

## APC\_2022\_2023\_T3\_PROJMAN\_SS201\_SF201\_G04\_YouNIX - New manually sorted query

ID	Subject	Type	Status	Assignee	Priority
1118	Quality management plan	Task	In progress	Jan Red Esguerra	High
<b>Description:</b> Document for Quality Management					
1119	Communications management	Task	In progress	Neil Gareth Lavarias	High
<b>Description:</b> Document for Quality Management					
1120	Implementation Plan	Task	In progress	Dennyson Castillo	High
<b>Description:</b> <i>Document for Implementation</i>					
1121	Risk management plan	Task	In progress	Dennyson Castillo	High
<b>Description:</b> Document for Mitigating Risk					
1520	Consolidated Documents	Task	In progress	Denzel Edward Mana-ay	High
<b>Description:</b> Compilation of all necessary Documents for the Project					
1523	Cost Management Plan	Task	In progress	Princess Nicole Ricafort	Normal
<b>Description:</b> Document for Managing Cost					
1117	Human resource (Staffing) management plan	Task	In progress	Denzel Edward Mana-ay	High
<b>Description:</b>					

1524	Project Charter	Task	In progress	Princess Nicole Ricafort	Normal
<b>Description:</b> Document on what the Team will do for the client					
1543	Human Resource Management	Task	In progress	Denzel Edward Mana-ay	Normal
<b>Description:</b> Document for Human Resources and acquisition of staff					
1544	Change Management Plan	Task	In progress	Jan Red Esguerra	Normal
<b>Description:</b>					
1545	Procurement Management Plan	Task	In progress	Princess Nicole Ricafort	Normal
<b>Description:</b> Documents for Procurement					
1550	Business Case	Task	In progress	Dennyson Castillo	Normal
<b>Description:</b> Document about the Client					
1864	1.1 Initiation	Phase	New	Princess Nicole Ricafort	Normal
<b>Description:</b> The Initiation Phase is where the team will get to know their client and analyze their needs and wants to enable them to propose a system that the team will be developing in the case that the system will help the business run more efficiently. This Phase will ensure that everyone involved in the project are aligned and has the same goal					
1865	1.1.2 Evaluation and Recommendation	Work package	New	Princess Nicole Ricafort	Normal
<b>Description:</b>					
<b>WBS:</b>		1.1.2			

<b>Work Package</b>	Evaluation and Recommendation
<b>Package Owner</b>	Princess Nicole Ricafort
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Team and the Project Sponsor shall conduct activities that will help the entire team to identify the pain points and the problems that the business is facing and provide recommendation that can help reduce or eliminate the problems.
<b>Completion State</b>	The Team is able to understand the pain points of the business and is able to provide possible solutions which has been proposed to the project sponsor.
<b>Assumptions</b>	The Team is able to compile all the pain points of the company is able to document them for future use. The solution is noted and will be useful in the next work packages,

1866	1.1.1 Gather Project Team	Work package	New	Princess Nicole Ricafort	Normal
------	---------------------------	--------------	-----	--------------------------	--------

**Description:**

WBS:	1.1.1
Work Package	Gather Project Team
Package Owner	Denzel Edward Mana-ay
Owner Organization	Madonna's Garden Resort and Events Place

Participants	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Micheal James Gnilo</li> </ul>
Description	The Project Manager, Project Team Leader, and the Project Sponsor will be gathering members that will be part of the team which will develop the system.
Completion State	The Team is established based on the qualification needed for the project which will be headed by the project team leader, and under the supervision of the project manager.
Assumptions	The Team is gathered and has met each other to ensure compatibility and to improve teamwork this early of the project.

