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| WBS: | 1 |
| Work Package | Manpower Allocation and Planning System |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | Jerico Rodriguez, Martin Gabrielle Restua, Lindsey Rimorin, |
| Description | All work to implement a new Manpower Allocation and Planning System |
| Completion State: | The Manpower Allocation and Planning System is successfully implemented and operational. |
| Assumptions: | * relevant data for the system is available * The required technology infrastructure (hardware and software) for the new system is available and can support the implementation. |
| Risks: | * The required technology infrastructure (hardware and software) for the new system is available and can support the implementation. * Insufficient data quality or inconsistencies in the data may result in errors or issues within the new system, affecting its functionality and performance. |
| Risk Mitigation: | * Develop a contingency plan for addressing any technology-related issues * Establish data cleansing and validation procedures to improve data quality before migrating it to the new system. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.1 |
| Work Package | Initiation |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | Jerico Rodriguez, Martin Gabrielle Restua, Lindsey Rimorin |
| Description | The work to initiate the project. |
| Completion State: | Project Objectives are Established |
| Assumptions: | * Key stakeholders will be available for project initiation meetings and discussions when scheduled. * Project Charter is approved * All necessary data needed for establishing project objectives are acquired * Project objectives are aligned with Traves Services Inc’s goal. |
| Risks:  (List down risks in accomplishing this Work Package) | * Key stakeholders may have conflicting schedules or unexpected commitments, causing delays in project initiation. * The project charter may require multiple revisions and iterations before obtaining approval, leading to project delays. * Data required for establishing project objectives may be inaccurate, incomplete, or delayed thus affecting the initiation phase |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Schedule meetings well in advance and ensure that they are available * Conduct thorough reviews and revisions internally before submitting the charter for approval. * Start data collection efforts early to allow for ample time to address any data-related issues. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.1.1 |
| Work Package: | MNTSDEV: Evaluation & Recommendations |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFVDEV |
| Participants: | Jerico Rodriguez, Martin Gabrielle Restua, Lindsey Rimorin |
| Description: | MNTSDEV: Evaluation & Recommendations |
| Completion State: | A comprehensive evaluation of the project has been conducted, and a set of actionable recommendations has been documented. |
| Assumptions: | * We assume that the team conducting the evaluation will have full access to the project’s necessary documentation and data. |
| Risks: | * There is a risk that the evaluation may not have access to complete or accurate data, which could affect the accuracy of the recommendations. |
| Risk Mitigation: | * Conduct data quality checks and data validation procedures to identify and address incomplete or inaccurate data. |
| Budget: |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.1.2 |
| Work Package: | Kickoff meeting |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFVDEV |
| Participants: | Jerico Rodriguez, Martin Gabrielle Restua, Lindsey Rimorin |
| Description: | Project Manager to start developing the Project Paper. |
| Completion State: | The project kickoff meeting has been successfully conducted, and the project manager has initiated the development of the Project Paper. |
| Assumptions: | The requirements and expectations for the Project Paper have been clearly defined or communicated. |
| Risks: | If the requirements and expectations for the Project Paper are not well-defined or communicated, it may lead to confusion and delays in the development process. |
| Risk Mitigation:  (List down ways to address each risk listed above) | ensure that project objectives and expectations are clearly communicated to all |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.1.3 |
| Work Package: | Develop Project Paper |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFVDEV |
| Participants: | Jerico Rodriguez, Martin Gabrielle Restua, Lindsey Rimorin |
| Description: | Parts of the Project Paper are disseminated within the team. |
| Completion State: | Key sections or parts of the Project Paper have been successfully developed and disseminated within the project team. |
| Assumptions: | * a project paper template or format has been established or provided to guide the development process. * The project team has access to the information, data, and resources needed to complete the designated sections of the Project Paper. * effective communication and collaboration among team members will facilitate the development and dissemination of the Project Paper |
| Risks: | * some necessary information or data required to complete the Project Paper sections may be missing or incomplete, potentially affecting the quality and accuracy of the document. * If there are communication challenges or lack of clarity among team members, it may lead to delays or misunderstandings in the development and dissemination process. * limited time or expertise, may impact the ability to develop the Project Paper sections effectively. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Conduct a thorough information and data gathering process to ensure that all required content is available. * Hold regular team meetings or check-ins to address questions, provide updates, and promote collaboration. * Allocate sufficient time and resources for the development of the Project Paper |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.1.4 |
