Pre-Deployment & Finalization Checklist

1. **Subdomain & Hosting**
   - o Ensure the subdomain (e.g., arg.uok.ac.ke) is correctly pointed to your server or deployment platform.
   - o Secure the connection (SSL/HTTPS).
2. **Functionality Testing**
   - o Run full system tests: form submissions, user roles (admin, reviewer, researcher), email notifications (if any).
   - o Confirm workflows: proposal upload → review → approval → feedback.
3. **User Acceptance Testing (UAT)**
   - o Engage a few lecturers or researchers to simulate real use.
   - o Gather any last-minute feedback or bugs before full rollout.
4. **Documentation**
   - o Create user manuals (PDF or online) for different users (researchers, reviewers, admins).
   - o A technical document or system guide for maintenance.
5. **System Security**
   - o Sanitize inputs, especially in file uploads and login areas.
   - o Ensure proper session and access control management.
6. **Analytics (Optional)**
   - o Add Google Analytics or similar to track user engagement (just for insights).
   - o Error logging in place for real-time monitoring.
7. **Support Setup**
   - o Provide a support contact (email, WhatsApp, etc.) for early users in case of issues.
8. **Branding**
   - o Make sure it matches UoK's branding guidelines — logos, colors, fonts.

PROJECT BUDGET: Web-Based System for Digitization of Research Proposals (ARG Platform)

Submitted to: DVC (PRD) – Research Committee, University of Kabianga
Prepared by: Knoph Oluoch Ayieko – Developer, IT Specialist
Date: 15th April, 2025 - Monday

1. System Analysis & Design Phase

Item	Description	Duration	Unit Cost (Kes.)	Total (Kes.)
Preliminary Research & Consultations	Needs assessment, stakeholder interviews, university research workflow review	2 weeks	5,000	10,000
System Design (UML, ERDs, UI Mockups)	Architecture planning, data structure, wireframes	1 week	7,000	7,000
Prototype Development & Testing	Development of first working version, user feedback sessions	2 weeks	7,500	15,000

Subtotal – Analysis & Design Phase | | | | Kes. 32,000

2. Full System Development

Item	Description	Duration	Unit Cost (Kes.)	Total (Kes.)
Front-End Development	User interface (Admin, Researchers, Reviewers), forms, responsiveness	3 weeks	10,000	30,000
Back-End Development	Logic, databases, submission & approval workflows, authentication	4 weeks	12,000	48,000
Admin Dashboard	Reporting tools, user management, system configuration	1 week	30,000	30,000
Notifications & Communication Integration	Email alerts, status updates, deadline notifications	1 week	10,000	10,000
Security Implementation	Session management, data protection, form validation	1 week	25,000	25,000

Subtotal – Development Phase | | | | Kes. 143,000

3. Testing & Deployment

Item	Description	Duration	Unit Cost (Kes.)	Total (Kes.)
Internal Testing & Debugging	Full QA, bug fixes, performance tests	1 week	5,000	5,000
User Acceptance Testing	Pilot testing with UoK research teams	3 days	4,000	12,000
Hosting Setup & Subdomain Configuration	Deploying system on UoK servers/subdomain	3 days	5,000	5,000

Subtotal – Testing & Deployment |||| **Kes. 22,000**

4. Documentation & Training

Item	Description	Duration	Unit Cost (Kes.)	Total (Kes.)
User Manuals & System Guide	Preparation of detailed PDF manuals and in-system guides	3 days	5,000	15,000
Training Sessions	Demo & onboarding for research officers, staff, and admins	2 days	5,000	10,000

Subtotal – Documentation & Training |||| **Kes. 25,000**

5. Project Management & Support

Item	Description	Duration	Unit Cost (Kes.)	Total (Kes.)
Project Management Time	Planning, feedback integration, meetings, reporting	Entire period	-	10,000
3-Month Post-Deployment Support	Bug fixes, updates, feature requests	3 months	5,000/month	15,000

Subtotal – PM & Support |||| **Kes. 25,000**

6. Miscellaneous

Item	Description	Quantity	Unit Cost (Kes.)	Total (Kes.)
Internet & Power Support	Bundles & electricity during dev and testing	3 months	1,500	4,500
Communication Costs	Calls, emails, Google meetings, etc.	Lump sum	-	2,000
Transport (Meetings)	To and from UoK/ICT Dept. meetings	5 trips	1,000	5,000

Subtotal – Miscellaneous |||| **Kes. 9,500**

GRAND TOTAL ESTIMATED BUDGET: Kes. 433,500