

## CHAPTER 1: INTRODUCTION

### 1.1 Background

- Overview of the Research Grant Proposal Application System
- Purpose of the System
- Target Users (Researchers, Faculty, Reviewers, University Administration)

### 1.2 Objectives of the Documentation

- Ensuring smooth system deployment and implementation
- Providing a structured guide for system governance and compliance
- Defining legal, operational and maintenance requirements

### 1.3 Scope of the System

- Functional Scope (Proposal submission, review, approval and tracking)
- Technical Scope (Hosting, database, integrations)
- Regulatory and Compliance Scope

## CHAPTER 2: SYSTEM DEPLOYMENT AND IMPLEMENTATION DOCUMENTATION

### 2.1 Deployment Plan

- Deployment Strategy (Phased vs. Full Rollout)
- Infrastructure and Hosting Setup
- Server and Database Configuration

### 2.2 System Installation & Configuration

- Software Installation Procedures
- User Access Setup
- System Security Configuration

### 2.3 Training and User Onboarding

- Training Materials and Guides
- Stakeholder Training Sessions

- System Adoption Plan

## 2.4 Go-Live Plan

- Pre-Go-Live Testing and Validation
- Risk Mitigation Strategies
- Official Launch Plan

## CHAPTER 3: POST-DEPLOYMENT DOCUMENTATION

### 3.1 System Performance Monitoring

- Monitoring Uptime and Performance Metrics
- Incident Reporting and Resolution Procedures

### 3.2 User Feedback and System Optimization

- Collecting and Analyzing User Feedback
- Implementing System Enhancements

### 3.3 Bug Fixes & Feature Upgrades

- Issue Tracking and Resolution Mechanism
- Scheduling System Updates

### 3.4 Future Scalability Considerations

- Expanding System Capabilities
- Integrating with Other University Systems

## CHAPTER 4: LEGAL AND COMPLIANCE DOCUMENTATION

### 4.1 Data Protection & Privacy Compliance

- Adherence to the Kenya Data Protection Act, 2019
- Data Storage, Retention and Processing Guidelines

### 4.2 Intellectual Property & Software Ownership

- Rights and Ownership of the System Code

- Usage Rights Agreement with the University

#### 4.3 Service Level Agreement (SLA)

- System Availability and Performance Expectations
- Support and Maintenance Agreement

#### 4.4 Security & Risk Management

- User Access Control Policies
- Security Threat Mitigation Measures

### CHAPTER 5: PROJECT CLOSURE DOCUMENTATION

#### 5.1 Project Summary

- Objectives Achieved
- Deliverables Completed

#### 5.2 Stakeholder Review & System Acceptance

- Evaluation by the Research Committee
- Final System Validation and Approval

#### 5.3 Handover & Documentation Transfer

- Ownership Transfer to University IT Team
- Training Completion Certification

#### 5.4 Lessons Learned & Best Practices

- Successes and Challenges in Development
- Recommendations for Future Projects

#### 5.5 Project Closure & Official Sign-Off

- Stakeholder Agreement and Signatures
- Final System Documentation Submission

## CHAPTER 6: ONGOING MONITORING AND EVALUATION DOCUMENTATION

### 6.1 System Usage Analytics

- Tracking User Activity and Engagement
- System Utilization Reports

### 6.2 Security & Compliance Audits

- Routine Data Security Assessments
- University Policy Adherence Review

### 6.3 Continuous System Support & Training

- Periodic Training for New Users
- Updates to User Guides and Manuals

### 6.4 Future Upgrades and Expansion

- Identifying Emerging Needs
- System Expansion Strategy

### 6.5 Documentation Updates & Reporting

- Ongoing Maintenance Logs
- Monthly Reports to Research Committee

## APPENDICES

### Appendix A: System Screenshots & User Interface Overview

- Login & Dashboard Screens
- Research Proposal Submission Workflow

### Appendix B: Glossary of Terms

- Definitions of Key Terms Used in the Documentation

### Appendix C: Contact Information

- Key Contacts for System Support & Maintenance

## **DEPLOYMENT AND IMPLEMENTATION DOCUMENTATION**

**1. Introduction** The purpose of this document is to provide a comprehensive guide on the deployment and implementation of the Research Grant Proposal Application System for the University of Kabianga (UoK). This system is designed to streamline the research grant proposal submission and review process.

### **2. Deployment Plan**

- **Infrastructure Setup:**
  - Hosting on a secure cloud server / on-premise university server.
  - Database setup and configuration.
  - Security protocols implementation.
- **System Deployment Process:**
  - Deployment to the production environment.
  - API integrations and final configurations.
  - Testing and verification of deployed modules.
- **User Onboarding & Training:**
  - Training sessions for staff and faculty.
  - Creation of user manuals and video guides.
- **Security Measures:**
  - Access control policies.
  - Regular system backups.
  - Implementation of encryption and secure login features.
- **Go-Live Strategy:**
  - Soft launch phase (pilot testing with selected users).
  - Full rollout after validation and necessary fixes.
  - Ongoing monitoring of performance.

## **POST-DEPLOYMENT DOCUMENTATION**

### **1. System Maintenance & Support**

- Routine system updates and security patches.
- Dedicated IT support for troubleshooting.
- Incident logging and response mechanisms.

## **2. User Feedback Collection**

- Surveys to collect user experience insights.
- Analysis of received feedback for improvements.

## **3. Performance Monitoring**

- Regular monitoring of system uptime and server performance.
- Audit logs for tracking system usage.

## **4. Bug Fixes & Enhancements**

- Tracking and resolving software bugs.
- Prioritizing system upgrades and feature improvements.

## **5. Scalability & Future Growth**

- Planning for additional features and capacity expansion.
- Integration with other university systems.

# **LEGAL AND COMPLIANCE DOCUMENTATION**

## **1. Data Protection & Compliance**

- Adherence to the Kenya Data Protection Act, 2019.
- Implementation of privacy policies and consent mechanisms.

## **2. Intellectual Property & Software Licensing**

- Agreement on system ownership and usage rights.
- Licensing agreements for third-party integrations.

## **3. Service Level Agreement (SLA)**

- Uptime commitments and support response times.
- Maintenance and escalation procedures.

## **4. Security & Privacy Policies**

- Guidelines on user authentication.
- Access control and data encryption standards.

# **PROJECT CLOSURE DOCUMENTATION**

## **1. Project Summary**

- Objectives and scope achieved.
- Key deliverables and system capabilities.

## **2. Stakeholder Feedback & Acceptance**

- Final review and approval from UoK Research Committee.
- Confirmation of system readiness.

## **3. Handover Details**

- Transfer of system ownership to the university.
- Documentation and training completion.

## **4. Lessons Learned**

- Successes and challenges encountered.
- Best practices for future projects.

## **5. Sign-Off & Closure**

- Official confirmation by key stakeholders.
- Approval and closure of project activities.

# **ONGOING MONITORING AND EVALUATION DOCUMENTATION**

## **1. System Performance Review**

- Evaluation after 6 months of operation.
- Review of user engagement statistics.

## **2. Security & Compliance Audits**

- Periodic assessment to ensure legal adherence.
- Regular vulnerability testing.

## **3. User Support & Continuous Training**

- Scheduled training sessions for new users.
- Updates to user manuals and FAQs.

## **4. Future Enhancements & Upgrades**

- Identification of additional system needs.
- Planning for extended functionalities and AI integration.

## **5. Reporting & Documentation Updates**

- Ongoing maintenance logs.
- Monthly reports to the research committee on system effectiveness.