



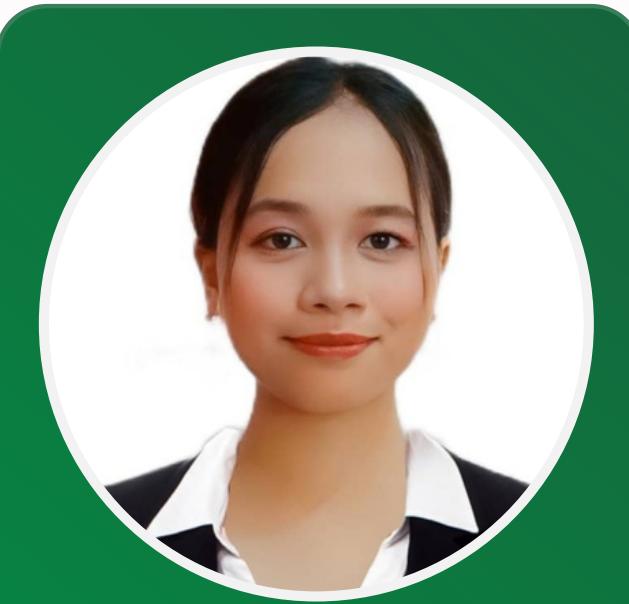
EL TIGRE CCS CARAVAN



Our Team



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Section 3 : Project Start-Up

PROJECT LIFE CYCLE

Development Method

Conceptualization and Planning Phase: This is the initial stage where the project idea is conceptualized, and the planning process starts.

Design Phase: In this stage, the product or service is designed, and the specifications are determined.

Development Phase: During this stage, the product or service is developed according to the specifications and design.

Testing Phase: In this stage, the product or service is thoroughly tested to identify any defects or errors.

Deployment Phase: Deploying the product or service to the production environment.

Maintenance Phase: Involves ongoing maintenance and support of the project.

PROJECT LIFE CYCLE

Methods , Tools , and Techniques

Methods:

El Tigre CCS has the following methods of guiding the caravan:

1. Invite guest speakers
2. Holding an exhibition
3. Use technology
4. Create learning resources
5. Facilitate peer-to-peer learning

This method helps students to have ideas and gain knowledge and experience from caravan projects that have been carried out.

Standards and Policies:

Caravan organizers ensure that standards and guidelines are clearly communicated to all involved, including students, teachers, parents and members of the community. The organizer will also provide the necessary training and resources to ensure the caravan runs smoothly and effectively.

PROJECT LIFE CYCLE

Methods , Tools , and Techniques

Programming Languages:

El Tigre CCS will focus on just three programming languages: Python, HTML/CSS, and C++.

Python:

It's a versatile language that can be used for many purposes, including data analysis, web development, and artificial intelligence.

HTML/CSS:

HTML and CSS are markup languages used to build websites and web applications. They are essential for web development and can be used to teach students how to create simple web pages.

C++:

C++ is a programming language used to create high performance applications and games. It can be used to teach students how to program and develop software.

These programming languages can help students learn and stay interested.

PROJECT LIFE CYCLE

Methods , Tools , and Techniques

Tools and Techniques:

Here we introduce the tools and techniques that El Tigre CCS uses to present to other students the past projects of graduate students in the department. The aim is to grab their attention, arouse their interest, and inspire them. Caravans can be advertised via social media platforms, local media, flyers and posters. These will help to create a marketing plan and identify the most effective channels for reaching the target audience, especially the students.



Estimation Methods/Tools/Techniques

DESCRIPTION:

Bottom-up estimation is a technique that involves estimations on a granular level for parts of a project. These are then aggregated to a total estimate for the entire project. It is often referred to as one of the most accurate ways of estimating.

EFFORT IN PERSON-MONTHS OR PERSON-HOURS:

The duration of a task is determined by the time it takes the assignee to complete the assigned task and the time it takes to complete the specific steps of the project. Project complexity also plays an important role in determining the time required to complete a project, as some projects are less complex and require fewer man-hours.



Estimation Methods/Tools/Techniques

SCHEDULE IN CALENDAR MONTHS:

The timetable was created taking into account the individual schedules of all those participating in the project, including project managers and contributors. The decision on when to execute the project was made with consideration to the typical period when graduating students are selecting their preferred course and institution.

BUDGET IN DOLLARS:

Our estimated fund for the project is \$1,264.039 or ₦70,503.04.



Estimation Methods/Tools/Techniques

SOURCE / BASIS OF ESTIMATE:

We make use of previous institutional and departmental projects in which we have been involved or initiated as a basis or reference. The amount of work each individual does determines the number of hours worked. The project schedule is based on the personal schedules of everyone involved in the project, from the project lead to the contributors. The budget is based on the price of the goods or services, takes into account inflation and takes into account previous budgets for CCS events.

