PET VISIT RECORD SYSTEM FOR PETLINK CALOOCAN

A Project Proposal Presented to the

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Inc.

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Degree of Bachelor of Science in Information Technology

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DEPLOYMENT DOCUMENTATION

INTRODUCTION

The primary objective of this Deployment Documentation is to formally establish and outline the precise procedures necessary for the successful, stable, and complete installation and launch of the Pet Visit Record System (PVRS) within the operational environment of PetLink Caloocan. This document serves as a foundational blueprint, detailing the required hardware and software environment, a phased procedural plan, necessary mitigation strategies, and the formal verification protocols essential for transitioning the web-based PVRS from its controlled development environment into a live, production system. The ultimate goal is to achieve minimal operational disruption while ensuring the immediate availability of the system for clinic staff to commence digital management of pet records and appointments, thereby replacing the outdated manual, paper-based processes.

DEPLOYMENT PLAN

The deployment of the PVRS will be executed using a phased approach to systematically manage complexity and minimize service interruptions at the clinic. This strategy ensures a controlled and verifiable transition, with specific milestones defining the completion of each stage.

Phase	Description	Start Date	End Date	Status
Pre-Deployment	Final environment preparation, software installation (XAMPP, Git), database schema creation, and physical data migration readiness	10/20/2025	10/21/2025	Completed
Deployment	Transfer of all PVRS application files to the local server, configuration of database connections, and system initialization/startup verification.	10/22/2025	10/22/2025	In Progress
Post-Deployment	Execution of all functional Test Cases, system stability monitoring (24-72 hours), and commencement of staff training.	10/23/2025	10/26/2025	Pending

DEPLOYMENT ENVIRONMENT

The following detailed specifications define the required hardware, software, and hosting architecture that must be established prior to commencing the deployment phase.

Hardware Requirements:

Server/Host Device - A dedicated desktop computer or server is required, mandating a minimum of an i5 8th generation processor and at least 8GB of RAM.

Network Requirements - A robust Local Area Network (LAN) connection is mandatory to ensure reliable communication between all client devices and the local server.

Client Devices - Standard clinic workstations capable of running a modern, up-to-date web browser for accessing the Presentation Layer.

Software Requirements:

Operating System (OS) - A currently supported and stable version of a professional-grade OS (e.g., Windows Professional) must be installed on the host device.

Database Management System (DBMS) - The relational database must be prepared, typically managed via a local environment tool such as XAMPP.

Dependencies and Tools - The version control client Git and the chosen local environment stack must be installed.

Hosting Architecture

The PVRS will be implemented using a client-server model hosted entirely on a local server within the physical premises of PetLink Caloocan.

DEPLOYMENT PROCEDURES

The system is installed using the following step-by-step guide across three clear stages, making sure every detail is correct and checked.

Stage 1: Preparation (Before Installing)

This stage prepares the local server environment and checks all requirements:

Step	Action	Description
P-1	**Check Equipment**	Make sure the computer equipment meets the minimum rules (i5, 8GB RAM).
P-2	**Install Basic Software**	Install XAMPP and Git on the main computer.
P-3	**Data Safety**	Make a final copy (backup) of any old digital files. Get the old paper records ready to be entered into the system.
P-4	**Set Up Database**	Create the empty database space (e.g., PVRS_DB) and load the structure (tables) onto the server.
P-5	**Check Local Network**	Make sure the local network works well and staff computers can reach the main computer's address.

Stage 2: Installation (Doing the Work)

This stage puts the software on the computer and turns it on:

Step	Action	Description
D-1	**Move Files**	Copy all the PVRS program files (the code) to the main server's local folder (e.g., XAMPP's htdocs).
D-2	**Set Database Login**	Open the settings file and put in the correct login details for the local database.
D-3	**Set Main Rules**	Set up all the important rules, like API keys and other environment settings, that tell the application how to run.
D-4	**Start System**	Run the setup programs that put the starting information (like user roles) into the database.
D-5	**Turn On and Check**	Start the local server services (Apache and MySQL). Check the logs immediately for any errors.

