SOFTWARE DEVELOPMENT PROPOSAL

### PREPARED FOR

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HKP Coordinator(?)

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Page 404

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EXECUTIVE SUMMARY

[150-600 word summary of the report that provides a high-level overview of the project]

|  |  |
| --- | --- |
| Signed as accepted by client: |  |
| [NAME], [TITLE] | [DATE] |

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# 1. Project Definition

[Overview of the purpose and scope of the statement of work. Set the frame for

the project. Write the proposal from the customer’s perspective that defines what

will and will not be done. This should be a collaborative effort between the

customer and the project.]

## 1.1 Business Need

[Define what customer business needs will be met/satisfied/solved, including

the impact and benefit. Characterize the criticality of the solution as:

\_\_\_\_ no major impact on operations

\_\_\_\_ moderate impact

\_\_\_\_ significant impact]

## 1.2 Customer Profile and Existing System

[Provide a brief description of the customer’s business and organization,

including end-users characteristics. What is the existing system process if any

which will be improved with the proposed system. Who is the system being

developed for? Who will use it? How many users are there? Where are they?

Include any known user groups, teams, and mail lists. Who leads the user

team?

What is the frequency of the solution use? Hourly? Daily? Weekly? Monthly?

Yearly?]

## 1.3 Critical Constraints

[Identify any constraints placed on the project by the customer that could have

a major effect on the project, including technical, schedule, resource.

When is this solution needed?

\_\_\_\_ less than three months

\_\_\_\_ 3-9 months

\_\_\_\_ more than nine months

What is the expected life of the project/solution?

\_\_\_\_ one year

\_\_\_\_ 2 – 4 years

\_\_\_\_ more than four years]

## 1.4 Project Deliverables

[Create a preliminary list of all items to be delivered to the customer, including

hardware, software, training, documentation, and post-installation support.]

# 2. Preliminary Requirements

[Summarize the customer’s preliminary requirements.]

## 2.1 Functional Requirements

[Create a list of the functions, features, and capabilities. Include external

interface requirements and capacities; read, update, share/modify, etc., and

data conversion requirements.]

## 2.2 User Interface

[Identify any user interface standards or specific requirements.]

## 2.3 Target Environment

[Describe the target hardware environment, including any resource constraints

and performance requirements (e.g., user capacity, response time, platform,

network, database engine, interoperability).

Are there any availability requirements (e.g., 7x24)?

Are there specific performance requirements?]

## 2.4 Summary of Customer Priorities and Expectations

[Summarize the requirements in order of importance to the customer’s

operation. Describe why these priorities have been established and include a

definition of customer acceptance criteria.]

# 3. Approvals

[Identify key project and customer approvers of the Project Proposal.]

# 8. Milestones and Reporting

### Total estimation of man hours: 226

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **Tasks** | **Reporting** | **Hrs** | **Date** |
| **1 - Analysis** | | | | |
| 1.1 | Analysis and design stage, gather data and create system mockup | None | 20 | 20/01/15 |
| 1.2 | Architecture design | None | 4 | 01/02/15 |
| 1.3 | Design work plan (distribution of tasks to development teams) | Client meeting to review work plan | 10 | 07/02/15 |
| **2 - Development** | | | | |
| 2.1 | Create database | None | 5 | 14/02/15 |
| 2.2 | Import existing client data | None | 5 | 21/02/15 |
| 2.3 | Clean data | None | 5 | 28/02/15 |
| 2.4 | Create GUI | Client meeting to review GUI | 30 | 01/04/15 |
| 2.5 | Integration with PaperlessOffice.net | None | 10 | 14/04/15 |
| 2.6 | Integration with smartphone network | Email report | 10 | 21/04/15 |
| **3 - Testing** | | | | |
| 3.1 | Alpha testing desktop application (Closed) | Email report | 25 | 07/05/15 |
| 3.2 | Alpha testing smartphone application (Closed) | None | 25 | 14/05/15 |
| 3.3 | Open Beta (volunteer employees) | Client meeting | 22 | 21/05/15 |
| 3.4 | Finalise documentation | None | 20 | 28/05/15 |
| **4 - Deployment** | | | | |
| 4.1 | Deployment to desktops | None | 5 | 01/06/15 |
| 4.2 | Deployment to smartphones | None | 10 | 07/06/15 |
| **5 - Training** | | | | |
| 5.1 | Inhouse training | Client meeting | 16 | 14/06/15 |
| 5.2 | AdHoc training | None | 4 | 30/06/15 |