Business Requirements Document (BRD) for Negosyo Center Bacoor Information Kiosk

1. Project Overview:

1.1 Project Name: Information Kiosk Digitization Project

1.2 Project Start Date: January 22, 2024 (Initial GitHub Commit Date)

1.3 Project Deadline: February 19, 2024

1.4 Beneficiary: Negosyo Center Bacoor under Bacoor City Livelihood Office

1.5 Clients: Micro, Small, and Medium Enterprises (MSMEs)

2. Project Objectives:

2.1 Primary Objective: Digitize and streamline the dissemination of information, specifically the citizen charter, for improved accessibility and reduced handling time for clients.

2.2 Secondary Objective: Enhance awareness and accessibility to Department of Trade and Industry (DTI) services through the kiosk.

3. Hardware and Software Specifications:

3.1 Hardware: Wall-mounted Android 10 tablet (single unit) - Government Issued

3.2 Browser: Mozilla Firefox

3.3 Tech Stack: HTML, Bootstrap CSS (Responsive Web Design Ready)

3.4 Version Control: Github (Initial Commit Date: January 22, 2024)

3.5 Hosting Platform: Vercel

3.6 Integrated Development Environment (IDE): Visual Studio Code

3.7 Terminal: Powershell

4. Content:

4.1 Displayed Information:

a. FAQ

b. Registration

c. Renewal

d. Other Services - Redirects to "otherservices.html" displaying additional services

e. Contact Us - Modal displaying contact information

f. Citizen Charter - Zoomable HTML <object> displaying charter information

4.2 Buttons Redirecting to Other Websites:

a. FAQs - Redirects to Frequently Asked Questions page

b. BMBe - Redirects to BMBe (Barangay Micro Business Enterprise) information page

c. Upskill - Redirects to upskilling opportunities website

4.3 Buttons Redirecting to Internal Pages:

a. Registration, Renewal, Request Certification - Redirects to respective pages with information displayed in Bootstrap accordion

b. Cancellation, Request Certification, CTC, Upgrading, Reconsideration, Upskill, BMBe, Feedback - Redirects to Other Services page ("otherservices.html")

4.4 QR Code and URL Integration:

a. QR Code and URL for Registration, Renewal, and Request Certification to guide users to additional websites for initiation.

5. Project Execution:

5.1 Project Phases:

a. Coding and Testing (January 22 - February 2, 2024)

b. Initial Deployment (February 2, 2024)

c. Version 1.0 Release (February 6, 2024)

d. Version 1.1.3 Release (March 2, 2024)

6. Traditional Approach vs. Solution:

6.1 Problem Statement:

a. Clients not reading hard-copy citizen charters, contributing to longer handling times.

6.2 Solution:

a. Digitization of citizen charter with zoom functionality for easy access and understanding. Removal of paper postings for cleanliness and ISO compliance.

7. Communication and Outreach:

7.1 Digital Communication: Social media, email, and physical notices within the Negosyo Center.

8. Risks and Mitigation:

8.1 Risks:

a. Technical glitches during deployment.

b. Resistance from clients in adopting the new digital format.

8.2 Mitigation:

a. Rigorous testing and QA procedures.

b. Conducting awareness sessions for clients.

9. Stakeholders:

a. Negosyo Center Bacoor

b. Bacoor City Livelihood Office

c. MSMEs

d. DTI

10. Approval:

This BRD is subject to approval by Negosyo Center Bacoor and Bacoor City Livelihood Office representatives.

11. Project Contact:

For further information, contact [Project Manager Name] at [Project Manager Email/Phone].

Future Enhancements:

Implementation of Offline Functionality

Migration to React Project

Consideration for React Native for Local Installation