Stage 3: Checking (After Installation)

This final stage confirms the new system works perfectly and is stable:

Step	Action	Description
PD-1	**Test All Features**	Use the special test list (from Section 10) to check every feature of the system.
PD-2	**Check Security**	Test that staff can only access the features their job allows (role-based access).
PD-3	**Watch Performance**	Start watching the system for 24-72 hours to make sure it runs fast and does not crash.
PD-4	**Start Training**	Once the system is stable, begin teaching all clinic workers how to use the system.

USER TRAINING AND SUPPORT

We must teach the clinic staff how to use the system correctly and provide fast help when they need it. This support is very important to make sure the system works well for a long time and that staff can do their jobs easily.

Training Plan

A clear plan will be set up to teach staff how to use every part of the system. We will use the simple instructions found in the User Manual

Focus Area	What the Staff Will Learn	Goal
Main Jobs	How to schedule appointments, find a pet's visit history, and run reports.	Staff can do all their main daily work with the new system.
Easy Steps	We will break down complicated tasks into simple, step-by-step guides.	Staff will feel comfortable and confident using the system quickly.
Method	We will use hands-on practice sessions where staff can try out the system in a safe environment.	Staff learn by doing, minimizing mistakes when they start using live data.

First-Time Help (Initial Support Window)

To help staff during the first few months, a dedicated three-month support period (90 days) will start right after the system is fully installed.

Support Item	Description	Purpose
Timeframe	Three months of dedicated help from the project team.	To address and quickly fix any problems (bugs) that only appear once the clinic starts using the system every day.
Assistance	Help with fixing bugs and answering questions about how to use the system.	To make sure staff adjust smoothly to the new digital way of working.

How to Report Problems

A clear and simple rule must be followed by everyone to report technical problems. This makes sure issues are not missed and are fixed quickly, as detailed in the Troubleshooting Guide

Step	Action	What Happens Next
Reporting Rule	Staff must use a single shared document (Issue Log) to write down all errors and technical issues they find.	This document acts as the official list of problems that need fixing.
Action	A System Analyst will read the report, decide how serious the problem is, and assign a priority level (High, Medium, or Low).	This ensures the most important problems that stop clinic work are fixed first.
Resolution	The problem is then passed to a Developer who will implement the fix.	The problem is solved according to the defined maintenance procedures.

RISK AND CONTINGENCY PLAN

A proactive assessment of potential deployment risks is necessary to ensure that mitigation strategies are prepared in advance, minimizing the negative impact of unforeseen technical or operational issues. This approach ensures that the project team is ready to respond quickly, protecting data integrity and minimizing system downtime during the critical installation phase. The table below lists the primary risks, assesses the potential impact on clinic operations, and defines the action plan (Contingency Plan) to avoid or quickly resolve the issue.

Risk	Impact	Mitigation Strategy
Data Integrity Loss	High	Conduct multiple complete data backups prior to Pre-Deployment. Ensure Backup & Recovery Procedure**s** are functional.
Server Downtime	High	Ensure all server resources meet or exceed minimum hardware requirements. Have a plan for a quick rollback or system restart.
Database Connection Failure	Medium	Rigorously test database connectivity using dummy credentials before *Deployment Execution*
User Resistance/Error	Low	Provide comprehensive training and immediate support during the initial operating weeks.

DEPLOYMENT VERIFICATION & SIGN-OFF

This final stage concludes the system installation and formally checks that the PVRS is stable and ready for use. This section requires official acceptance from the main project people (stakeholders).

Upon the successful completion of the Post-Deployment Monitoring period (24-72 hours), a formal summary is prepared. This report confirms that all necessary tests were run without failure, proving the system is ready for the clinic. Specifically, the summary confirms that all required Test Cases (including checking features and security) passed successfully, meaning the system is working as expected. It also confirms that the system remained stable, running without crashing or slowing down, and that all data stored and retrieved is correct, ensuring the PVRS is fully prepared for daily operational use.

Official Acceptance (Sign-off from Stakeholders)

The signatures below confirm that the PVRS installation is fully done according to this guide and has been formally accepted by the clinic as ready for use.

Stakeholder	Role	Signature	Date
Ms. Lady Devaras	Project Manager		October 2025
Mr. Jonathan Cruz	Client Representative		October 2025