1867	1.1.3 Develop Project Charter	Work package	New	Princess Nicole Ricafort	Normal
------	-------------------------------	--------------	-----	--------------------------	--------

**Description:**

<b>WBS:</b>	1.1.3
<b>Work Package</b>	Develop Project Charter
<b>Package Owner</b>	Princess Nicole Ricafort
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> </ul>
<b>Description</b>	The Project Team will be developing a Project Charter based on the previous work package to ensure that the project is authorized by the client and that the objectives, responsibilities, and scope is clear.
<b>Completion State</b>	The Team is able to produce a draft of the project charter that will serve as an agreement between the Project Team and the Client

<b>Assumptions</b>	The Team has produced a draft of the project charter that will be submitted to the project sponsor. The draft will go under multiple revisions based on the feedback of the project sponsor.
--------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1868	1.1.4 Deliverable: Submit Project Charter	Task	New	Princess Nicole Ricafort	Normal
------	-------------------------------------------	------	-----	--------------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.1.4
	<b>Work Package</b>	Deliverable: Submit Project Charter
	<b>Package Owner</b>	Dennyson Castillo II
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
	<b>Participants</b>	<ul style="list-style-type: none"> <li>Denzel Edward Mana-ay</li> <li>Princess Nicole Ricafort</li> <li>Dennyson Castillo II</li> <li>Micheal James Gnilo</li> </ul>
	<b>Description</b>	The Team will submit the project charter to the Project Sponsor to ensure that the team and the client has aligned goals for the project which should be written inside the Project Charter
	<b>Completion State</b>	The Team is able to submit the Project Charter to the Project Sponsor which will be under review.
	<b>Assumptions</b>	The Team is able to write their possible solution to the pain point of the client. The Project charter will be reviewed by the Project Sponsor which means that the Project Charter will be reviewed and returned with feedback.

1869	1.1.5 Project Sponsor Reviews Project Charter	Work package	New	Princess Nicole Ricafort	Normal
------	-----------------------------------------------	--------------	-----	--------------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.1.5
	<b>Work Package</b>	Project Sponsor Reviews Project Charter

<b>Package Owner</b>	Princess Nicole Ricafort
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Project Sponsor has reviewed the Project Charter and is able to provide comments and feedback. The Project Team will have a meeting and revise the Project Charter based on the feedback of the Project Sponsor and the agreement of the entire Project Team.
<b>Completion State</b>	The Team is able to produce a Project Charter that satisfies both Project Sponsor and the Project Team.
<b>Assumptions</b>	The Team has deliberated and revised the Project Charter that will help benefit both parties. The Project Charter is Still Subject for approval.

1870	1.1.6 Project Charter Signed/Approved	Milestone	New	Princess Nicole Ricafort	Normal
------	---------------------------------------	-----------	-----	--------------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.1.6
	<b>Work Package</b>	Project Charter Signed/Approved
	<b>Package Owner</b>	Princess Nicole Ricafort
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place

<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Project Sponsor has reviewed and has met with Key Stakeholder and has approved the Project Charter and has signed it to show its validity. The Team also has signed the Project Charter so that the client and team has a document showing their obligations.
<b>Completion State</b>	The Team, the Project Sponsor, and the Key Stakeholder has approved and signed the Project Charter
<b>Assumptions</b>	The Project Charter is signed by the different stakeholder. project sponsor, and project team. All revisions must undergo a review from all signatories, and all must approve before changing the project charter.

1871	1.2 Planning	Phase	New	Princess Nicole Ricafort	Normal
------	--------------	-------	-----	--------------------------	--------

**Description:** The Second Phase of the Project is Planning, this is where the team will be starting to design and analyze the system that the team will be developing. The Team will be able to visualize and create a blueprint for the system after this Phase.

1872	1.2.3 Create Preliminary Scope Statement	Work package	New	Princess Nicole Ricafort	Normal
------	------------------------------------------	--------------	-----	--------------------------	--------

**Description:**

<b>WBS:</b>	1.2.3
<b>Work Package</b>	Create Preliminary Scope Statement
<b>Package Owner</b>	Dennyson Castillo II
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place

<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Team creates a scope statement that has the project deliverables and the objective of the project. The Team will also consult with the Project Sponsor to ensure that all of the individual involved is aligned with the project.
<b>Completion State</b>	The Team is able to produce a draft of the scope statement with the approval of the Project Sponsor.
<b>Assumptions</b>	The Team is able to compile all the necessary documents required for the Scope Statement. The team has assessed the documents and has understood their tasks.