Estimation Methods/Tools/Techniques

LEVEL OF UNCERTAINTY:

The estimates are not exact since they are based on our perceived accuracy or proximity to it. The labor hours, in terms of person-months or person-hours, are variable and dependent on the duration of the tasks, which may either increase or decrease. The hours of labor are uncertain since the speed at which individuals finish tasks may differ. Changes to the project schedule are also likely to occur. There is no guarantee that all milestones will be met on time, and delays may occur due to several factors, including weather, personal conflicts, venue or equipment availability, among others. The budget is also uncertain, much like the weather, due to the inflation rate and increasing gas prices since we will be visiting different schools, which may lead to price increases for goods and services. As the budget estimation is conducted weeks or months before implementation, changes are bound to occur. Additionally, unforeseen incidents may arise, incurring additional expenses.



Work Activities

PLANNING

WORK PACKAGE DESCRIPTION:

Planning is the procedure of designing a path to attain a specific goal or objective. It includes recognizing the necessary steps or actions, evaluating the required resources, establishing priorities and deadlines, and making choices regarding resource allocation and delegation of responsibilities.

DEFINITION / OBJECTIVE:

Planning aims to define explicit goals and objectives that serve as a guide for decision-making and activities, allocate resources efficiently, predict and handle risks, and enhance efficiency and efficacy.

MILESTONE / DELIVERABLE:

Create a caravan that can promote the CCS department to prospective college students.

FINANCING

WORK PACKAGE DESCRIPTION:

This refers to the practice of assigning resources to carry out specific tasks, and the funding comes from those who sponsor or support the project.

The funding aspect of the work package description also includes considering potential risks and uncertainties associated with the project and incorporating contingency plans to mitigate those risks.

DEFINITION / OBJECTIVE:

The goal of financing is to guarantee that sufficient funds are available to cover all costs associated with the event.

MILESTONE / DELIVERABLE:

Obtain funding and authorization in a safe and reliable manner.

DEVELOPMENT

WORK PACKAGE DESCRIPTION:

This refers to the process of instructing or training individuals so that they become proficient enough to educate others.

DEFINITION / OBJECTIVE:

The purpose of orientation and training is to provide individuals with the necessary knowledge and skills to improve their capabilities.

MILESTONE / DELIVERABLE:

Provide orientation and training to facilitators and presenters.



Work Activities

MARKETING

WORK PACKAGE DESCRIPTION:

This refers to the method of generating individuals' attention in order to gather participants for the occasion.

DEFINITION / OBJECTIVE:

The objective of marketing is to advertise and spread awareness of the event to ensure that the information is effectively communicated.

MILESTONE / DELIVERABLE:

The El Tigre CCS Caravan initiative is promoted to a specific audience through a marketing campaign, which may comprise various promotional tactics such as social media marketing, email marketing, targeted advertising, and other related activities.

QUALITY ASSURANCE

WORK PACKAGE DESCRIPTION:

Quality assurance (QA) comprises a range of actions taken to verify that products, services, or processes satisfy predetermined quality standards and specifications.

DEFINITION / OBJECTIVE:

Quality assurance aims to ensure that products and services not only meet but surpass audience expectations and requirements, to develop and implement quality standards, processes, and procedures to avoid errors or defects, and to ensure product or service reliability and consistency.

MILESTONE / DELIVERABLE:

To ensure that the El Tigre CCS Caravan conforms to the required standards and specifications and is successful, it is essential to apply a testing methodology to assess its quality.

EVALUATION

WORK PACKAGE DESCRIPTION:

This involves evaluating a project against specific criteria to determine whether the event has met the standards and objectives.

DEFINITION / OBJECTIVE:

The objective is to identify the event's strengths and weaknesses, determining what should be maintained and what should be altered. Moreover, this evaluation aims to measure the implementation of the project and its level of success.

MILESTONE / DELIVERABLE:

Assess the effectiveness of the event.

SCHEDULE ALLOCATION

Identifier	Task/Activity Name	Resource Name	Milestone (Y/N)	Effort/Duration	Start	Finish	Dependent Task
1	Planning	Project Manager	Y	1 day	May 15	May 16	4
2	Defining the Scope and Objectives	Project Manager	Y	1 week	May 17	June 4	1
3	Venue Selection	Project Team	Y	3 days	June 5	June 8	5
4	Transportation Arrangements	Project Team	Y	2 days	June 8	June 10	3
5	Technical Setup	Project Team	N	1 day	June 10	June 11	3
6	Evaluation and Feedback Collection	Project Team	Y	1 day	July 5	July 6	-



RESOURCE PROFILE

Personnel:
Will require personnel with specific skills and expertise in areas such as basic computer skills . The number of Full Time Equivalents (FTEs) and contract personnel required will depend on the size and complexity of the project. The personnel may include project manager, the outreach team, and technical support staff.