| Work Package: | Review of Related Systems |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFVDEV |
| Participants: | Jerico Rodriguez, Martin Gabrielle Restua, Lindsey Rimorin |
| Description: | Project Manager Reviews different related literature and systems. |
| Completion State: | The project manager has conducted a comprehensive review of relevant literature and existing systems, and a summary or report of findings has been documented. |
| Assumptions: | * the project manager has access to the necessary resources, including literature, documentation, and systems * The information obtained from the review is relevant to the project's goals and objectives. |
| Risks: | * project manager may not have access to all the relevant literature, documentation, or systems needed for a comprehensive review. * Some of the information or systems reviewed may not be directly applicable or relevant to the project, potentially leading to wasted time and effort. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * ensure that the project manager has access to a comprehensive list of potential resources and sources of information. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.1.5 |
| Work Package: | Deliverable: Submit Project Paper |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFVDEV |
| Participants: | John Carlo Macorol, Jerico Rodriguez, Martin Gabrielle Restua, Lindsey Rimorin |
| Description: | Submits the Project Paper to the Project sponsor, Project adviser and Professor. |
| Completion State: | The Project Paper has been successfully prepared, reviewed, and submitted to the Project Sponsor, Project Adviser, and Professor in accordance with the project's submission requirements and deadlines. |
| Assumptions: | * The requirements for the Project Paper, including its format, content, and submission guidelines, have been clearly communicated and understood by the project team. |
| Risks: | * There is a risk that the Project Paper may be incomplete or of insufficient quality, potentially leading to dissatisfaction among reviewers. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Establish a clear review and approval process within the project team to ensure that the Project Paper undergoes thorough internal review and quality checks. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS | 1.2 |
| Work Package | Planning |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin |
| Description | The work for the planning process for the project. Create work and  meeting schedules so that the output of the development team is  aligned with the client requirements. Develop a project plan that shall be  sent to the client for approval. |
| Completion State | The project plan submitted is approved and signed by  the key stakeholders |
| Assumptions | * The client will provide all necessary information and requirements in a timely manner. * The development team will be available and committed to providing input and feedback during the planning process. * The key stakeholders will be available to review and approve the project plan within the agreed-upon timeframe. |
| Risks | * Lack of clarity in client requirements may lead to delays in creating an accurate project plan. * Limited availability of key stakeholders for review and approval may cause delays in obtaining the necessary sign-off. * Changes in project scope or priorities may require adjustments to the project plan, leading to potential delays. |
| Risk Mitigation | * Conduct thorough discussions and meetings with the client to ensure a clear understanding of their requirements before creating the project plan. * Schedule regular meetings with key stakeholders to ensure their availability for review and approval of the project plan. * Implement a change management process to address any scope changes, ensuring that adjustments to the project plan are made promptly and communicated effectively to all relevant parties. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS | 1.2.1 |
| Work Package | MSYADD Requirements Meeting |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin, Christopher Carpio, Manuel Sanchez |
| Description | During the class, evaluate the deliverables for the subject and develop a development plan. |
| Completion State | The deliverables and development are received and checked by the project adviser and subject adviser. |
| Assumptions | * All team members will actively participate in the MSYADD Requirements Meeting. * The necessary resources, such as meeting rooms and equipment, will be available for the meeting. * The project adviser and subject adviser will be available to review and provide feedback on the deliverables and development plan. |
| Risks | * Lack of clarity in the requirements may lead to misunderstandings and delays in developing the development plan. * Limited availability of team members may hinder effective collaboration and timely completion of the deliverables. * Technical issues or disruptions during the meeting may impact the productivity and progress of the meeting. |
| Risk Mitigation | * Conduct thorough research and preparation before the meeting to ensure a clear understanding of the requirements. * Establish a clear communication plan and schedule regular meetings to ensure all team members are actively involved and informed. * Test the meeting equipment and have backup options available in case of technical issues. Additionally, have a contingency plan in place to address disruptions during the meeting, such as rescheduling or using alternative communication channels. |
| Budget (Estimated cost with computations) |  |
| Reference Docs  (post clickable reference links to reference docs) |  |
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| WBS | 1.2.2 |
| Work Package | Determine Project Team |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin |
| Description | The Project Manager determines the project team and requests the resources. |
