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| **WBS:** | 1 | |
| **Work Package:** | Apelo Dental Clinic System | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  All work to implement a new Apelo Dental Clinic System | | |
| **Completion State:**  All the participants participate in the new implementation of the Apelo Dental Clinic System. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.1 | |
| **Work Package:** | Initiation | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  The work to initiate the project. | | |
| **Completion State:**  The project was initiated by the project manager and the members of the group. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.1.1 | |
| **Work Package:** | Evaluation & Recommendations | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Working group to evaluate solution sets and make recommendations. | | |
| **Completion State:**  The group evaluate the problem of the organization and create a specific objective on how to deal the problem. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.1.2 | |
| **Work Package:** | Develop Project Charter | |
| **Package Owner:** | Earl Eufimeah Dahinao | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Project Manager to develop the Project Charter. | | |
| **Completion State:**  The project charter was completed, and all the participants contributed. | | |
| **Reference Docs:**  [Project-Charter\_ADENICSY.docx](https://asiapacificcollege.sharepoint.com/:w:/s/PROJMANT3SS201SF201/EapycGa2FXxBgx4Ix1CdXf0BgkquJ8VHVXQe-ZK-9mJppg?e=vsGhhw) | |  |

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| **WBS:** | 1.1.3 | |
| **Work Package:** | Deliverable: Submit Project Charter | |
| **Package Owner:** | Earl Eufimeah Dahinao | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Project Charter is delivered to the Project Sponsor. | | |
| **Completion State:**  The Project Charter Document arrived at Project Sponsor and to be reviewed. | | |
| **Reference Docs:**  [Project-Charter\_ADENICSY.docx](https://asiapacificcollege.sharepoint.com/:w:/s/PROJMANT3SS201SF201/EapycGa2FXxBgx4Ix1CdXf0BgkquJ8VHVXQe-ZK-9mJppg?e=vsGhhw) | |  |

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| **WBS:** | 1.1.4 | |
| **Work Package:** | Deliverable: Submit Project Charter | |
| **Package Owner:** | Earl Eufimeah Dahinao | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Dr. Denroe Apelo | |
| **Description:**  Project sponsor reviews the Project Charter. | | |
| **Completion State:**  The Project sponsor signs the project charter. | | |
| **Reference Docs:**  [Project-Charter\_ADENICSY.docx](https://asiapacificcollege.sharepoint.com/:w:/s/PROJMANT3SS201SF201/EapycGa2FXxBgx4Ix1CdXf0BgkquJ8VHVXQe-ZK-9mJppg?e=vsGhhw) | |  |

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| **WBS:** | 1.1.5 | |
| **Work Package:** | Project Charter Signed/Approved | |
| **Package Owner:** | Earl Eufimeah Dahinao | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Dr. Denroe Apelo | |
| **Description:**  The Project Sponsor signs the Project Charter which authorizes the Project Manager to move to the Planning Process. | | |
| **Completion State:**  The Project sponsor signs the project charter, and the team will be heading to the next stage of the project management. | | |
| **Reference Docs:**  [Project-Charter\_ADENICSY.docx](https://asiapacificcollege.sharepoint.com/:w:/s/PROJMANT3SS201SF201/EapycGa2FXxBgx4Ix1CdXf0BgkquJ8VHVXQe-ZK-9mJppg?e=vsGhhw) | |  |

