breakdown Structure | May 2, 2023 |
| Project Management Documentation | May 3, 2023 |

**6.4.4. Schedule Changes and Thresholds**

|  |  |  |
| --- | --- | --- |
| **PLAN** | **SCHEDULE** | **POSSIBLE CHANGES** |
| Project Start | June 7, 2022 | This may not be a feasible start date depending on the availability of resources and stakeholders. You may need to adjust this date to a later time if  necessary. |
| Project Client Search | June 9, 2022 | No possible changes. |
| Project Document | June 11, 2022 | Changes if the project will continue. |
| Project Design | January 6, 2023 | Depending on the complexity of the project, the design phase may take longer than expected. You may need to extend the duration of this phase.  or allocate more resources to it. |
| Project System | January 9, 2023 | Similar to the design phase, the system phase may require more time or resources.  depending on the project's complexity. |

|  |  |  |
| --- | --- | --- |
|  |  | You may need to adjust  the timeline accordingly. |
| Project Presentation | February 4, 2023 | The presentation date may need to be adjusted if any of the preceding tasks take  longer than expected. |
| Business Case | April 20, 2023 | The business case may need to be revisited and updated throughout the project. You may need to allocate more time for this task or schedule  multiple reviews. |
| Project Charter | April 21, 2023 | The project charter may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for this task or schedule  multiple reviews. |
| Stakeholder Analysis | April 21, 2023 | Similar to the project charter, the stakeholder analysis may need to be revisited and updated throughout the project. You may need to allocate more time  for this task or schedule multiple reviews. |
| Scope Management Plan | May 2, 2023 | The scope management plan may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for this task or schedule  multiple reviews. |
| Cost Management Plan | May 2, 2023 | The cost management plan may need to be revised based on the  project's progress or |

|  |  |  |
| --- | --- | --- |
|  |  | changes in budget. You may need to allocate more time for this task  or schedule multiple reviews. |
| Time Management Plan | May 2, 2023 | The time management plan may need to be revised based on the project's progress or changes in schedule. You may need to allocate more time for this task or schedule  multiple reviews. |
| Work Breakdown Structure | May 2, 2023 | The work breakdown structure may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for  this task or schedule multiple reviews. |
| Project Management Documentation | May 3, 2023 | Depending on the scope of the project, the project management documentation may require more time or resources. You may need to adjust the  timeline accordingly. |

**6.4.5. Scope Change**

The project has undergone approved changes that are all related to the system and its functionality. These changes include the addition of a space bar and the capability to add subtasks to the system. The primary aim of these changes is to enhance the usability and functionality of the system. Overall, the approved changes are expected to improve the user experience and the efficiency of the system, which will ultimately contribute to the success of the project.

## **6.5. Staffing Management Plan**

**6.5.1. Introduction**

Any project's success depends on a solid management plan. It helps to ensure that the right people with the correct qualifications are in the right place at the right time and serves as a model for how the project team will be managed and organized. The strategy includes roles and responsibilities, communication procedures, and performance management standards. With the help of this plan, the project manager and project team can manage the project in an efficient manner, making sure that everyone on the team is aware of their duties and responsibilities, that communication is clear and effective, and that performance is tracked and managed in a way that supports the project's success as a whole.

## **6.6. Change Management Plan**

**6.6.1. Introduction**

A well-structured plan for managing changes is essential to ensure the successful implementation of any project, such as the Tracking Activity Project Management system. This plan provides a systematic approach to identify, assess, and implement changes that may arise throughout the project. It guarantees that any alterations are thoroughly evaluated, align with the project's scope, and effectively communicated to all stakeholders.

The change management strategy includes a clear process for submitting, evaluating, and approving changes. This process is shared with all stakeholders, who are encouraged to request any modifications they deem necessary. The project team then evaluates these requests, considering their impact on the project's schedule, cost, and quality. Approved changes are executed in a controlled and organized manner, while rejected changes are documented and retained for future reference.

It is crucial to note that making alterations outside of the change management strategy can negatively affect the project's progress and outcome. Therefore, it is essential for all stakeholders to understand and adhere to the change management process. This adherence guarantees that the project stays on track and that any adjustments made contribute to the overall success of the project.