| Completion State | All team members are assigned to roles fit with their skills and a masterlist has been generated. The resources are compiled into a folder and uploaded to the cloud directory |
| Assumptions | * Sufficient resources are available within the organization to form the project team. * The Project Manager has the authority to assign team members to roles. * The necessary skills and expertise required for the project are available within the organization. * The team members are available and willing to commit to the project. |
| Risks | * Limited availability of skilled resources within the organization. * Potential conflicts or disagreements among team members regarding their assigned roles. * Team members may have conflicting priorities or commitments outside of the project. |
| Risk Mitigation | * Conduct a thorough resource assessment to identify potential skill gaps and explore options for acquiring additional resources if needed, such as hiring external contractors or outsourcing certain tasks. * Clearly communicate the rationale behind role assignments and involve team members in the decision-making process to minimize conflicts and ensure buy-in. * Regularly communicate with team members to understand their availability and address any conflicts or competing priorities proactively. Provide necessary support and flexibility to accommodate their commitments. * Develop a contingency plan to address unexpected changes in resource availability, such as identifying backup resources or adjusting project timelines and deliverables accordingly. Maintain open communication channels with relevant stakeholders to stay informed about any potential personnel changes within the organization. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS | 1.2.3 |
| Work Package | Project Team Kickoff Meeting |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin, Rommel Traves |
| 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 | The completion state of this work package is achieved when the project kickoff meeting has been successfully conducted and all necessary stakeholders have been present and engaged. |
| Assumptions | * All required stakeholders will be available and able to attend the kickoff meeting. * The necessary resources, such as meeting rooms and equipment, will be available for the kickoff meeting. * The project team members have been identified and are ready to participate in the kickoff meeting. * The project sponsor, if present, will actively support and participate in the kickoff meeting. |
| Risks | * Key stakeholders may not be available or unable to attend the kickoff meeting, leading to a lack of alignment and understanding among the project team. * Insufficient resources, such as meeting rooms or equipment, may hinder the smooth execution of the kickoff meeting. * Project team members may not be fully prepared or engaged, resulting in a less productive kickoff meeting. |
| Risk Mitigation | * Prioritize scheduling the kickoff meeting at a time when key stakeholders are most likely to be available and ensure their attendance through proactive communication and reminders. * Confirm the availability of necessary resources well in advance and have backup plans in case of any unforeseen issues. * Provide project team members with clear expectations and pre-meeting materials to ensure their preparedness and engagement during the kickoff meeting. * Engage with the project sponsor beforehand to communicate the importance of their presence and involvement in the kickoff meeting, and provide them with relevant information to encourage their active participation. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS | 1.2.4 |
| Work Package | Develop Project Plan |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin |
| Description | Under the direction of the Project Manager the team develops the project plan. |
| Completion State | The work package will be considered complete when the project plan has been developed and approved by the Project Manager. |
| Assumptions | * The team has access to all the necessary project information and resources. * The team members have the required skills and expertise to develop a comprehensive project plan. * The Project Manager will provide clear guidance and direction throughout the development process. |
| Risks | * Insufficient time allocated for developing the project plan. * Lack of clarity in project objectives and requirements. * Inadequate communication and collaboration among team members. |
| Risk Mitigation | * Prioritize and allocate sufficient time for the development of the project plan. Ensure that team members have dedicated time and resources to focus on this task. * Conduct thorough discussions and meetings with stakeholders to clarify project objectives and requirements. Document all agreed-upon information to avoid misunderstandings. * Foster open communication and collaboration among team members through regular meetings, status updates, and the use of collaboration tools. Encourage team members to share their ideas and concerns to address any potential issues early on. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS | 1.2.5 |
| Work Package | Submit Project Plan |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin, Romel Espineda |
| Description | Project Manager submits the project plan for approval. |
| Completion State | The project plan is submitted and approved by the relevant stakeholders. |
| Assumptions:  (List down all assumptions regarding completion of this Work Package) | * The Project Manager has access to all the necessary information and resources required to create the project plan. * The stakeholders will review and approve the project plan within the agreed-upon timeframe. * The Project Manager has the necessary authority to submit the project plan for approval. |
