**Pre-Deployment & Finalization Checklist**

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