

TRAINEE & MENTORSHIP PLATFORM PROJECT TIMELINE AND SCOPE



Company Website: www.zynamis.co.ke

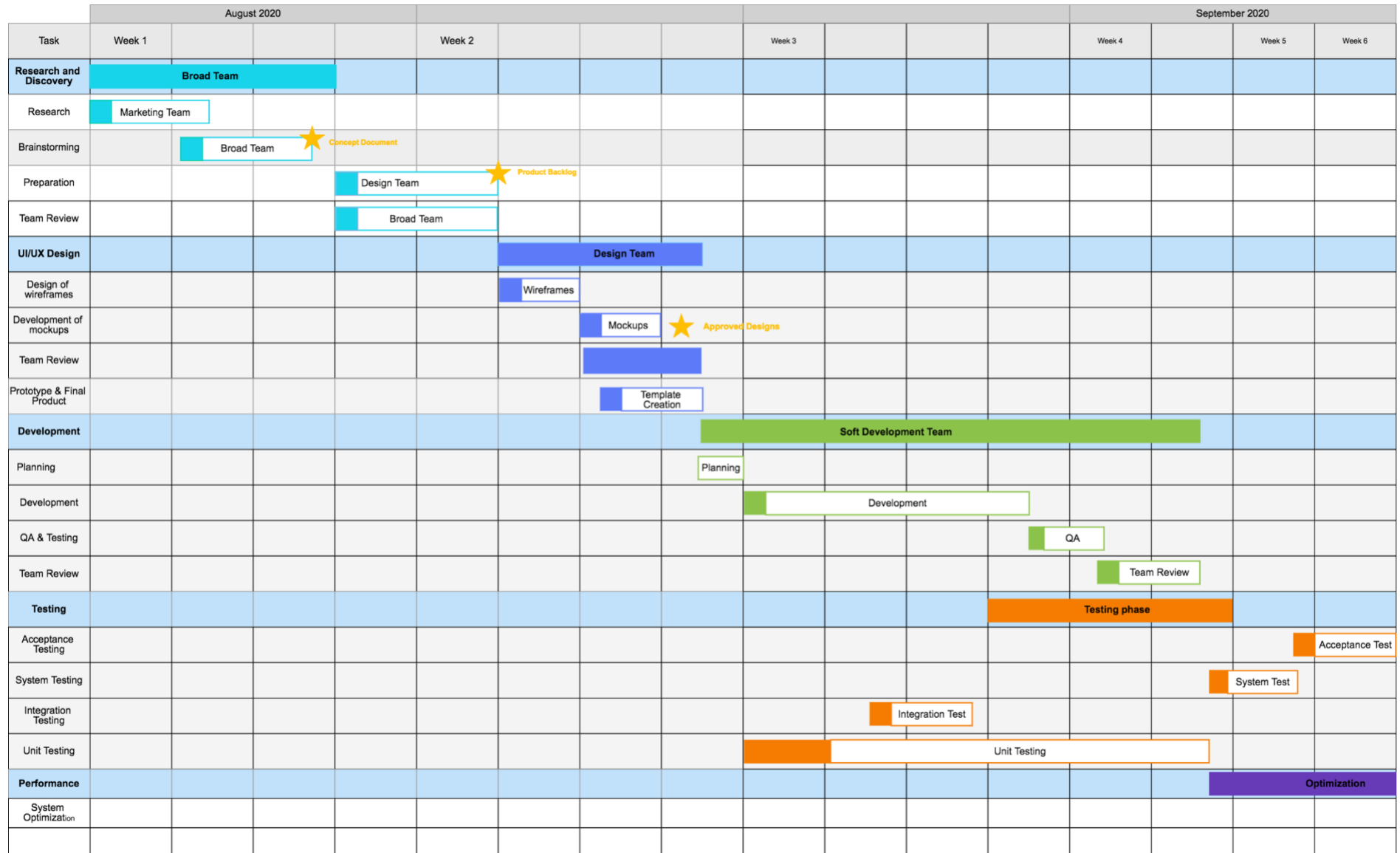
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1. Project Timeline (6 Weeks) 4 weeks Development & 2 Weeks QA and Testing



2. Project Scope

System Actors	Comments
Super Admin	Has complete overview of the system and overall incharge of the platform.
Project Manager	Oversee the CMs, Mentors and Trainers and receives their reports.
Trainer	In charge of training trainees and reporting on trainings.
Center Manager(CM)/Mentor	Manages Center and In charge of carrying through the trainees through mentorship and reports on their progress.
Trainee	Participates in a training in their field of choice and once complete goes through a 30 day mentorship. After successfully completing this they graduate.

