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| **WBS:** | 1 | |
| **Work Package:** | E-Cliniq | |
| **Package Owner:** | Jan Patrick M. Navarrete | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  All work to implement and create a new Clinic System for Asia Pacific College. | | |
| **Completion State:**  All the participants participate in the implementation of the new Clinic System for Asia Pacific College. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.1 | |
| **Work Package:** | Initiation | |
| **Package Owner:** | Jan Patrick M. Navarrete | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The work to initiating 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:** | Assemble Project Team | |
| **Package Owner:** | Jan Patrick M. Navarrete | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | 1.1.2 | |
| **Work Package:** | Identify Project Client and Stakeholders | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Go to the APC Clinic to determine who are the key stakeholders of the project and identify the Project Client | | |
| **Completion State:**  Successfully determining who are the key stakeholders and client of the project. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.1.3 | |
| **Work Package:** | Develop Project Charter | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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 - E-Cliniq v1.1.docx](https://asiapacificcollege.sharepoint.com/:w:/s/PROJMANT3SS201SF201/ES1KCc9-cWhIhD2RTWy5VvQBu8740Z-LtTlh9UKcqduQFA?e=K6l85W) | |  |

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| **WBS:** | 1.1.4 | |
| **Work Package:** | Deliverable: Submit Project Charter | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Project Charter was delivered to the Project Sponsor. | | |
| **Completion State:**  The Project Charter Document arrived at Project Sponsor and to be reviewed. | | |
| **Reference Docs:**  [Project Charter - E-Cliniq v1.1.docx](https://asiapacificcollege.sharepoint.com/:w:/s/PROJMANT3SS201SF201/ES1KCc9-cWhIhD2RTWy5VvQBu8740Z-LtTlh9UKcqduQFA?e=K6l85W) | |  |

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| **WBS:** | 1.1.5 | |
| **Work Package:** | Project Charter Signed/Approved | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Jojo F. Castillo | |
| **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 - E-Cliniq v1.1.docx](https://asiapacificcollege.sharepoint.com/:w:/s/PROJMANT3SS201SF201/ES1KCc9-cWhIhD2RTWy5VvQBu8740Z-LtTlh9UKcqduQFA?e=K6l85W) | |  |