Equipment:
Will require equipment such as computers, laptops and other peripherals. These facilities should be equipped with appropriate amenities such as electrical outlets and Wi-Fi access.

Hardware and Software:
Will require hardware such as routers and other networking equipment. Additionally, software such as operating systems will be needed to support the project activities.

Training: Will conduct training for the target audience to ensure that they gain necessary skills and knowledge during activities.

Materials and Supplies:
Will require materials such as cables, connectors, adapters, and other networking accessories. Additionally, supplies such as paper, and other office supplies will be needed to support the project activities.



RESOURCE STAFFING

Personnel Category	May	June	July
Project Manager	1	1	1
Team Leaders	3	3	3
Logistics Team <ul style="list-style-type: none">• Transportation Team• Equipment Team	3	3	3
Outreach Team <ul style="list-style-type: none">• Promotional Team• Education Team• Program Team	3	3	3
Technical Manager <ul style="list-style-type: none">• Specialist	3	3	3

BUDGET ALLOCATION

Identifier	Work Package or Budget Category	Cost
Planning	executive assistance	10,000
Financing	executive assistance	5,000
Initiation	personnel, equipments, location	20,000
Marketing	brochures, flyers	10,000
Implementation	personnel, equipments, gas, internet connectivity, transportation	20,000
Maintenance	personnel, technical support, equipments	10,000
Total		75,000



Section 4 : Monitoring and Control

MONITORING & CONTROL

Change Request Tracking

The process defines the necessary resources, methods, and tools to report, analyze, prioritize, and address those issues. The structured approach should be used to analyze the issue, determine its root cause, and develop a resolution plan. Progress is being closely monitored to ensure the issue is resolved to everyone's satisfaction. After resolving the issue, the tracking system should be updated to reflect its closure, and a post-mortem analysis should be conducted to identify any improvements or lessons learned for the future. As for now there is no current change in the track process, all the things are going pretty smoothly.

Change Request Review

The Project Manager, Mr. Almario, oversees the entire project, including planning, executing, and monitoring tasks. Despite being the manager, he values input and suggestions from other project members.

The development process involves six phases: conceptualization and planning, design, development, testing, deployment, and maintenance. The conceptualization and planning phase involves defining project goals, identifying stakeholders, conducting market research, and creating a project plan. The design phase involves creating prototypes, testing design concepts, and defining user interfaces. The development phase involves creating the product according to specifications and design, while the testing phase ensures it is free of errors. Deployment involves putting the product into production, and maintenance involves ongoing support and updates.

MONITORING & CONTROL

Additional Project Control

When managing a project, it is critical to specify the scope of work and the target goal. However, it is equally important to put in place proper protocols to control any modifications that may arise during the project. In some circumstances, additional processes may be required to guarantee that modifications are properly examined and approved before deployment. However, if there are no additional processes in place, it means that all necessary controls have been established to manage changes to certain aspects of the project. This helps to minimize the risk of scope creep and ensures that the project stays on track towards its intended goals.

Issue Management

El Tigre CCS uses various methods such as inviting guest speakers, holding exhibitions, using technology, creating learning resources and facilitating peer-to-peer learning to guide the caravan project. They also ensure that standards and guidelines are communicated clearly to all involved and provide necessary training and resources for smooth and effective operation. The programming languages focused on are Python, HTML/CSS, and C++, which can help students learn and stay interested. The caravan is advertised through various channels such as social media platforms, local media, flyers, and posters.

El Tigre CCS is a project that aims to guide and support the caravan's objectives through specific methods, standards, programming languages, and tools. The project will use various methods such as inviting guest speakers, holding exhibitions, using technology, creating learning resources, and facilitating peer-to-peer learning to enable students to gain ideas and knowledge from the caravan projects.

El Tigre CCS emphasizes the importance of communicating standards and guidelines to all involved parties, providing necessary training and resources to ensure the caravan runs smoothly and effectively. The project will focus on teaching students three programming languages: Python, HTML/CSS, and C++. Python is a versatile language used for data analysis, web development, and artificial intelligence. HTML/CSS are essential markup languages for web development, and C++ is a programming language used for creating high-performance applications and games.

The project will use various tools and techniques to present past graduate students' projects to other students in the department. It will also create a marketing plan and identify the most effective channels for reaching the target audience, especially students.

To ensure effective tracking and management of issues, Mr. Almario, the project manager, will oversee and coordinate all project activities. Any issues or concerns that arise during the project will be reported to Mr. Almario for review and resolution. He will involve other members of the project for their approval and suggestions on various tasks.