3. Key System Features

Feature	Comments
Training	<ul style="list-style-type: none">- Trainers Register and Login onto the platform- Create and view sessions that they will be overseeing- Upload trainees from an EXCEL file onto the platform into a particular session that they have carried out.- Submit Reports of their trainings conducted daily, weekly and monthly- Submit Photos of training
Mentorship	<ul style="list-style-type: none">- Mentors Register and Login onto the platform- Mentors view categories they are managing and the mentees they have been matched with- View scores and progress of each mentee- Mentors:<ul style="list-style-type: none">▪ Assign Tasks & Assignments▪ Moderate Weekly Q&A▪ Thursday discussion sessions▪ Award participants points for participation and answering of questions.- Review and Mark<ul style="list-style-type: none">▪ Tasks & Assignments▪ Final Project

Mentees	<ul style="list-style-type: none"> - Receive Mentorship Link to Register after completing training - Register and Login onto the platform capturing details of their county location, category of interest etc. - Matched with a mentors based on their Category - Participate in <ul style="list-style-type: none"> ▪ Weekly Q and A ▪ Thursday discussion sessions - Submit <ul style="list-style-type: none"> ▪ Tasks & Assignments ▪ Final Project - Communicate with Mentor One-On-One - Impact Stories : Submit Progress reports on Opening of Online Work Account sand Earning
Communication	<ul style="list-style-type: none"> - Bulk Email communication to trainees, mentees, mentors or trainers - Individual Email communication to trainees, mentees, mentors or trainers - Bulk & Individual SMS communication to trainees, mentees, mentors or trainers - In System Messaging and Communication to trainees, mentees, mentors or trainers.
Community	

	<ul style="list-style-type: none"> - Trainees/Mentees can be able to ask questions on the community forum and other members can be able to give answers.
Geo Location	<ul style="list-style-type: none"> - Trainers and Center managers checkin at the various locations that they are training at. Geo location is logged to confirm that they are at the said location . -
Resource Hub	<ul style="list-style-type: none"> - Resource section available to provide self-improvement resources to trainers in form of Video or PDFs.
Project Management	<p>Profile</p> <ul style="list-style-type: none"> - Login credentials assigned to the Internal Team on Portal. -Manage trainees and center managers <p>Tracking Trainings/Events</p> <ul style="list-style-type: none"> - Pre-approve Training/Events scheduled by the 51 Trainers and 106 Center Managers. - Track daily activities/Trainings/Events happening. - Track daily Clocking in of Center Managers in the Centers as per the Geographical location. <p>Reports - Manage Center Managers/Trainers Performance</p> <ul style="list-style-type: none"> - Approve/flag/comment on Reports submitted by Trainers and Center Managers. <p>Incidents</p> <ul style="list-style-type: none"> - Receive incidents from Center Managers and Trainers and comment/take action via the Portal.

	<p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> - Receive weekly/monthly/quarterly reports submitted by Center Managers and Trainers via Portal and approve/comment/flag. - Ability to see metrics and data of trainees trained weekly/monthly/quarterly and completion rate. - Ability to visualize quantitative data received via the Reports. - Ability to post resources on the Resource Hub/Page for Trainers and Center Managers.
Access Control	<ul style="list-style-type: none"> -Access control module for clockin in and out that can use fingerprint to be fitted at the center locations. -Connect the Access control module to the platform so we can monitor attendance.
WhatsApp Integration – WhatsApp Bot	<ul style="list-style-type: none"> -Trainee optional registration for training or mentorship i.e. (If the Ajira Portal is down) -Trainees or mentees to request and receive mentorship or training reading material under their category.
Reporting	<ul style="list-style-type: none"> - Trainers reports DAILY, WEEKLY and MONTHLY. - Incident Reports - Mentors reports DAILY, WEEKLY and MONTHLY. - Impact Stories: Mentee Progress Reports on who have opened online accounts and are earning.

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4. System Set Up & Platform Considerations

Aspect	Comment
Cloud Deployment & Robustness	<p>System will be deployed on Cloud Digital Ocean/ AWS with the key benefits of cloud being</p> <ul style="list-style-type: none"> - Fast and reliable performance (No Downtimes) - Security (High Level Encryption of Data) - Scale (Pay/Usage Model allows to quickly scale up to handle millions of users without System strain) - Back up (All the data is backed up across data centers and available for instant recovery) <p>Robust system that should be able to handle capacity of upwards of 30,000 trainees per month, mentors and trainers.</p>

Security	<p>Security consideration for the system are of utmost importance dues ot the nature of data being stored and the system will utilize aspect such as</p> <ul style="list-style-type: none"> - Data Encryption - WAF (Firewall) - System Monitoring & Health Checks - PenTesting - Role access & Management - Binary defense Artillery
Data Privacy	<p>Data privacy is also a key aspect of the platform and this will take into consideration aspects of</p> <ul style="list-style-type: none"> - GDPR Compliance - Data Privacy Policy - Data Breach Mitigation & Responsible Disclosure Measures -

5. System Deliverables

Deliverable
Trainer Dashboard
Trainer Mobile App
Center Manager/Mentor Dashboard
Mentee Dashboard
Admin Portal
Backend API

