# SUMMARY OF ACTIVITIES CARRIED OUT BY GhIE & RHOMICOM CONCERNING THE MANAGEMENT INFORMATION SYSTEM PROJECT

**1.** **OVERVIEW**

Rhomicom Systems Technologies Ltd having been given a works order to go ahead and implement its highly secure and very robust Management Information System Software (**Rhomicom Enterprise Management System Suite of Applications**) for use by Ghana Institution of Engineers (**GhIE**) started work officially on 21st of April 2015. Two of our workers since then were present on a daily basis at the premises of GhIE to facilitate the data acquisition and upload process. On Saturday 25-April-2015 additional two staff from Rhomicom joined the existing two workers to complete the data upload process for week 1.

Below is a summary of activities carried out during the week starting on 21-Apr-2015 and Ending on 25-Apr-2015

**2.** **PROJECT STATUS REPORT WEEK 1**

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| **#** | **Goal & Sub Tasks** | **Activities Performed by GhIE** | **Activities Performed by Rhomicom** | **Remarks** |
|  | **Goal**  To gather together and load all existing data on Members and Staff Including all Dues/Payroll Items Paid by/to Members and Staff respectively  **Sub Tasks**  Install the System, Setup the Organization and load a Sample Chart of Accounts for now  Identify all Personnel/Membership data sources  Prepare the data given for upload using the Excel Templates in the Software  Upload the Data prepared in Excel into the System.  Develop Standard Reports on the Data Loaded. | 1. GhIE supplied the ff Data to Rhomicom   1. Positional Hierarchy for Staff of the Institution 2. Positional Hierarchy for Members of the Institution E.g. Council Members, Chair Persons etc. 3. Functional Areas of the Institution 4. Staff List 5. Membership List in an Excel Document 6. Scanned Forms and CVs of Members of the Organization 7. Chart of Accounts 8. Payroll Items for Staff of GhIE 9. Bills/Charges/Dues that members of the Institution Pay 10. Various Word Documents containing Positions in the Institution and who occupies those positions such as various Chair persons, President, Regional Chairs etc   2. GhIE Supplied one Personal Computer for use as server temporarily | 1. Rhomicom during the week worked mainly on re-organising the data supplied into a format that can be easily uploaded in bulk into the system. The ff were successfully completed   1. Re-organised the membership list in Excel into a System Friendly Format and successfully uploaded all members and their data E.g. Class, Technical Division Qualifications etc that were in the list supplied (3808 members) 2. Successfully prepared and uploaded all Staff Information that was given to us (15 Workers in all) 3. Successfully captured the Positional Hierarchies for Members and Staff into the System 4. Successfully captured all the functional areas in the Institution into the System 5. Successfully prepared and Loaded the Chart of Accounts given to us. 6. Defined all the Dues/Bill Items Charged to Members. 7. Payroll Items for Workers was also captured (**Pending a demo and Review by the Accounting Team from GhIE before finalisation**) 8. Successfully attached the scanned Documents and Pictures of about 100 Members and Counting. We were slowed down a bit here due to how the scanned documents were organised and the fact that the pictures were not scanned separately so we had to open each document and look for the picture to snip. 9. Successfully installed our software on the PC GhIE gave us. 10. Developed some sample reports on the Data Captured (**Reports will be reviewed during the demo sessions and fine tuned**) | The work done needs to be shown and demonstrated to the various units and offices in charge before it is finalised.  This we intend to achieve through the series of demos scheduled from 5th May 2015 onwards.  All the Work Done resides currently on the personal computer Mr. Brice gave to us to use temporarily and so for now that will serve as our server for the scheduled demos.  We wish to discuss with him how soon the real Server Computer will be ready for us to start preparing it for GO-LIVE.  Two Tasks that started but were not completed in Week 1 will be continued in Week 2. They are as follows  **\*\*Attaching the scanned Documents and Pictures of Members**.  **\*\*Loading Annual Dues Payment History of Members using the membership Excel Data that was supplied by GhIE**. |

**3.** **OBJECTIVES FOR WEEK 2**

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| **WORK PLAN FOR WEEK 2** | | | | | | | |
| **#** | **Goal & Sub Tasks** | **Collaboration Needs/ Who's Responsible** | **Resource Needs /Software Modules Involved** | **Date Due** | **Anticipated Obstacle/**  **Risk** | **Solution** | **Progress Made** |
| 1. | **Goal**  To gather together and load all inventory items, services offered and facilities rented. Also to be setup are Events/Visits/Activities to be Monitored and the Hospitality Module  **Sub Tasks**  Prepare the list of all such items in the Excel Template in the System  Upload the Data prepared in Excel into the System.  Develop Standard Reports on the Data Loaded.  **\*\*Continue attaching the scanned Documents and Pictures of Members**.  **\*\*Consider Loading Annual Dues Payment History of Members**. | The IRO liaises with our team to supply all the required data | List of all Services Rendered.  List of all Inventory & Sales Items.  Sample Works Order, Purchase Order, Sales Invoice Forms  Sample Reports Needed  **Modules**  1. Sales & Inventory  2. Hospitality Management  3. Events & Attendance | 27th April 2015.  Complete by 4th May 2015. | Not receiving the data resources indicated by 29th April 2015. | Inform IRO of the implication of such delay and discuss with him on how to mitigate the delay. |  |

**4.** **CONCLUSION**

In all we wish to state that the project is on course and everything is moving as planned.

There were occasional power interruptions and delays in getting data from GhIE but in all we got all Data we requested for and a vast majority of staff were very cooperative and willing to assist.

We hope the ensuing weeks will be more fruitful and more fulfilling.