**6.6.2. Change Control Board**

The Change Control Board comprises a specific group of stakeholders who are accountable for approving or rejecting changes related to the Tracking Activity Project Management System. The following table provides a concise overview of each individual who serves on the Change Control Board:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change**  **Control**  **Board**  **Role** | **Role** | **Name** | **Contact** | **Responsibilities** |
| Change  Control  Board  Chair | Project Adviser | Jayvee Cabardo | jayveec@apc.edu.ph | Make decisions on whether to authorize or reject significant changes.  Hold the authority to assess low-impact changes and can reverse decisions made by the Project Manager regarding change requests. |
| Change Control  Board  Member | Project  Manager | Noreen Keziah Sioco | nssioco@apc.edu.ph | Evaluate the extent of impact caused by a change request, categorizing it as either high or low.  Authorize or reject low-impact changes.  Take responsibility for devising an implementation plan for approved change requests. Communicate the necessary steps for implementing the changes. Update the project's plan, budget, and schedule accordingly.  Guarantees the effective implementation of the Change Management process.  Takes responsibility for accurately updating the change logs.  Compiles the Change Status Report.  Generates a monthly report that provides an overview of the status of the items listed in the change control logs. |

**6.6.3. Roles and Responsibilities**

The table below shows the respective responsibilities of each member of the project that in the change management process:

|  |  |  |
| --- | --- | --- |
| **Name** | **Project Role** | **Responsibilities** |
| Jayvee Cabardo | Project Adviser | Oversee all change requests made throughout the project and ensure that any high-impact requests are promptly addressed.  Monitor the Project Manager's determinations regarding low-impact requests.  Submit a change request if deemed necessary.  Review the change request log and reports to ensure consistency with the implemented changes. |
| Project Development Office | External User of the System | Submit a change request if deemed necessary.  Review the change request log and reports to ensure consistency with the implemented changes. |
| Noreen Keziah Sioco | Project Manager | Submit a change request if deemed necessary.  Review the change request log and reports to ensure consistency with the implemented changes.  Conduct an impact analysis for each change request received to distinguish between low-impact and high-impact change requests. This analysis will also assist the Project Adviser in making decisions regarding high-impact requests. |
| Development Team | Developers | Carry out the technical aspects of the action plan for implementing the change request.  Evaluate the change request log and reports to verify consistency with the implemented changes. |

**6.6.4. Change Control Process**

The Change Management process sets forth a systematic and efficient method for managing the submission, coordination, review, evaluation, categorization, and approval of all changes to the project's baselines. The table provided below illustrate the agreed-upon process flow for change requests (CR) within the team.

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Description** | **Change Log Status** |
| Change Request Submittal | 1. The individual requesting the change (Requestor) completes and submits the change request form to initiate the request. If the Requestor is unsure about how to properly fill out the form, the Project Manager provides guidance and assistance in completing the Change Request form. | Submitted |
| Analyze Impact of the Change Request | 1. Upon receiving the change request, the Project Manager evaluates its impact, considering factors such as scope, schedule, budget, and quality. Based on this assessment, the Project Manager determines whether the impact is high or low and identifies the necessary actions for implementation.  2. If the impact of the change request is determined to be high, the Project Manager proceeds to prepare a recommendation for approval or denial based on the findings from the impact analysis. The Project Sponsor then reviews the change request, the Project Manager's impact analysis, and the recommendation. On the other hand, if the impact is low, the Project Manager has the authority to approve or deny the change request.  3. The Change Coordinator is responsible for updating the Change Log and generating a Change Status Report. | In Review |
| Approve or Deny Change Request | Approval of the change request is dependent on the impact it has on the project:  For low-impact changes:   1. If the change request is classified as low-impact, the Project Manager has the authority to approve or deny the request.    1. If approved, the Project Manager proceeds with the "Implement Change Request" phase.    2. If denied, the change request is considered closed. 2. The Change Coordinator is responsible for updating the Change Log and generating a Change Status Report.   For high-impact changes:   1. If the change request is categorized as high-impact, the Project Sponsor has the sole authority to approve or deny the request.    1. If approved, the Project Manager proceeds with the "Implement Change Request" phase.    2. If denied, the change request is considered closed. 2. The Change Coordinator updates the Change Log and creates a Change Status Report. | Approved or denied |
| Implement Change Request | 1. Once the change log is updated to "Approved," the Project Manager proceeds to develop an action plan for implementing the change request.  2. After finalizing the action plan, the Project Manager communicates it to the relevant team members and assigns responsibilities accordingly.  3. The Project Manager then updates the project plan, budget, and schedule as necessary to accommodate the approved change.  4. The Change Coordinator is responsible for updating the Change Log and generating a Change Status Report. | In Progress |
| Verify Implementation of Change Request | 1. The Project Manager verifies the implementation of the change and reports the status to the Change Control Board.  2. The Change Coordinator updates the Change Log and generates a Change Status Report. | Verifying |
| Change Request Closure | 1. The Change Coordinator distributes the final Change Status Report to the entire team and stakeholders. | Closed |