1873	1.2.1 Determine Project Team Roles	Work package	New	Princess Nicole Ricafort	Normal
------	------------------------------------	--------------	-----	--------------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.2.1
	<b>Work Package</b>	Determine Project Team Roles
	<b>Package Owner</b>	Princess Nicole Ricafort
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> </ul>
	<b>Description</b>	Each team members are assigned roles and responsibilities that fits their skills and talents. The Project Manager and Team Leader will be talking about who does what and what will they be doing for the entire project.



<b>Completion State</b>	Each Team member has agreed to take the roles and responsibilities assigned to them and are capable to do the task that is aligned to their roles.
<b>Assumptions</b>	The Team members has accepted the roles and responsibilities given to them. If there are any changes, they must consult with the Team Leader.

1874	1.2.2 Project Team Kickoff Meeting	Work package	New	Denzel Edward Mana-ay	Normal
------	------------------------------------	--------------	-----	-----------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.2.2
	<b>Work Package</b>	Project Team Kickoff Meeting
	<b>Package Owner</b>	Denzel Edward Mana-ay
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
	<b>Description</b>	The Team and the Project Sponsor shall have their kickoff meeting in which the entire team will get a chance to meet and ask questions to the Project Sponsor. The team will also start to establish the connection between the client and the team.
	<b>Completion State</b>	The Documentation Head has created a Minutes of the Meeting and has noted everything that has been talked about during the kickoff meeting.
	<b>Assumptions</b>	The Team is able to gather information about the client and any relevant information that they may need in the future. The team also has talked about their insight about the project.

1875	1.2.4 Develop a Project Plan	Work package	New	Princess Nicole Ricafort	Normal
<b>Description:</b>	<b>WBS:</b>	1.2.4			
	<b>Work Package</b>	Develop a Project Plan			
	<b>Package Owner</b>	Dennyson Castillo II			
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place			
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> </ul>			
	<b>Description</b>	The Team and the Project Sponsor shall conduct activities that will help the entire team to develop a Project plan that will help blueprint the project and enable the team to design the system that will be developed.			
	<b>Completion State</b>	The Team is able to produce a project plan that will be used for the entire project execution.			
	<b>Assumptions</b>	The Project Plan created has the consideration of the project team and the project sponsor. The Project Plan is still pending for approval and may have revisions.			
1876	1.2.5 Submit Project Plan	Work package	New	Jan Red Esguerra	Normal
<b>Description:</b>	<b>WBS:</b>	1.2.5			
	<b>Work Package</b>	Submit Project Plan			
	<b>Package Owner</b>	Janred Esguerra			
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place			

<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Team was able to create and review the Project Plan for the entire project. The Lead Developer will now submit the Project Plan for review of the client to ensure that the plan is clear for both parties.
<b>Completion State</b>	The Project Plan has been Submitted to the project sponsor for review and revisions.
<b>Assumptions</b>	The Team is prepared for any revisions and changes that the client wants upon review and shall submit another Project Plan until both parties are satisfied.

1877	1.2.6 Milestone: Project Plan Approval	Milestone	New	Jan Red Esguerra	Normal
<b>Description:</b>	<b>WBS:</b>	1.2.6			
	<b>Work Package</b>	Milestone: Project Plan Approval			
	<b>Package Owner</b>	Jan Red Esguerra			
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place			
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>			
	<b>Description</b>	The Project Sponsor has approved the Project Plan which will be carries out in the next stage.			

<b>Completion State</b>	The Team is able to keep a copy of the Project Plan with the signature of the Project Sponsor and the Project Team.
<b>Assumptions</b>	The Team is able to produce a Project Plan that pleases both the client and the Project Team. In case that the Project Plan Needs to be changed, the Project Team and the Project Sponsor shall have a meeting and both parties must agree and approve the changes.