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| **WBS:** | 1.2 | |
| **Work Package:** | Planning | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  The work for the planning process | | |
| **Completion State:**  All the group members are participated in the planning process of the project | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.1 | |
| **Work Package:** | Create Preliminary Scope Statement | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Project Manager creates a Preliminary Scope Management. | | |
| **Completion State:**  The project manager completed the Preliminary Scope Management for the project. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.2 | |
| **Work Package:** | Determine Project Team | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  The Project Manager determines the project team and request the resources. | | |
| **Completion State:**  All the said participants have been contributed. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.3 | |
| **Work Package:** | Project Team Kickoff Meeting | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members, Doctor Denroe Apelo(Optional), Adviser | |
| **Description:**  The planning process is officially started with a project kickoff meeting which includes the Project Manager, Project Team and Project Sponsor (optional). | | |
| **Completion State:**  All of the said participants accepted the weekly meeting and attending regularly. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.4 | |
| **Work Package:** | Develop Project Plan | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Under the direction of the Project Manager the team develops the project plan. | | |
| **Completion State:**  The project plan successfully conducted all of the participants have been participate in the planning. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.5 | |
| **Work Package:** | Submit Project Plan | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Project Manager submits the project plan for approval. | | |
| **Completion State:**  The project plan has been approved by the project sponsor. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.6 | |
| **Work Package:** | Milestone: Project Plan Approval | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  The project plan is approved and the Project Manager has permission to proceed to execute the project according to the project plan. | | |
| **Completion State:**  The project manager and team members executed the project plan. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3 | |
| **Work Package:** | Execution | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Work involved to execute the project. | | |
| **Completion State:**  The project manager and team members executed the project plan. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.1 | |
| **Work Package:** | Project Kickoff Meeting | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members, Dr. Denroe Appelo | |
| **Description:**  Project Manager conducts a formal kickoff meeting with the project team, project stakeholders and project sponsor. | | |
| **Completion State:**  The Project Manager conducted the kickoff meeting very well and all of the said participants accepted the invitation | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.2 | |
| **Work Package:** | Verify & Validate User Requirements | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  The original user requirements is reviewed by the project manager and team, then validated with the users/stakeholders. This is where additional clarification may be needed | | |
| **Completion State:**  The original user requirements were updated base on the project manager and team suggestions. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.3 | |
| **Work Package:** | Design System | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  The technical resources design the new Apelo Dental Clinic System. | | |
| **Completion State:**  The project manager and team members successfully design the new Apelo Dental Clinic System. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.4 | |
| **Work Package:** | Procure Hardware/Software | |
| **Package Owner:** | Project Sponsor | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members, Project Manager | |
| **Description:**  The procurement of all hardware, software and facility needs for the project. | | |
| **Completion State:**  The project sponsor successfully procure all of the hardware and software that was needed in the project. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.5 | |
| **Work Package:** | Install Development System | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Team installs a development system for testing and customizations of user interfaces. | | |
| **Completion State:**  The team successfully installed the development system for testing and customization of user interfaces. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.6 | |
| **Work Package:** | Testing Phase | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members, Clinic’s Patients | |
| **Description:**  The system is tested with a select set of users. | | |
| **Completion State:**  The testing phase was successfully conducted and all of the participants in the testing gives their feedbacks to further improve the system. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.7 | |
| **Work Package:** | Install Live System | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members, Clinic’s Patients, Staff, Owner | |
| **Description:**  The actual system is installed and configured | | |
| **Completion State:**  The system had been successfully installed and configured in the organization. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.8 | |
| **Work Package:** | User Training | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members, Clinic’s Patients, Staff, Owner | |
| **Description:**  All users are provided with a four hours training class. Additionally, managers are provided with an additional two hours class to cover advanced reporting. | | |
| **Completion State:**  The project manager and team member successfully provide a training class. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.9 | |
| **Work Package:** | User Training | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members, Clinic’s Patients, Staff, Owner | |
| **Description:**  System goes live with all users. | | |
| **Completion State:**  The system will now available to all its users. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4 | |
| **Work Package:** | Control | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  The work involved for the control process of the project. | | |
| **Completion State:**  The project manager successfully control the process of the project. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4.1 | |
| **Work Package:** | Project Management | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Overall project management for the project. | | |
| **Completion State:** | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4.2 | |
| **Work Package:** | Project Status Meeting | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Weekly status meetings. | | |
| **Completion State:**  All the meetings were successfully conducted and all of the participants attending the weekly meeting | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4.3 | |
| **Work Package:** | Risk Management | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Risk management efforts as defined in the Risk Management Plan. | | |
| **Completion State:**  The project manager and team members successfully identifies all the risk of the system. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4.4 | |
| **Work Package:** | Update Project Management Plan | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Risk management efforts as defined in the Risk Management Plan. | | |
| **Completion State:**  The project manager and team members successfully identifies all the risk of the system. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.5 | |
| **Work Package:** | Closeout | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members, Project Sponsor | |
| **Description:**  The work to close-out the project. | | |
| **Completion State:**  The project was successfully close out. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.5.1 | |
| **Work Package:** | Audit Procurement | |
| **Package Owner:** | Project Sponsor | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  An audit of all hardware and software procured for the project, ensures that all procured products are accounted for and in the asset management system. | | |
| **Completion State:**  The audit of all the assets was successfully accounted and documented. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.5.2 | |
| **Work Package:** | Document Lessons Learned | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  Project Manager along with the project team performs a lessons learned meeting and documents the lessons learned for the project. | | |
| **Completion State:**  The meeting for lessons learned was successfully conducted all of the participants accepted the invitation | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.5.3 | |
| **Work Package:** | Update Files/Records | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  All files and records are updated to reflect the widget management system. | | |
| **Completion State:**  All the files and records were successfully stored in a repository. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.5.4 | |
| **Work Package:** | Gain Formal Acceptance | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  The Project Sponsor formally accepts the project by signing the acceptance document included in the project plan. | | |
| **Completion State:**  The project sponsor accepts the project and successfully implemented it on their organization | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.5.5 | |
| **Work Package:** | Archive Files/Documents | |
| **Package Owner:** | Janssen Pedrola | |
| **Owner Organization:** | Apelo Dental Clinic | |
| **Participants:** | Progmatiks Members | |
| **Description:**  All project related files and documents are formally archived | | |
| **Completion State:**  The archived document was properly stored in a repository. | | |
| **Reference Docs:** | |  |