| Risks:  (List down risks in accomplishing this Work Package) | * Delay in receiving feedback from stakeholders, leading to a potential delay in project execution. * Insufficient information or unclear requirements may result in an incomplete or inaccurate project plan. * Stakeholders may have conflicting expectations or requirements, leading to revisions and delays in approval. |
| Risk Mitigation:  (List down ways to address each risk listed above) | * Regular communication with stakeholders to ensure timely feedback and address any concerns or questions they may have. * Thoroughly gather and analyze all relevant information and requirements before creating the project plan to minimize the risk of inaccuracies. * Conduct stakeholder meetings or workshops to align expectations and requirements early on, reducing the likelihood of conflicting expectations and revisions during the approval process. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS | 1.2.6 |
| Work Package | Milestone: Project Plan Approval/ Defense |
| Package Owner | John Carlo Macorol |
| Owner Organization | NUFVDEV |
| Participants | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin, Christopher Carpio |
| Description | The project plan is approved after a defense and the Project Manager has permission to proceed to execute the project according to the project plan. |
| Completion State | The project plan is successfully defended and approved, allowing the Project Manager to proceed with project execution. |
| Assumptions | * The project plan has been thoroughly reviewed and meets all the necessary requirements. * The defense process will be conducted in a timely manner, allowing for the project to progress as planned. * All stakeholders involved in the defense process will provide constructive feedback and support the approval of the project plan. |
| Risks | * The project plan may not meet the expectations or requirements of the stakeholders. * The defense process may encounter delays or scheduling conflicts, causing a delay in project execution. * Key stakeholders may have conflicting opinions or concerns about the project plan, leading to potential disagreements and delays in approval. |
| Risk Mitigation | * Conduct thorough reviews and revisions of the project plan to ensure it aligns with stakeholder expectations and requirements. * Plan and schedule the defense process well in advance, considering the availability and commitments of all involved parties. * Seek consensus and address any disagreements promptly to avoid delays in approval. |
| Budget: (Estimated cost with computations) |  |
| Reference Docs:  (post clickable reference links to reference docs) |  |
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| WBS: | 1.3.1 |
| Work Package: | Project Kickoff Meeting |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFDEV |
| Participants: | John Carlo Macorol, Martin Gabrielle Restua, Lindsey Rimorin, Jerico Rodriguez, Christopher Carpio, Romel Espineda |
| Description: | Project Manager conducts a formal kick off meeting with the project team, project stakeholders and project sponsor. |
| Completion State: | Discussed the development process and should come up with an agreement on work hours, deadlines and estimation of effort. |
| Assumptions: | * All groupmates should be enrolled in MCSPROJ. * Diagrams and System Descriptions should be included in Project Paper in MSYADD. |
| Risks: | If the requirements and expectations for the Project Paper are not well-defined or communicated, it may lead to confusion and delays in the development process. |
| Risk Mitigation: | Ensure proper communication and transparency in the meeting. |
| Budget: | N/A |
| Reference Docs: |  |
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| WBS: | 1.3.2 |
| Work Package: | Design System |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFDEV |
| Participants: | John Carlo Macorol, Martin Gabrielle Restua, Lindsey Rimorin, Jerico Rodriguez |
| Description: | The technical resources design the new Manpower Allocation and Planning System |
| Completion State: | List of all technical resources needed. |
| Assumptions: | * Diagrams and System Descriptions should be included in Project Paper in MSYADD. * Estimation Effort should already been done before designing the system. |
| Risks: | Due to unseen constraints, it is possible to have misjudgement in the design. |
| Risk Mitigation: | During the development period, plans aren’t set in stone but evolves and improves overtime. |
| Budget: | N/A |
| Reference Docs: |  |
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| WBS: | 1.3.3 |
| Work Package: | MAPS Development: Sprint 1 |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFDEV |
| Participants: | John Carlo Macorol, Martin Gabrielle Restua, Lindsey Rimorin, Jerico Rodriguez |
| Description: | First Sprint of system development which will focus on developing the main functionalities of the system. |
| Completion State: | Functionalities on Adding Services, Manpower Allocation , Employee Availability and Databse should be completely functional and working. |
| Assumptions: | * All Designs and Diagrams should have been completed MSYADD Project Paper. |
| Risks: | Failure to meet the deadline and incomplete functionality on the system. |
| Risk Mitigation: | During the development period, regular reports on the status of tasks would be expected from the developing teams. |
| Budget: | T.B.A |
| Reference Docs: |  |

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| WBS: | 1.3.4 |
| Work Package: | MAPS Development: Sprint 2 |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFDEV |
| Participants: | John Carlo Macorol, Martin Gabrielle Restua, Lindsey Rimorin, Jerico Rodriguez |
| Description: | Second Sprint of system development which will focus on developing the additional features and any changes in the output of Sprint 1. |
| Completion State: | Functionalities on Employee Leave, Report Generation and should be completely functional and working. |
| Assumptions: | * All Designs and Diagrams should have been completed MSYADD Project Paper. |
