

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. Once the problem is identified, the next step is to define the objectives and goals of the project. This helps to clarify what needs to be achieved and provides a clear direction for the team.

3. The third step is to develop a plan or strategy to address the problem. This involves breaking down the problem into smaller, manageable tasks and determining the resources needed to complete each task.

4. The fourth step is to implement the plan. This involves putting the strategy into action and monitoring progress regularly to ensure that the project is on track.

5. The final step is to evaluate the results of the project. This involves comparing the actual outcomes against the objectives and goals to determine the effectiveness of the project.

6. Based on the evaluation, the team can then identify any lessons learned and make adjustments for future projects. This helps to improve the overall quality and efficiency of the project management process.

7. It is important to note that project management is an iterative process, and it may be necessary to revisit certain steps as the project progresses.

8. Effective project management requires clear communication, collaboration, and a strong commitment to the project's success.

9. By following these steps, teams can increase their chances of completing projects on time, within budget, and to the satisfaction of stakeholders.

10. Project management is a critical skill for anyone involved in managing a team or a project, and it is essential for the success of any organization.



PURCHASE REQUEST

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Electric water pump without pressure and storage tanks	unit	1	6,000.00	JOSEFINA L. SORIA	6,000.00
Specification: Water pump, 1.3 HP						
2	Good Lumber Wood 2x2x12 (s4s)	pcs	10	400.00		4,000.00
Specification:						

2x2x12 (s4s)						
3	Good lumber, 2" x 3" x 10'	length	10	600.00		6,000.00
4	GRASS CUTTER, 4 stroke	unit	1	23,000.00		23,000.00
5	Lacquer Thinner, 4L	gallons	2	630.00	JOSEFINA L. SORIA	1,260.00
6	Paint, Roller Cotton, 4"	pcs	5	80.00		400.00
Specification: For repair of ceiling						
TOTAL				40,660.00		
Purpose: For GBR use						
Checked by:  PHLOEM D. GALUPO				Funds Available:  ALICIA M. FLORES		
TWG - Construction and Electrical Supplies				HEAD, BUDGET OFFICE UAF 29		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	JOSEFINA L. SORIA		ARGINA M. POMIDA		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	