PROJECT MANAGEMENT DOCS
Free Project Management Templates

BARANGAY MAGALLANES
BUSINESS DOCUMENT MANAGEMENT SYSTEM
STATEMENT OF WORK (SOW)

ASIA PACIFIC COLLEGE
3 HUMABON PLACE, MAGALLANES
MAKATI CITY 1232 PH

DECEMBER 4, 2023

TABLE OF CONTENTS

INTRODUCTION/BACKGROUND

Barangay Magallanes, situated in Makati, the financial hub of the Philippines, is home to Asia Pacific College (APC) and a thriving community of businesses. The Association of Barangay Magallanes Business Stakeholders Inc. (ABMBSI), a non-profit organization founded in 2009, plays a crucial role in fostering business interactions and community spirit within the area. With more than a thousand members, ABMBSI collaborates with local businesses, including APC, as evident in their recent memorandum of agreement. Despite having a website and a quarterly publication, The Nest magazine, the association faces challenges in engagement and service delivery. The existing website, now inactive due to an expired subscription, lacked database utilization and failed to meet the association's goals. Additionally, issues with Barangay Magallanes' manual document request system and a lack of communication hinder the effective promotion of ABMBSI membership. In response, the ABMBSI Dream Team, comprising APC students, including team ALVa from the School of Computing and Information Technologies, aims to revamp the website's backend and develop a digital business document management system. This initiative seeks to enhance the online accessibility of ABMBSI and Barangay Magallanes' services and streamline interactions between the association and Barangay Magallanes personnel, addressing current challenges and fostering growth for the next two years.

SCOPE OF WORK

The scope of work for the Barangay Magallanes Business Document Management System project includes all planning, documentation, development, deployment, and testing for the system, all of which Team ALVa of the ABMBSI Dream Team will be responsible for, based on feedback to be provided by both ABMBSI and Barangay Magallanes. Each stage of the project will be supervised by their corresponding consultants, project advisers, MCSPROJ adviser, and project managers.

The business document management system, accessible online for residents and commercial entities in specific areas of Barangay Magallanes, aims to reduce document processing time, minimize manual labor, and digitize document storage. It also facilitates document requests, providing information on requirements and costs. While accessible on PCs and phones, it is designed as a browser-exclusive platform, with potential future development into a mobile app. The project focuses solely on tracking and assisting in document completion for business-related applications within the barangay. Not included in the scope of work for this project is any work on ABMBSI's The Nest website for their online publication, as well as conducting automated registration and renewal processes with external agencies like the Bureau of Internal Revenue and Department of Trade and Industry.

PERIOD OF PERFORMANCE

The period of performance for the Barangay Magallanes Business Document Management System project spans from the second term of the 2022-2023 Academic Year to the first term of the 2024-2025 Academic Year. Work is scheduled via the project's timetable. Any modifications or extensions will be done after defense panel deliberations.

PLACE OF PERFORMANCE

The ALVa group will perform the developmental and documentational work in their respective places of residency, as well as in Asia Pacific College, using their own personal computers and laptops. These are all located within Metro Manila (Pasay, Taguig, and Makati). This way, they have a versatile and flexible setup during consultation hours or client meetings.

WORK REQUIREMENTS

As part of the Barangay Magallanes Business Document Management System project, the ALVa group will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

Release Plan 1:
- Release 1.0: ABMBSI Admin - Member registration and login functionality.
- Release 1.0.1 – ABMBSI web app visitors can create an account.
- Release 1.0.2 – ABMBSI members can log in to access member-only features and services.
- Release 1.1: ABMBSI Admin - Add news and view user list functionality.
- Release 1.1.1 – ABMBSI admin can edit and update the latest news.
- Release 1.1.2 – ABMBSI admin can view a list of members including their contact information.
- Release 1.2: ABMBSI Website Visitor - Benefits explanation functionality
- Release 1.2.1 ABMBSI visitors can view a list of the benefits of being a member of the company.
- Release 1.2.2 AMBSI visitors can learn more about each benefit in detail.
- Release 1.2.3 ABMBSI visitors can contact the company to learn more about becoming a member.
- Release 1.3: ABMBSI Admin and Member - business directory functionality
- Release 1.3.1 ABMBSI Admin can add or edit listings for each business in the directory.
- Release 1.3.2 ABMBSI members can view the contact information for each business in the directory.
- Release 1.3.3 ABMBSI admin allows members to search for businesses in the directory.