MONITORING & CONTROL

Status Reporting

The Project Status Report provides key information for monitoring and controlling the project, using escalation procedures and thresholds to respond to corrective actions identified as part of the reporting process. Once a consistent process for project status reporting is established at the organizational or agency level, it is important to follow this process to ensure that project status reporting is consistent across all projects and stakeholders. This process may include guidelines for reporting the project status, stakeholder roles and responsibilities, escalation procedures, and thresholds used depending on corrective action. Following a consistent process ensures that stakeholders have access to the same information, projects are effectively monitored, and corrective action is taken in a timely manner.



Section 5 : Quality Management

Quality Objectives

Professionalism:

Maintaining a high level of professionalism of the team in all aspects of the program by communication with parents and school administrators, adherence to schedules and timelines, and overall program organization and management.

Inclusivity:

Foster a sense of inclusivity and respect for all participants, regardless of their background or identity, and create an environment where all students feel welcome and valued.

Safety:

Ensure that all aspects of the Caravan project are designed and executed with the highest standards of safety, including transportation, accommodations, and activities.

Feedback and evaluation:

Regularly gathering feedback from students, parents, and other stakeholders to continuously improve the program and ensure that we meet their needs and expectations.

QUALITY STANDARDS

No.	Quality Standard	Tracking Tools or Measures
1	Logistics	Check the equipments and materials of caravan
2	Location	Conducting surveys in areas that are ideal for the caravan, it should be accessible to all participants, regardless of their abilities or disabilities.
3	Participants Engagement	Professional conduct when dealing with the participants
4	Student Project Quality	Present the participants the senior's projects
5	Security and Safety	Request the PNP personnels or Barangay and adhere to relevant safety standards and regulations, and appropriate safety measures
6	Sustainability	Using renewable energy sources, reducing waste and environmental impact, and promoting environmentally-friendly practices.
7	Stakeholder satisfaction	Gathering feedback and incorporating stakeholder input into the project design and implementation.

Project Reviews and Assessments

Review Type	Quality Standard	Tools	Reviewer	Reports
Pre-project review	Ensure that the project plan is well-defined and feasible.	Checklist	Project Manager	Pre-project review report
Quality	Ensures that your team consistently delivers quality services.	Checklist	Quality Control Personnel	Quality Control Report
Participant feedback	Assess their satisfaction with the program	Evaluation Form/Survey	Outreach Team Leader	Evaluation Report

DELIVERABLES ACCEPTANCE

Deliverable	Final Approval Process	Customer Acceptance Criteria
Project Plan	Sponsors	The plan can be executable within the time frame of the project and has allocated budget
Requirements	Sponsors and Stakeholders	Requirements Processed,documented and validated by those responsible
Equipments and Resources	Approval by Project team	necessary resources for the project such as , materials, equipment, are available and ready for use
Communication Plan	Approval by Stakeholders and Project Team	when has a clear communication plan in place and ensured that all stakeholders are informed and updated throughout the project.
Launch	Approval by Sponsors, Stakeholder and Project Team	All the requirements,equipment are checked ,properly documented and can be implemented.

PROCESS IMPROVEMENT ACTIVITIES

Root Cause Analysis to identify the underlying cause of any issues or problems that arise during the project by reviewing project documentation, analyzing data, and conducting interviews with stakeholders to identify areas for improvement.

Process Documentation to ensure consistency and clarity throughout the project.

Benchmarking to compare project processes and performance against industry best practices and standards by analyzing data, conducting surveys.



Section 6 : Project Transition



CLOSEOUT PLAN

Administrative Closeout:

- Confirm that all project objectives and deliverables have been achieved
- Review and assess the project's success based on pre-defined metrics and key performance indicators
- Ensure that all project documentation, such as project plans, reports, and evaluations, are properly archived and accessible for future reference
- Schedule a final meeting or presentation to report the results of the project to stakeholders and obtain feedback

Financial Closeout:

- Ensure that all project-related bills and invoices have been paid
- Finalize all project accounts and financial reports
- Return any unused funds to the organization's budget
- Archive all financial documentation related to the project

Logistical Closeout:

- Retrieve all project equipment, materials, and supplies
- Safely dispose of any hazardous materials or waste
- Clean up and restore the project site to its original condition
- Conduct a final inventory of all project assets and supplies
- Archive all logistical documentation related to the project

PHASE CLOSEOUT

The project team will review the work completed during the phase, verify that all deliverables have been achieved, and assess whether the project is on track to meet its goals.

By reviewing the project:

- Schedule
- Budget
- Scope
- Conduct a risk assessment to identify any potential issues or challenges.



El Tigre CCS
Caravan

**THANK
YOU!**