1878	1.3 Execution	Phase	New	Princess Nicole Ricafort	Normal
------	---------------	-------	-----	--------------------------	--------

<b>Description:</b>	This Phase of the project will be the part where the Project Team will be executing the Project plan. The team will be developing the proposed system and applying them to the client to ensure that everything is accounted for.				
---------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

1879	1.3.1 Project Kickoff Meeting	Work package	New	Denzel Edward Mana-ay	Normal
------	-------------------------------	--------------	-----	-----------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.3.1
	<b>Work Package</b>	Project Kickoff Meeting
	<b>Package Owner</b>	Denzel Edward Mana-ay
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
	<b>Description</b>	The Team and the Project Sponsor shall conduct activities a kickoff meeting to formally start the Execution phase of the project.
	<b>Completion State</b>	The Team is able to meet with the project sponsor to ensure that the team is up to date with the project and to formally welcome the start of the execution phase.

<b>Assumptions</b>	This Work Package acts like a beginning for the Execution Phase. All of the topics regarding development has been asked here,
--------------------	-------------------------------------------------------------------------------------------------------------------------------

1880	1.3.2 Verify and Validate User Requirements	Work package	New	Dennyson Castillo	Normal
------	---------------------------------------------	--------------	-----	-------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.3.2
	<b>Work Package</b>	Verify and Validate User Requirements
	<b>Package Owner</b>	Jan Red Esguerra
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
	<b>Description</b>	The Team and the Project Sponsor shall review the User Requirements from previous phases to ensure that both the client and the team are working with updated requirements.
	<b>Completion State</b>	The Team is able to verify and validate the user requirements with the Project Sponsor which ensures updated Project scope and plans
	<b>Assumptions</b>	The Team and Project Sponsor might have updated the user requirements along the previous phases and must make sure that the entire team is updated.

1881	1.3.5 Design System	Work package	New	Jan Red Esguerra	Normal
------	---------------------	--------------	-----	------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.3.3
---------------------	-------------	-------

<b>Work Package</b>	Design System
<b>Package Owner</b>	Jan Red Esguerra
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Team will start designing the system that is based on the Project Scope and Project Charter. After designing the system, the Team will send the designed system to the project sponsor for their approval.
<b>Completion State</b>	The designed system is approved by the project sponsor and abides to the project charter and the project scope.
<b>Assumptions</b>	The Team has designed a system that they can deliver within the timeline of the project.

1882	1.3.6 Procure Hardware/Software	Work package	New	Jan Red Esguerra	Normal
<b>Description:</b>	<b>WBS:</b>	1.3.4			
	<b>Work Package</b>	Procure Hardware/Software			
	<b>Package Owner</b>	Jan Red Esguerra			
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place			

<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> </ul>
<b>Description</b>	The Team will start acquiring the needed hardware and the different software that they will be using to develop the project. The needed items shall be under the approval of the team lead and the project manager.
<b>Completion State</b>	The Team is able to get all the hardware that was requested, and the necessary software was also installed to the units. The hardware and software environment is ready for the development.
<b>Assumptions</b>	The Team has to assume that they have a limited budget in case they will be acquiring new hardware or if they will be using paid software

1883	1.3.7 Install Development System	Work package	New	Denzel Edward Mana-ay	Normal
------	----------------------------------	--------------	-----	-----------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.3.5
	<b>Work Package</b>	Install Development System
	<b>Package Owner</b>	Denzel Edward Mana-ay
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Jan Red Esguerra</li> </ul>
	<b>Description</b>	The Team creates and installs a development environment for the project to run inside a test environment where the project sponsor can test the system and at the same time make any adjustments when necessary.
	<b>Completion State</b>	The Team is able to deploy the development system and has integrated the system with the said system without any errors

