Question 2

Q.2.1 IT Project Selection

Q.2.1.1 Selected IT Project

The selected IT project is the development of an online learning management system (LMS) for educational institutions. The system aims to facilitate online learning, course management, and student engagement.

Two Factors for Selection Criteria

1. User Requirements - Understanding the needs of students and educators is crucial. The selection criterion should evaluate how well the LMS meets these requirements, such as ease of use and accessibility.

2. Scalability - The ability of the LMS to grow and accommodate more users or additional features over time is essential. The criterion should assess the technical architecture to ensure it can handle increased demand.

Q.2.1.2 RFP Evaluation Criteria

An RFP (Request for Proposal) may include evaluation criteria to ensure that potential vendors align with the project's goals and requirements. This is crucial for:

Consistency - Establishing a uniform basis for evaluating proposals helps in making fair comparisons.

Quality Assurance - Criteria can focus on vendor experience, technical capabilities, and support services, ensuring that the selected vendor can deliver a high-quality product.

Q.2.2 Project Proposals

Q.2.2.1 Importance of Proposal Sections

Each section of a proposal serves a specific purpose:

1. Executive Summary - Provides a brief overview of the project.

Element: Project goals and expected outcomes.

2. Project Description - Details the project's scope and objectives.

Element - Features of the LMS and how it addresses user needs.

3. Methodology - Outlines the approach for development.

Element - Agile development process for iterative improvements.

4. Budget - Shows the financial aspects of the project.

Element - Detailed breakdown of costs, including software licenses and hosting fees.

Q.2.2.2 Important Contract Terms

1. Scope of Work - Clearly defines the deliverables and services included in the project.

2. Timeline - Specifies deadlines for project phases, ensuring accountability.

3. Payment Terms - Outlines the payment schedule and conditions for payment milestones.

4. Intellectual Property Rights - Clarifies ownership of the developed software and related materials to prevent future disputes.