In order to monitor the progress of change requests, each step is associated with a specific change request status, as illustrated in the table below:

|  |  |
| --- | --- |
| **Status** | **Description** |
| Submitted | A change request has been logged by a member of the project development team or key stakeholders and is awaiting review by the Project Manager for impact analysis. |
| In Review | Impact analysis is currently being conducted on the change request. |
| Approved | The change request has been approved and will proceed to the implementation phase. |
| Denied | The change request has been denied and will not be implemented. |
| In Progress | The action plan to execute the change request is currently being implemented. |
| Verifying | The proper implementation of the change request is being reviewed and assessed. |
| Closed | The change request work is considered complete. It has undergone all necessary tests and updates have been released. |

## **6.7. Communications Management Plan**

**6.7.1. Introduction**

The Communications Management Plan plays a vital role in the Tracking Activity Project Management System by outlining the communication strategy and protocols for the project team and stakeholders. The plan encompasses the following key aspects:

1. Information Scope and Format: The plan defines the type of information to be communicated, such as project updates, progress reports, risks, and issues. It also specifies the level of detail and format for communication, whether verbal or written.
2. Communication Methods: The plan outlines the communication channels to be used, including meetings, email, telephone, web portal, etc. This ensures that stakeholders receive timely and appropriate information.
3. Communication Frequency: The plan establishes the frequency of project communications, both formal and informal, to ensure stakeholders are regularly informed.
4. Roles and Responsibilities: The plan clarifies the roles and responsibilities of team members and stakeholders in terms of communication, specifying who is responsible for disseminating project information.
5. Stakeholder Communication Needs: The plan identifies the specific communication requirements of stakeholders, considering factors such as language preferences and accessibility.
6. Communication Resources: The plan allocates resources, such as budget and personnel, to ensure effective and efficient communication.
7. Handling Sensitive Information: The plan defines protocols for communicating sensitive or confidential information, including the authorization process for releasing such information.
8. Change Management in Communication: The plan outlines a process for managing changes in communication or the communication process, including proposal, review, and approval. This ensures stakeholders are aware of changes and maintains consistency.
9. Communication Flow: The plan describes the flow of communication within the project, ensuring information is shared between team members, stakeholders, and partners in a timely manner.
10. Constraints: The plan identifies any internal or external constraints affecting project communication, such as legal or regulatory requirements, and outlines how these constraints will be addressed.
11. Standard Templates and Formats: The plan specifies any required templates, formats, or documents for communicating project information, ensuring consistency and accuracy.
12. Conflict Resolution: The plan includes an escalation process for resolving communication-related conflicts or issues promptly.

Overall, the Communications Management Plan is a crucial tool that ensures stakeholders are well-informed and facilitates effective and efficient communication throughout the Tracking Activity Project Management System.

**6.7.2. Communication Management Approach**

The most effective communications management approach for the Tracking Activity Project Management System would involve a combination of proactive and reactive strategies.

Proactive Strategies:

1. Regular Project Status Meetings: Conducting regular meetings to update stakeholders on the project's progress, where the project manager communicates updates, progress reports, risks, and issues. This keeps stakeholders informed and provides an overview of the project's status.
2. Project Website and Web Portal: Creating a dedicated project website or web portal to facilitate easy access to project information, including meeting minutes, documents, and status reports. This allows stakeholders to stay informed and access relevant information conveniently.

Reactive Strategies:

1. Clear Escalation Process: Establishing a well-defined and concise escalation process to address any communication-based conflicts or issues that may arise. This ensures that conflicts are addressed promptly and effectively, and stakeholders can seek resolution for their concerns.
2. Accessible Project Manager: The project manager being readily available to stakeholders, offering support, guidance, and promptly addressing any questions or concerns they may have. This availability fosters effective communication and ensures stakeholders feel supported throughout the project.