<b>Assumptions</b>	The Team may run into unexpected bugs and glitches that was never found during development. They must be prepared when this occurrence happens.
--------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

1884	1.3.8 Testing Phase	Work package	New	Neil Gareth Lavarias	Normal
------	---------------------	--------------	-----	----------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.3.6
	<b>Work Package</b>	Testing Phase
	<b>Package Owner</b>	Jan Red Esguerra
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
	<b>Description</b>	The Team will be selecting a limited number of users to test the current version in the Development System to help catch bugs and get feedback of the possible users.
	<b>Completion State</b>	The Team is able to get the feedback of the selected user and is able to make the necessary adjustment based on the testing phase.
	<b>Assumptions</b>	The Team may need to guide the possible use in trying out the system thus the team must be trained in troubleshooting the system and is also knowledgeable on the system.

1885	1.3.9 Install Live System	Work package	New	Jan Red Esguerra	Normal
------	---------------------------	--------------	-----	------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.3.7
---------------------	-------------	-------



<b>Work Package</b>	Install Live System
<b>Package Owner</b>	Jan Red Esguerra
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> </ul>
<b>Description</b>	The Team will now transfer the system into the Live environment and test every feature to ensure that there are no bugs and glitches in the system.
<b>Completion State</b>	The Team is able to transfer the system from the development environment to the live environment and is glitch and bug free.
<b>Assumptions</b>	The Team may encounter problems from the software and hardware side in which the team must be knowledgeable about or know someone who can assist them.

1886	1.3.10 User Training	Work package	New	Neil Gareth Lavarias	Normal
------	----------------------	--------------	-----	----------------------	--------

**Description:**

<b>WBS:</b>	1.3.8
<b>Work Package</b>	User Training
<b>Package Owner</b>	Denzel Edward Mana-ay
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place

<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> </ul>
<b>Description</b>	The Team will prepare a training plan for the staff of clients and will provide a one-day training for their staff.
<b>Completion State</b>	The Team was able to train the staff of the client and has been examined that the staff is capable in using the system.
<b>Assumptions</b>	The Team will also train some staff in troubleshooting the system in case some errors and bugs may occur.

1887	1.3.11 Go Live	Milestone	In progress	Jan Red Esguerra	Normal
<b>Description:</b>	<b>WBS:</b>	1.3.9			
	<b>Work Package</b>	Go Live			
	<b>Package Owner</b>	Princess Nicole Ricafort			
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place			
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>			
	<b>Description</b>	The Team is able to launch the system in the live environment and is able to be used by the users.			
	<b>Completion State</b>	The system is usable and is bug free.			

		<b>Assumptions</b>	The maintenance of the system is outside the scope of the project			
1888	1.4 Control		Phase	In progress	Princess Nicole Ricafort	Normal
<b>Description:</b>		This phase is for the control phase pf the project. This is where the team will monitor the process of the project and create any necessary documentations,				
1889	1.4.1 Project Management		Work package	New	Princess Nicole Ricafort	Normal
<b>Description:</b>		<b>WBS:</b>	1.4.1			
		<b>Work Package</b>	Project Management			
		<b>Package Owner</b>	Princess Nicole Ricafort			
		<b>Owner Organization</b>	Madonna's Garden Resort and Events Place			
		<b>Participants</b>	<ul style="list-style-type: none"><li>• Denzel Edward Mana-ay</li><li>• Princess Nicole Ricafort</li><li>• Dennyson Castillo II</li><li>• Jan Red Esguerra</li><li>• Neil Gareth Lavarias</li></ul>			
		<b>Description</b>	The Team will create all the necessary documentations required in managing the project even after the close out.			
		<b>Completion State</b>	The Team was able to produce documentations that can help the team in maintaining the system or can help the future team that will maintain or improve the system.			
		<b>Assumptions</b>	The Team is able collect and keep the created documents from Phase 1 until the current phase as they might need an update.			
1890	1.4.2 Project Status Meeting		Work package	New	Princess Nicole Ricafort	Normal