Release Plan 2:
- Release 2.0: ABMBSI Admin - Business transaction functionality
- Release 2.0.1 ABMBSI Admin can view and manage a list of transactions.
- Release 2.0.2 ABMBSI Admin can view the details of each transaction, including the date, amount, and description.
- Release 2.0.3 ABMBSI Admin can view a history of all transactions.
- Release 2.1: ABMBSI Admin - Access member database functionality
- Release 2.1.1 ABMBSI Admin can access and manage information about members
- Release 2.2: ABMBSI Admin - Tax management system functionality
- Release 2.2.1 ABMBSI Admin can automatically calculate the tax amount for a given transaction based on the tax rate and the transaction amount.
- Release 2.2.2 ABMBSI Admin can generate reports on tax amounts and tax revenue.
- Release 2.2.3 ABMBSI Admin can manage tax payments, including the ability to track payment history and generate payment reminders

Release Plan 3:
- Release 3.0: ABMBSI Admin - Web app monitoring functionality
  - Release 3.0.1ABMBSI Admin can view statistics and alerts related to the web app's performance.
- Release 3.1: ABMBSI Member functionality - Notification system functionality
  - Release 3.1.1 ABMBSI Member will receive notifications such as account activity, community events, and business promo.
- Release 3.2: ABMBSI website functionality - Final testing and bug fixing
  - Release 3.2.1 ABMBSI website testing will be performed to ensure that the website meets the requirements and functions as expected, including user registration, payment processing, and website navigation.

Release 3.2.2 ABMBSI website testing will be performed by real end-users to ensure that the platform meets their needs and expectations.

SCHEDULE/MILESTONES

This section should define the schedule of deliverables and milestones for this project. Since the SOW often accompanies the RFP for the project, it is imperative that all milestones, tasks, and schedule information are as accurate as possible since vendors will need to consider these items in their proposals.

The below list consists of the initial milestones identified for the Website Redesign Project:

RFP/SOW Release	January 2, 20xx
Vendor Selection Review	February 1-28, 20xx
Vendor Selection	March 1, 20xx
Period of Performance Begins	March 2, 20xx
Website Design Review	August 31, 20xx
Website Implementation Review	November 30, 20xx
Implementation Complete	December 31, 20xx
Training Complete	February 20, 20xx
Project Completion Review	February 25, 20xx
Project Closure/Archives Complete	March 3, 20xx

ACCEPTANCE CRITERIA

The acceptance criteria for the BMBDMS encompass several key objectives to ensure the successful implementation and alignment with project goals. Periodic audits will be conducted to measure the reduction in transcription errors, and the system will be deemed accepted if a consistent 90% or higher reduction is demonstrated compared to the previous manual system. The efficiency of processing times for business-related documents will be assessed by comparing averages before and after implementation, with acceptance contingent on achieving an 80% or more reduction. Evaluating the improvement in data storage and retrieval will involve assessing the speed and accuracy within the system, aiming for a significant enhancement over the previous system for acceptance.

Efficiency in communication channels will be gauged by the reduction in reliance on physical documentation, and the BMBDMS will be accepted if a 30% or more reduction in traditional communication methods is achieved. The effectiveness of the virtual payment channel will be determined by monitoring adoption rates and attaining a target of 80% or higher customer satisfaction, forming the basis for acceptance. Data management resilience and uptime will be continuously monitored, and the system will be accepted if it consistently achieves 90% or higher web app uptime over a specified period.

User satisfaction surveys will be conducted to assess the user-friendliness of online services, with the system accepted if it achieves a target of 85% or higher satisfaction. In terms of data security and confidentiality, acceptance criteria include passing regular security audits, demonstrating compliance with data protection regulations, and maintaining a record of zero unauthorized access incidents. Lastly, adaptability and scalability will be measured by the successful integration of at least two major updates or new features within the first year of implementation, showcasing the system's flexibility and scalability for acceptance.

These comprehensive criteria define the conditions under which the system will be accepted, ensuring a thorough and successful deployment aligned with the project's overarching objectives.

OTHER REQUIREMENTS

Any special requirements, such as security requirements (personnel with security clearance and what level, badges, etc.) should be described in this section. There should also be a description of any IT access restrictions/requirements or system downtime/maintenance if required.

All vendor project team members will submit security forms to SCG for clearance and access badges to the facility. All vendor programmers and quality control team members will be granted access to SCG servers and all necessary IT functions. They will also be given temporary SGC accounts which are to be used only for work pertaining to the Website Redesign Project. Upon completion of the project these accounts will be closed.

All programming and testing will be done in the iLab. A network outage will be scheduled for the implementation phase of this project. Prior to the network outage, all servers will be backed up and a notification will be distributed to all users.

ACCEPTANCE

Approved by:

_____   Date: _____
<Approvers Name>
<Approvers Title>

This free Statement of Work Template is brought to you by www.ProjectManagementDocs.com