| Risks: | Failure to meet the deadline and incomplete functionality on the system. |
| Risk Mitigation: | During the development period, regular reports on the status of tasks would be expected from the developing teams. |
| Budget: | T.B.A |
| Reference Docs: |  |

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| WBS: | 1.3.5 |
| Work Package: | MAPS Development: Sprint 3 |
| Package Owner: | John Carlo Macorol |
| Owner Organization: | NUFDEV |
| Participants: | John Carlo Macorol, Martin Gabrielle Restua, Lindsey Rimorin, Jerico Rodriguez |
| Description: | Last Sprint of system development which will focus on ensuring all functionalities of the system are working and functioning as designed. |
| Completion State: | All functionalities and processes for MAPS should already be functional, and can be capable of testing. |
| Assumptions: | * All Designs and Diagrams should have been completed MSYADD Project Paper. |
| Risks: | Failure to meet the deadline and incomplete functionality on the system. |
| Risk Mitigation: | During the development period, regular reports on the status of tasks would be expected from the developing teams. |
| Budget: | T.B.A |
| Reference Docs: |  |

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| **WBS** | **1.4.1** |
| **Work Package** | **Project Management** |
| **Package Owner** | **John Carlo Macorol** |
| **Owner Organization** | **NUFVDEV** |
| **Participants** | **John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin, Christopher Carpio** |
| **Description** | Overall project management for the project |
| **Completion State** | All necessary preparations, including team assignment, planning, and resource setup, are completed for the project's execution |
| **Assumptions** | * The members have the needed skills to effectively manage the project. * Resources that are essential for managing the project are readily available. |
| **Risks** | * Insufficient availability of project resources may slow down project management. * Poor communication among team members or with stakeholders could cause delays. |
| **Risk Mitigation** | * Identify resource constraints early and proactively address them. * Hold regular meetings and stakeholder updates to guarantee clear and reliable communication |
| **Budget: (Estimated cost with computations)** |  |
| **Reference Docs:**  **(post clickable reference links to reference docs)** |  |
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| **WBS** | **1.4.2** |
| **Work Package** | **Project Status** |
| **Package Owner** | **John Carlo Macorol** |
| **Owner Organization** | **NUFVDEV** |
| **Participants** | **John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin, Christopher Carpio** |
| **Description** | Weekly team status meeting |
| **Completion State** | The meetings for the system status is held as scheduled (weekly), and meeting minutes are accomplished. |
| **Assumptions** | * The project schedule for status meetings is well-defined and agreed upon. * All project team members are available for the scheduled meetings. |
| **Risks** | * Conflict with schedule and missed meetings. * Poor communication due to technical issues |
| **Risk Mitigation** | * Coordinate with members in advance to ensure availability for meetings. * Have a backup means of communicating with each other. |
| **Budget: (Estimated cost with computations)** |  |
| **Reference Docs:**  **(post clickable reference links to reference docs)** |  |
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| **WBS** | 1.4.3 |
| **Work Package** | Risk Management |
| **Package Owner** | John Carlo Macorol |
| **Owner Organization** | NUFVDEV |
| **Participants** | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin, Christopher Carpio |
| **Description** | Risk management efforts as defined in the Risk Management Plan. |
| **Completion State** | All risk management activities specified in the Risk Management Plan have been executed and documented |
| **Assumptions** | * Well-documented and accessible. * Risk identification and assessment criteria are well-defined. |
| **Risks** | * Incomplete risk information that could affect accuracy of risk assessments. * Insufficient stakeholder involvement may cause overlooked risks. |
| **Risk Mitigation** | * implementing clear guidelines for risk identification and documentation * Ensure that you have consistent and clear communication with the stakeholder (Traves) |
| **Budget: (Estimated cost with computations)** |  |
| **Reference Docs:**  **(post clickable reference links to reference docs)** |  |
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| **WBS** | 1.4.4 |
| **Work Package** | Update Project Management Plan |
| **Package Owner** | John Carlo Macorol |
| **Owner Organization** | NUFVDEV |
| **Participants** | John Carlo Macorol, Jerico Rodriguez, Martin Restua, Lindsey Rimorin, Christopher Carpio |
| **Description** | Project Manager updates the Project Management Plan as the project progresses. |
| **Completion State** | Project Manager has updated the Project Management Plan to reflect the current project status, including any changes in scope, schedule, or resource allocation ensuring that it is well documented. |
| **Assumption** | * Project Management Plan is well documented, well-structured and up-to-date. * Participants are aware of the need for regular plan updates. |
| **Risks** | * Risk of delays in updating the plan due to time constraints or shifting priorities. * Fail to and incorporate accurate project information into the plan may lead to misalignment. |
| **Risk Mitigation** | * Establish a regular schedule for plan updates and prioritize plan maintenance as a critical task. * Reliable data validation and verification processes to ensure the accuracy of project information. |
| **Budget: (Estimated cost with computations)** |  |
| **Reference Docs:**  **(post clickable reference links to reference docs)** |  |
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