JMTS Upgrade Work Plan

(Extracted from Inception Report)

The following table outlines the work plan that will be followed during the update and upgrade of the JMTS:

Table: JMTS Work Plan

| Module/Activity | Estimated Turnaround Time | Description/Comment |
| --- | --- | --- |
| Job Management  Legal Office  Client Management | 1 month | During implementation all relevant documentation will be created and/or updated.  The appendix to this report lists the modifications and features that will be implemented in the JMTS during the execution of this work plan.  Basic training sessions will be interspersed between the deployments of the various modules where necessary. |
| Standards Compliance  Certification  Foods Inspectorate | 1 month |
| Legal Metrology  Task Management  Service Request | 1 month |
| Standards  Financial administration  System administration | 1 month |
| Reporting  Training  Documentation | 1 month |

The following table lists the modifications and features that will be implemented for each module in the JMTS.

**Table: JMTS Features and Modifications**

| **Feature/Modification** | **Module** | **Description/Comment** |
| --- | --- | --- |
| Job to be marked completed only after the job costing is approved. | Job Management |  |
| Implement the generation of email and popup alerts for the various stages of tracking a job. |
| Facilitation of sample hand-over from one department to another. This includes “signing” when the sample is handed over. |
| Standard operating procedure(s) to be modified to include sample transfer procedure as implemented by the JMTS. |
| The state of the sample when received is to be included into the sample record. |
| Add “lead generation” information concerning the reasons why potential clients accept or reject the services offered by an organization e.g. a training seminar. | Client Management |  |
| In the client credit status dialog allow viewing of credit/regular clients only. |
| Provide control of access to the modules of the JMTS. | System Administration | Adding information about each organization will allow information about that organization to be displayed when a user belonging to that organization logs on to the JMTS. |
| Implement assigning a person to more than one department. |
| Organizational records (e.g. BSJ, NCBJ and NCRA) are to be added. Images representing the organization’s logo/banner will be included as part of an organization’s record. |
| Job turnaround times are to be reported for the Finance division. | Reporting | The list of equipment used by the labs is to be provided by Finance. |
| Report on discounts offered to clients. |
| The equipment used to do tests/calibrations is to be associated with a job and reported. |
| Monthly report is to be standardized where possible across the divisions and the name changed from Monthly Report to “Departmental/Divisional/Lab Report”. The calculation of COTIF is to be standardized. Divisional and lab reports are to be created that also gives COTIF. |
| Cost Scheduling and Proforma Invoice generation will be included into system. | Financial Administration & Management | Cost codes are to be assigned by the Finance division. |
| Implement importing job costings into the Accpac accounting software. |
| Implement setting currency and exchange rates for costing and payments. |
| Implement option to turn off the charging of taxes such as GCT for specific departments. |
| Designate laboratories and department units as cost centres and assign cost codes. |
| Revamp the module and include additional reports and alerts. | Legal Office |  |
| Reactivate the existing features and implement email and popup alerts for the Port of Entry Detention and other processes. | Standards Compliance | The requirements in the document “Software User Requirements  The Compliance Department” by Ms. Susan Muir will be implemented. |
| Features to enhance company certification process to be implemented. | Certification (NCBJ) |  |
| Alerts to be generated when a task in the certification process is due, soon due or overdue. |
| NCBJ data re certification process to be imported such as scheduling information, auditor and technical experts lists |
| Reactivate the existing features and implement email and popup alerts for the factory registration and other processes. | Foods Inspectorate |  |
| Reactivate the existing features and implement email and popup alerts for the petrol pump verification and other processes. | Legal Metrology |  |
| Facilitate the entry of requests from internal and external clients as tasks. | Task Management | This module will be implemented mainly for the BSJ’s Corporate and Legal offices. |
| Alerts when tasks are due or soon due are to be generated. Multiple alerts can be sent when required action is not taken such as when the task is not marked completed after a set number of days. |
| Aspects of the task are to be tracked such as turnaround time. |
| Implement tracking of the phases in the standards development process and generate alerts where necessary. | Standards & Certification |  |
| Implement WTO notification database. |
| Implement IEC/ISO standards commenting/tracking. |
| Implement technical committee database. |
| Implement a database of all standards published or being developed by the BSJ and CROSQ. |
| Implement a RESTful web service that can be interfaced with the BSJ’s website and allow clients to submit service requests and track the status of jobs submitted. | Service Request |  |