IMPLEMENTATION PLAN

RAMKOLEK: DOCUMENT MANAGEMENT SYSTEM FOR PROJECT DOCUMENTATION PAPERS SUBMISSION

ASIA PACIFIC COLLEGE
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2024

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1. **EXECUTIVE SUMMARY**

   Ramkolek requires a detailed implementation plan for a smooth transition of the project resources from the development team to the custody of Asia Pacific College. Ramkolek is a document management system created by Dasalgorithm with Asia Pacific College as the client. The system is meant for project paper submission and proofreading requesting. The project started on April 2, 2023 and is estimated to be completed on September of 2024. At completion of the system, all resources related to Ramkolek will be handed over to the client, APC and formal acceptance will be requested from the project sponsor.

2. **TRANSITION TEAM ORGANIZATION**

   The successful implementation of the project will rely on these key individuals as laid out in the table below.

Role	Responsibility
Project Manager	Coordinates with the ITRO staff about the plan for transition and implementation. The project manager also guides the team through the transition period.
Development Team	Passes on their expertise on the system to the ITRO staff who will receive the project after implementation. Works with the ITRO staff through the transition period to ensure the proper implementation of the project and system.
Information Technology Resource Office (ITRO) Staff	Will receive the system and handle it after the transition. Ensures the availability and performance of the system after implementation.

3. **WORKFORCE TRANSITION**

   After the implementation of Ramkolek, maintenance and further development of the system will be handed over to the ITRO staff of APC. The project manager will communicate and coordinate with the head of the ITRO to plan out the transition process to guarantee a smooth transition of the project from the development team to the ITRO. The specific members to manage the system will be assigned by the head of the ITRO. All necessary documentation related to the system will also be given over to the ITRO. Any additional staff to be hired for the maintenance of the system will be up to the ITRO and APC.

4. **W**ORK **E**XECUTION **D**URING **T**RANSITION

A smooth transition will require a lot of work on both the development team and the client's side. This section will delve into the various tasks to be performed during the transition period.

1. **Document Compilation and Finalization –** All documentation will be finalized and compiled to confirm that all documents have been completed and are up to standard.
2. **User Training –** The team will give training sessions on how to use the system and how the system is to be operated.
3. **Handover and Acceptance –** Documents and deliverables are transferred over to the client for their review. The formal acceptance of all deliverables marks the completion of the handover and the project.

5. **P**ROPERTY **T**RANSITION

5.1. Intellectual Property

At the completion of the project, all documentation and intellectual property pertaining to the project will be transferred to the client's ownership. This includes user manuals, project plans, systems documentations, system designs and diagrams, and the developed system itself.

5.2. User Accounts and Passwords

Administrative and test accounts used during the duration of development and testing of the system will be given to the client with their respective passwords. Whether the test accounts will be deactivated and archived will be up to the client. For safety reasons, the team will advise the client to change the passwords of the transferred accounts in the case that they will not deactivate them.
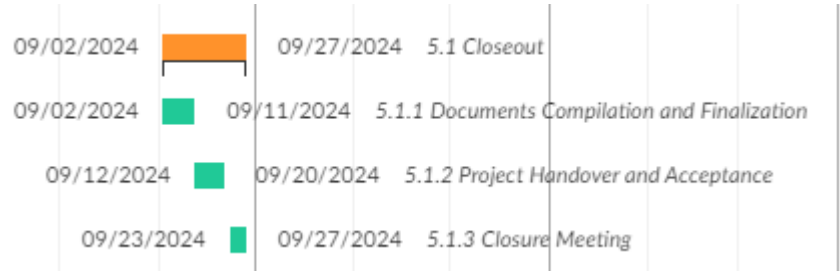
6. **K**NOWLEDGE **T**RANSFER

Documentation - All documents such as the project documentation, user manuals, and system documentation will be handed over to the client by the development team upon the completion of the project. Copies of the user manuals and system documentation will also be given to the ITRO staff for the system's maintenance.

Training - The development team will demonstrate the various use cases of the developed system to the client and stakeholders. Training sessions covering system navigation, roles and permissions, project submission processes, proofreading requesting processes, and

report generation will also be conducted to impart the practical skills and knowledge required to operate the system.

7. SCHEDULE

09/02/2024		09/27/2024	5.1 Closeout
09/02/2024		09/11/2024	5.1.1 Documents Compilation and Finalization
09/12/2024		09/20/2024	5.1.2 Project Handover and Acceptance
09/23/2024		09/27/2024	5.1.3 Closure Meeting

8. HANDOVER AND ACCEPTANCE

Project handover and acceptance falls under the last phase of the project plan, the closure phase. Upon completion of all project documents, all acceptance criteria have been met, the system has been implemented, and operational knowledge of the system has been passed onto the client's operational team, all necessary documents and deliverables will be compiled. After confirming the quality of all documents a final time, the development team will conduct a handover meeting with the client. The client will be informed of the resources that will be given over to be clear about the resources to be transferred. The deliverables are then given over to the client for their own review before acceptance. Once formal acceptance has been given for the deliverables, the project is considered completed.