In addition, a change control process will be implemented to manage any changes in communication or the communication process itself. This involves obtaining approval from the Change Control Board for any communication-related changes and ensuring timely communication to stakeholders about these changes.

By combining these proactive and reactive strategies, the approach ensures that stakeholders and the project team are well-informed, communication-based issues are addressed promptly, and any changes in communication are managed effectively. This approach contributes to efficient and effective project communication and overall project success.

**6.7.3. Communication Management Constraints**

The constraints related to communications management in the Tracking Activity Project Management system are essential considerations within the overall project management plan. These constraints outline the limitations and factors that can impact the project's communication processes and strategies. By recognizing and addressing these constraints, the project team can proactively develop solutions to mitigate potential challenges and ensure smooth information flow throughout the project.

The following are key constraints that may impact the project's communication processes:

1. Limited Communication Budget: The project may have budgetary constraints that limit the allocation of resources for communication tools and resources, such as video conferencing software, project management software, or dedicated communication personnel.
2. Restricted Stakeholder Access: Certain stakeholders may be geographically dispersed or have limited access to specific communication channels, such as email or the internet. This constraint may require alternative communication methods to ensure effective stakeholder engagement.
3. Team Member Availability: Team members may have conflicting commitments or responsibilities, limiting their availability for communication. Scheduling regular communication meetings and finding suitable time slots can be challenging.
4. Language Barriers: If team members or stakeholders speak different languages, language barriers can impede effective communication. Additional resources or translation services may be necessary to facilitate smooth communication.
5. Confidentiality Requirements: The project may involve sensitive information that requires adherence to confidentiality protocols and secure communication channels. This constraint necessitates the implementation of appropriate communication measures to protect confidential data.
6. Resistance to Change: Some stakeholders may exhibit resistance to changes in communication processes or tools. Overcoming resistance and fostering acceptance of new communication strategies can be a constraint that requires careful change management efforts.
7. Technical Challenges: Technical difficulties with communication tools, systems, or connectivity can hinder effective communication. Addressing and resolving these technical issues is crucial to ensure smooth communication flow.
8. Time Constraints: The project's tight deadlines and time-sensitive nature may create challenges in scheduling and conducting regular communication meetings. Efficient time management and concise communication methods can help overcome this constraint.

By recognizing and addressing these constraints, the project team can develop strategies and contingency plans to mitigate their impact and ensure effective communication throughout the Tracking Activity Project Management system.

**6.7.4. Stakeholder Communication Requirements**

The stakeholder communication requirements for the Tracking Activity Project Management system are crucial for ensuring effective and efficient communication throughout the project. These requirements address the specific needs and expectations of stakeholders, enabling the project team to establish a successful communication strategy. The following stakeholder communication requirements can be identified:

1. Regular Project Updates: Stakeholders should receive regular updates on the project's progress, including any challenges, milestones, or changes that may impact them.
2. Clear and Concise Communication: All project-related information should be communicated in a clear and concise manner to ensure understanding and avoid confusion.
3. Accessibility: Communication should be accessible to all stakeholders, taking into account language requirements, cultural considerations, and any accessibility needs.
4. Timely Communication: Information should be communicated in a timely manner, ensuring that stakeholders receive relevant updates when needed and allowing them to make informed decisions.
5. Confidentiality: Sensitive or confidential information should be communicated only to the appropriate stakeholders, following established protocols to maintain confidentiality and security.
6. Customized Communication: Communication should be tailored to the specific needs and preferences of each stakeholder, considering their level of involvement, roles, and responsibilities in the project.
7. Two-Way Communication: Communication should facilitate a two-way exchange of information, encouraging stakeholders to provide feedback, ask questions, and share their perspectives.
8. Feedback Mechanisms: Mechanisms should be established for stakeholders to provide feedback on the communication process, allowing for continuous improvement and addressing any concerns or issues that may arise.

By addressing these stakeholder communication requirements, the project team can foster effective collaboration, manage expectations, and ensure that stakeholders are well-informed and actively engaged throughout the project lifecycle.