<b>Description:</b>	<b>WBS:</b>	1.4.2				
	<b>Work Package</b>	Project Status Meetings				
	<b>Package Owner</b>	Neil Gareth Lavarias				
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place				
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>				
	<b>Description</b>	The Team, sometimes with the Project Sponsor, will conduct meetings with the team to gather the needed updates and status reports regarding the different pending tasks and records the said meetings for future use and documentations				
	<b>Completion State</b>	The Team is able to produce Minutes of the Meeting which lists all the information about the meetings.				
	<b>Assumptions</b>	The Minutes of the Meeting can be used as a reference from previous meetings and can be used if in case a member missed out a meeting.				
1891	1.4.3 Risk Management		Work package	New	Dennyson Castillo	Normal
<b>Description:</b>	<b>WBS:</b>	1.4.3				
	<b>Work Package</b>	Risk Management				
	<b>Package Owner</b>	Neil Gareth Lavarias				
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place				

<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Team produces a Risk Management Plan for the project that helps mitigate current risk and future risk. The Risk Management Plan will also be approved by the project sponsor.
<b>Completion State</b>	The Team is able to create the Risk Management Plan and is approved by the Project Sponsor.
<b>Assumptions</b>	The Team and the Project Sponsor may change the Risk Management Plan depending on the situation and version of the project.

1892	1.4.4 Update Project Management Plan	Milestone	In progress	Princess Nicole Ricafort	Normal
------	--------------------------------------	-----------	-------------	--------------------------	--------

<b>Description:</b>	<b>WBS:</b>	1.4.4
	<b>Work Package</b>	Update Project Management Plan
	<b>Package Owner</b>	Princess Nicole Ricafort
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
	<b>Description</b>	The Team will update the Project Management Documents based on the Project Status Meetings and ensure that each Document has the approval of the Project Sponsor

<b>Completion State</b>	The Team is able to update the documents and has been viewed and scanned by the Project Sponsor. Once satisfied, the project sponsor must sign the documents.
<b>Assumptions</b>	The Team will update any documents until closeout and will be responsible until closeout. Any modification to the documents after closeout is out of scope of the Project Team.

1893	1.5 Closeout	Phase	In progress	Princess Nicole Ricafort	Normal
------	--------------	-------	-------------	--------------------------	--------

**Description:** The Closeout Phase is the part of the project where the team will start turning over the project to the client with assurance that the team has complied with the project charter. This includes the necessary task that is needed for the closing of the project

1894	1.5.1 Audit Procurement	Work package	Scheduled	Princess Nicole Ricafort	Normal
------	-------------------------	--------------	-----------	--------------------------	--------

**Description:**

<b>WBS:</b>	1.5.1
<b>Work Package</b>	Audit Procurement
<b>Package Owner</b>	Neil Gareth Lavarias
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Support Head will be helping the team to audit any cost that was part of the project such as the hardware and the software. The Support Head also must ensure that all of the listed cost is accurate and has been documented during the development of the system.

Completion State	The Team is able to present an audit report to the Project Sponsor that is within the allotted budget for the project. The audit has been reviewed and signed by the Project Manager and the Project Sponsor
Assumptions	The Audit Report must have receipts or proof of purchase that should be collected during the development cycle.

1895	1.5.2 Document Lessons Learned	Work package	Scheduled	Denzel Edward Mana-ay	Normal
<b>Description:</b>	<b>WBS:</b>	1.5.2			
	<b>Work Package</b>	Document Lesson Learned			
	<b>Package Owner</b>	Denzel Edward Mana-ay			
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place			
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> </ul>			
	<b>Description</b>	The Team Leader will conduct a closing meeting to the team to gather feedback regarding the entire project. The feedback will be used to improve the team's performance in their next project and also commend the things that they have done flawlessly.			
	<b>Completion State</b>	The Team Leader is able to produce a document that contains the team's lessons learned during the project and has narratives that will help them look back at this project.			
	<b>Assumptions</b>	The Team is able to accomplish the project and some of the insight may be positive or negative which can help both the client and the team			
1896	1.5.3 Update Files and Records	Work package	Scheduled	Denzel Edward Mana-ay	Normal