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| **WBS:** | 1.2 | |
| **Work Package:** | Planning | |
| **Package Owner:** | Jan Patrick M. Navarrete | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | Project Team Kickoff Meeting | |
| **Package Owner:** | Jan Patrick M. Navarrete | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members, Ana Mae J. Torre, and Jojo F. Castillo | |
| **Description:**  The planning process is officially started with a project kickoff meeting which includes the Project Manager, Project Team, and Project Sponsor. | | |
| **Completion State:**  All the said participants accepted the weekly meeting and attending regularly. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.3 | |
| **Work Package:** | Assign project tasks | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The Project Manager determines all the project tasks and assigns each member their task. | | |
| **Completion State:**  All the said participants have been assigned tasks to do. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.4 | |
| **Work Package:** | Create stakeholder management strategy | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The project manager identifies and analyzes the project's stakeholders, understanding their needs, interests, and potential influence on the project, and developing a plan to effectively engage and manage these stakeholders throughout the project's lifecycle. | | |
| **Completion State:**  Successfully creates the stakeholder management strategy and project stakeholders approve the document. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.5 | |
| **Work Package:** | Create scope management plan | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  the project manager engages with the key stakeholders to gather their input, understand their expectations, and identify the project's boundaries. | | |
| **Completion State:**  Successfully creates the scope management plan and key project stakeholders approve the document. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.7 | |
| **Work Package:** | Create schedule management plan | |
| **Package Owner:** | Jan Patrick M. Navarrete | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The project member defines the objectives and deliverables, breaking down activities, identifying dependencies, estimating durations, creating a detailed schedule, allocating resources, monitoring progress, managing risks, communicating updates, and regularly reviewing and updating the schedule. For the project to be kept in track | | |
| **Completion State:**  Successfully creates the schedule management plan and key project stakeholders approve the document. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.8 | |
| **Work Package:** | Create cost management plan. | |
| **Package Owner:** | John Angel Manahan | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The project member will create the management plan that includes defining the project budget, estimating costs, determining cost control measures, establishing financial tracking systems, monitoring expenses, and ensuring cost efficiency. This plan ensures that project costs are controlled, resources are utilized effectively, and financial objectives are achieved within the allocated budget. The project manager ensures that the Cost Management Plan aligns with the project objectives, budget constraints, and organizational policies. | | |
| **Completion State:**  Successfully creates the schedule management plan and key project stakeholders approve the document. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.8 | |
| **Work Package:** | Submit Deliverables | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  All the deliverables are submitted to the project sponsor, project manager, and other key stakeholders involved in the project for approval. | | |
| **Completion State:**  The project sponsor, project manager, and other key stakeholders approved the document. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.2.9 | |
| **Work Package:** | Milestone: Project Plan Approval | |
| **Package Owner:** | John Angel Manahan | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  All the 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 Team Kickoff Meeting | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members, Ana Mae J. Torre, and Jojo F. Castillo | |
| **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 the said participants accepted the invitation | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.2 | |
| **Work Package:** | Verify & Validate User Requirements | |
| **Package Owner:** | John Angel Manahan | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The original user requirements are 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 based on the project manager and team suggestions. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.3 | |
| **Work Package:** | Design System | |
| **Package Owner:** | John Angel Manahan | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The technical resources design of the new E-Cliniq system for the clinic. | | |
| **Completion State:**  The project manager and team members successfully design the new E-Cliniq system for the APC Clinic. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.4 | |
| **Work Package:** | Procure Software and documentation | |
| **Package Owner:** | Ana Mae J. Torre | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members, Project Manager | |
| **Description:**  The procurement of all the documentation, software and facility needs for the project. | | |
| **Completion State:**  The project sponsor successfully procures all the documentation 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:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | Develop Patient Record System | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Develop all the forms that create the Patient Record System such as the Physical Examination, Emergency Cases, Consultation form, Dental Form and etch. | | |
| **Completion State:**  All the functions and forms are created that make up the Patient record system. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.7 | |
| **Work Package:** | Develop Appointment System | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The team develops all the required functionalities of the Appointment system for each user. | | |
| **Completion State:**  Successfully developing an appointment system for the clinic that schedules meetings with the doctor. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.8 | |
| **Work Package:** | Develop Inventory System | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Develop all the required functionalities for the Inventory system and all the products and equipment that are available in the clinic | | |
| **Completion State:**  Successfully creating an inventory system for the clinic that manages all of the medicine and equipment that is inside the clinic | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.9 | |
| **Work Package:** | Finalize E-Cliniq | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Finalize the whole system and how each system works with one another. | | |
| **Completion State:** | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.10 | |
| **Work Package:** | Testing E-cliniq | |
| **Package Owner:** | John Angel Manahan | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members, Clinic’s Patients | |
| **Description:**  Test the flow of the program for each user and determine any bugs that the user might encounter. | | |
| **Completion State:** | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.11 | |
| **Work Package:** | Deploy system in test environment | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members, Clinic’s Patients, Staff, Owner | |
| **Description:**  Create and simulate a test environment where it is like Asia Pacific College | | |
| **Completion State:** | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.12 | |
| **Work Package:** | User Training | |
| **Package Owner:** | Churchill Capagngan | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members, Clinic’s Patients, Staff, Admin, Doctor, and Dentist | |
| **Description:**  All users are provided with a four-hour training class. Additionally, managers are provided with an additional two-hour 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:** | 1.3.13 | |
| **Work Package:** | Resolve issues after testing | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members, Clinic’s Patients, Staff, Admin, Doctor, and Dentist | |
| **Description:**  Resolve any issues that come up after the initial testing of simulated environment and user training. And fix all the bugs that was encountered. | | |
| **Completion State:** | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.3.14 | |
| **Work Package:** | Deploy in APC environment | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members, Clinic’s Patients, Staff, Admin, Doctor and Dentist | |
| **Description:**  Deploy the Project and integrate with Asia Pacific college system | | |
| **Completion State:** | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4 | |
| **Work Package:** | Control | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  The work involved for the control process of the project. | | |
| **Completion State:**  The project manager successfully controls the process of the project. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4.1 | |
| **Work Package:** | Project Management | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Weekly status meetings. | | |
| **Completion State:**  All the meetings were successfully conducted and all the participants attending the weekly meeting | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4.3 | |
| **Work Package:** | Risk Management | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Risk management efforts as defined in the Risk Management Plan. | | |
| **Completion State:**  The project manager and team members successfully identify all the risk of the system. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.4.4 | |
| **Work Package:** | Update Project Management Plan | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Risk management efforts as defined in the Risk Management Plan. | | |
| **Completion State:**  The project manager and team members successfully identify all the risk of the system. | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.5 | |
| **Work Package:** | Closeout | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | Ana Mae J. Torre | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  An audit of all the documentation 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:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  Project Manager along with the project team performs a lesson learned meeting and documents the lessons learned for the project. | | |
| **Completion State:**  The meeting for lessons learned was successfully conducted all the participants accepted the invitation | | |
| **Reference Docs:** | |  |

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| **WBS:** | 1.5.3 | |
| **Work Package:** | Update Files/Records | |
| **Package Owner:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V 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:** | Kurt Jordan Cadenas | |
| **Owner Organization:** | Asia Pacific College | |
| **Participants:** | Project V Members | |
| **Description:**  All project related files and documents are formally archived | | |
| **Completion State:**  The archived document was properly stored in a repository. | | |
| **Reference Docs:** | |  |