**6.7.5. Roles**

|  |  |
| --- | --- |
| **Roles** | **Responsibilities** |
| Project Adviser | This role is held by a high-level executive who provides strategic direction for the project. The Project Adviser ensures that the Tracking Activity Project Management System aligns with the organization's overall goals and objectives. They provide support, guidance, and decision-making authority throughout the project. They also oversee the system and ensures its alignment with other related projects within the organization. They are responsible for the overall success of the program and provide strategic direction and coordination. The Project Adviser ensures that the project meets its objectives and delivers the intended benefits. |
| Project Manager | The Project Manager is responsible for the planning, execution, and closure of the Tracking Activity Project Management System. They lead the project team, coordinate activities, and ensure that the project is completed within the defined timeline, budget, and quality standards. The Project Manager manages risks, resources, and stakeholder expectations while maintaining effective communication with all project participants. |
| Development Team | The Development Team consists of individuals responsible for the technical aspects of the Tracking Activity Project Management System. They are involved in system architecture, database design, software development, and other technical aspects. The Development Team ensures that the system meets the required technical specifications, standards, and addresses scalability, security, and reliability requirements. |
| Key Stakeholders | These individuals or groups have a vested interest in the Tracking Activity Project Management System. They may include the PDO, members of the faculty, and the students who rely on the system for their daily operations. Key stakeholders actively participate in project planning, decision-making, and provide input on requirements, priorities, and project outcomes. |

**6.7.6. Project Team Directory**

**6.7.7. Communication Methods and Technologies**

To effectively communicate with stakeholders in the Tracking Activity Project Management System, it is crucial to have a comprehensive understanding of various communication methods and technologies. It is important to assess the capabilities and limitations of each method to ensure timely and efficient delivery of information to stakeholders. This involves selecting appropriate methods for sharing project updates, progress reports, risks, issues, and other relevant details. Consideration should also be given to the cost, feasibility, security, and privacy aspects of different communication technologies. By carefully choosing the most suitable methods and technologies, the project team can achieve their communication objectives and keep stakeholders well-informed.

When deciding on the most suitable communication methods and technologies for the Tracking Activity Project Management System, several factors should be taken into account:

* Project size and complexity: For large and complex projects, utilizing web portals and project management software can centralize information and provide easy access to all stakeholders.
* Stakeholder locations: If stakeholders are geographically dispersed, real-time communication methods like video conferencing and telephone can facilitate effective communication.
* Stakeholder technical expertise: Simple communication methods such as email and telephone are preferable for stakeholders who may not be technologically proficient.
* Nature of the information: When dealing with sensitive or confidential data, secure communication methods like encryption and password-protected portals should be used.
* Budget and resources: The chosen communication methods and technologies should align with the project's budget and available resources.

Considering these factors, it is advisable for the Tracking Activity Project Management System to employ a combination of communication methods and technologies such as project management software, email, telephone, and video conferencing. This approach ensures that all stakeholders remain informed and that the project's communication objectives are successfully met.

**6.7.8. Communications Matrix**

**6.7.9. Communication Flowchart**

**6.7.10. Guidelines for Meetings**

Meetings play a crucial role in facilitating effective communication within the Tracking Activity Project Management System. To ensure their productivity, efficiency, and effectiveness, it is essential to establish clear guidelines for conducting meetings. These guidelines should encompass the following aspects:

1. Purpose of meetings: Clearly define the objectives and intended outcomes of each meeting, whether it is to share project updates, make decisions, address issues, or seek input from stakeholders.
2. Roles and responsibilities: Outline the roles and responsibilities of attendees, including the project manager, team members, stakeholders, and any specific facilitators or presenters. This ensures that everyone understands their roles and actively contributes to the meeting.
3. Meeting procedures: Define the procedures that will be followed during meetings, such as the format, agenda creation and distribution, meeting duration, and rules for participation. This helps establish a structured framework and promotes efficient use of meeting time.
4. Preparation and participation: Encourage attendees to come prepared by reviewing pre-meeting materials, bringing relevant information or documents, and actively participating in discussions. Emphasize the importance of active listening, respectful communication, and constructive contributions.
5. Documentation and follow-up: Specify the process for documenting meeting minutes, action items, and decisions. Define how these will be shared with attendees and stakeholders, ensuring that everyone has access to accurate and up-to-date information. Assign responsibility for following up on action items and tracking their progress.

By establishing these clear meeting guidelines, the project team and stakeholders can be better prepared, actively engage in discussions, and ensure that meetings are conducted in a consistent and organized manner. This fosters effective communication, minimizes confusion, and enhances the overall success of the Tracking Activity Project Management System.