<b>Description:</b>	<b>WBS:</b>	1.5.3				
	<b>Work Package</b>	Update Files and Records				
	<b>Package Owner</b>	Neil Gareth Lavarias				
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place				
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>				
	<b>Description</b>	The Team will update the files and records that was used created during the project.				
	<b>Completion State</b>	The Team is able to update and validate the different files and records that the team has created over the project lifecycle. The files and records have been checked and signed by the Project Sponsor.				
	<b>Assumptions</b>	The Team is able to complete all files and enables the team to update any necessary documents that may be not updated or has been obsolete.				
1897	1.5.4 Gain Formal Acceptance		Work package	To be scheduled	Princess Nicole Ricafort	Normal
<b>Description:</b>	<b>WBS:</b>	1.5.4				
	<b>Work Package</b>	Gain Formal Acceptance				
	<b>Package Owner</b>	Princess Nicole Ricafort				
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place				



<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The Team, together with the Project Manager and Key Stakeholder, will set a meeting for approval
<b>Completion State</b>	The Team is to acquire the signatures and approval of the Project Sponsor and Key Stakeholder.
<b>Assumptions</b>	The Team is able to talk about the different recommendations and feedback of the project and has been revised.

1898	1.5.5 Archive Files and Documents	Milestone	To be scheduled	Jan Red Esguerra	Normal
<b>Description:</b>	<b>WBS:</b>	1.5.5			
	<b>Work Package</b>	Archive Files and Documents			
	<b>Package Owner</b>	Jan Red Esguerra			
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place			
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>			
	<b>Description</b>	The Team will archive the files and documents to a cloud service for reference for future developers and for the stakeholder.			
	<b>Completion State</b>	The Team has archived the files and documents to the chosen cloud service and has given access and rights to the project sponsor and their technical team.			

		<b>Assumptions</b>	The Team is able to update and upload all documentation before the turnover to the client.			
2284	1.3.3 UI/UX Designing	Work package	New	Dennyson Castillo	Normal	
<b>Description:</b>	<b>WBS:</b>	1.3.3				
	<b>Work Package</b>	UI/UX Designing				
	<b>Package Owner</b>	Dennyson Castillo II				
	<b>Owner Organization</b>	Madonna's Garden Resort and Events Place				
	<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> </ul>				
	<b>Description</b>	The Team, led by the UI/UX Designer, will be doing a mockup and prototype of the system to be used in the next phase of the project which will be the prototyping.				
	<b>Completion State</b>	The UI/UX Designer has the designed mockup and has produced a working prototype of the system that is responsive. This will be shown at the next meeting.				
	<b>Assumptions</b>	The Team will be closely monitoring the mockup so that they can provide feedback about the design which can help in improving it.				
2285	1.3.4 Prototyping	Work package	New	Dennyson Castillo	Normal	
<b>Description:</b>	<b>WBS:</b>	1.3.4				
	<b>Work Package</b>	Prototyping				

<b>Package Owner</b>	Dennyson Castillo II
<b>Owner Organization</b>	Madonna's Garden Resort and Events Place
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Denzel Edward Mana-ay</li> <li>• Princess Nicole Ricafort</li> <li>• Dennyson Castillo II</li> <li>• Jan Red Esguerra</li> <li>• Neil Gareth Lavarias</li> <li>• Micheal James Gnilo</li> </ul>
<b>Description</b>	The UI/UX designer will be conducting a closed group prototyping test to the team and stakeholder to help the team get the important feedback regarding the system.
<b>Completion State</b>	The Team is able to get feedback based on the prototyping test
<b>Assumptions</b>	The Team can get a positive r negative feedback that they need to assess and address to ensure good quality product