**6.7.11. Communication Standards**

The recommended communication standards for the Tracking Activity Project Management system are as follows:

1. Standardized Templates: Creating standardized templates for project communications, such as status reports, meeting agendas, and minutes, promotes consistency and clarity in the information shared among team members and stakeholders.
2. File Naming Convention: Establishing a standard file naming convention for project documents and files ensures easy access and organization of information. Consistent naming conventions facilitate efficient searching and retrieval of important project-related documents.
3. Web Portal/Network Tool: Utilizing a centralized platform like SharePoint or project management software can enhance communication and collaboration among team members and stakeholders. Such tools provide a common space for sharing documents, updates, and discussions, improving access to information and fostering collaboration.
4. Video Conferencing: Leveraging video conferencing tools such as Google Meets, Zoom, Skype, or similar platforms enables effective communication and collaboration, particularly for team members and stakeholders located in different geographic locations. Video conferencing allows for real-time interaction, visual cues, and face-to-face discussions, enhancing communication quality.
5. Communication Protocols: Implementing clear communication protocols is crucial, especially when handling sensitive or confidential information. Establishing guidelines on who is authorized to share such information and how it should be shared ensures the protection and privacy of sensitive data.

By implementing these communication standards, the Tracking Activity Project Management system can foster efficient and effective communication, enhance collaboration, and ensure the consistency and security of project-related information.

**6.7.12. Communication Escalation Process**

The recommended communication escalation process for the Tracking Activity Project Management system includes the following steps:

1. Identify the issue: The project team should identify any communication-related issues that require escalation. This could include miscommunication, unresolved conflicts, or significant roadblocks affecting communication flow.
2. Attempt to resolve within the team: The team should first make an effort to resolve the issue internally. They should engage in open and constructive discussions, involving relevant team members and stakeholders, in an attempt to find a resolution.
3. Involve a communication manager: If the issue persists and cannot be resolved internally, the project team should involve a designated communication manager or a person responsible for communication within the organization. This individual will act as a liaison and provide support in resolving the communication issue.
4. Escalate to higher management: If the communication issue remains unresolved, it should be escalated to higher management for further review and intervention. This step involves seeking the assistance and guidance of senior leaders or executives who have the authority to address the issue.
5. Document the issue and resolution: Throughout the escalation process, it is crucial to document the details of the communication issue, the steps taken to resolve it, and the final resolution. This documentation serves as a reference for future inquiries, provides transparency, and helps identify recurring patterns or areas for improvement.
6. Review and improve: After the escalation process, it is important to conduct a review and analysis of the process itself. This involves assessing the effectiveness of the escalation steps, identifying any shortcomings or bottlenecks, and implementing improvements to enhance future communication escalations.

It is essential to note that the communication escalation process should be adaptable and tailored to the specific needs of the project. The project team should regularly evaluate and refine the process to ensure its ongoing effectiveness in addressing communication-related challenges.

**6.7.13. Glossary of Communication Terminology**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| **Communication Plan** | A document outlining the communication strategy and protocols for the project team and stakeholders. |
| **Stakeholder** | An individual or organization that has an interest or concern in the project. |
| **Communication Method** | The means by which information is conveyed, such as meetings, email, telephone, or web portal. |
| **Communication Frequency** | The regularity with which project communications are distributed. |
| **Communication Objective** | The desired outcome or goal of a particular communication. |
| **Communication Flowchart** | A diagram showing the flow of information within a project. |
| **Escalation Process** | A procedure for resolving communication-based conflicts or issues. |
| **Communication Matrix** | A table outlining the communication requirements for a project. |
| **Communication Standards** | Standard templates, formats, or documents used for communicating within a project. |
| **Communication Constraints** | Factors that may limit or affect the effectiveness of project communications. |
| **Communication Guidelines** | Protocols for conducting meetings, teleconferences, and other forms of communication. |
| **Communication Technology** | Tools and platforms used for communication, such as SharePoint, message boards, and video teleconferencing. |
| **Communication Escalation Process** | A process for escalating communication-based issues or conflicts that cannot be resolved within the project team. |
| **Communication Approaches** | Different strategies and solutions implemented to address communication constraints, ensuring that all stakeholders are kept informed and that the project's communication objectives are met. |