

2013

**Project Scope Document**

**CHED-BPAP System**

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| **Project Team** | |
| Jan Paolo Luces | Project Manager |
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# Project Summary

Given BPAP’s responsibilities to CHED, SEI, and to COA, three major needs have been identified with BPAP’s process of intervention within the 17 identified SUC’s. Namely, data capture, monitoring, and reporting of all the information relevant in evaluating BPAP’s performance. DoubleTap’s project will target the data capturing module of the CRISP system, gathering the necessary data from T3 and the different participants within the SUC’s.

Included within this project is the development of a Registry Repository System (that gathers the data from across the different programs by BPAP), a Business Process Reengineering Plan for the distribution process of BEST and e-Adept keys, and finally a training seminar for the use of the Registry Repository System. The RRS in essence is a subset of the CRISP system.

There are four (4) major sources of data that has to be introduced to BPAP’s monitoring perspective: data coming from GCAT performance, BEST and e-Adept assignments, SMP course grades and T3 teacher participation. For GCAT, this data will come from AAI, who sends the performances of test takers to BPAP. Along with performance results are profile information which is taken before the test proper. For BEST and e-Adept, where the current process is a manual notation of key to owner correspondence, a BPR plan will be created to change the manual way of notation to a web-based distribution of keys to registered students. With this implementation, data collection for the recipients would be done during the registry for the key. Third, the RRS would also have to account for the input of data coming from the 17 different SUCs through their correspondent PM. Finally, through the T3 intervention of BPAP, data about teachers who have participated in any of the T3 trainings will also be collected from BPAP itself. Common to all these components would be the capacity to capture demographics for each participant.

All this data which is then put into a database/repository will be passed on to the ETL system to be developed by Tech5 for further arrangement in line with monitoring.

The final phase of the project to be done by DoubleTap will be user training for the input end of the system. This will be conducted after the roll-out of the CRISP system and will focus on the proper use of the RRS.

Given the problems identified with their current engagement with BPAP, the group has decided on developing a Registration Management System which will enable the proper data collection and standardization of information relevant to monitoring and tracking the stakeholder details (trainers, teachers, students).

Included within this project is the input of basic information (data gathering) of participants. Given that participants will be coming from 17 different SUCs it was identified that details coming from each of these have different formats depending on where they come from. A standardized registration would pre-empt the symptom of unorganized data, especially when the program reaches the maturity stage where all the participants, especially the students, will be evaluated, tracked, and their performances compared so as to provide a reading of the impact of the BPAP engagement.

In addition, data captured by the system will be validated by incorporating the Registration Management System to the enrolment of entities ( student, teacher, trainer ) in the program. This would ensure that data would be up-to-date.

This registration however is not just limited to the students but will also take into account the teachers and trainers and their relation with the programs. In this aspect, information provided by the Registration Management System would contribute to performance monitoring of the overall effectiveness of the CHED-BPAP program by providing the necessary relationship details between all the participants.

Included within this project would also be an implementation plan that ensures the validation of participants from the academe. This can be done not only in the initial stage but also in the succeeding phases of the program.

The group will develop a system and implementation strategy that is dedicated to addressing the identified problems--the lack of proper standards and policies, and the need for better data capturing, monitoring and tracking. This would be the initial system to be developed alongside the other systems needed for the whole program (to be handled by Tech5 and Myriad). The system's output will enable the use of other modules for the CHED-BPAP program.

**BLABLABLA relate what is above, translate it into the “TPS” system**

# Rational & Benefit of the Project

# Measures of Success

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| **Categories** | **Objectives** | **Measures of Success** |
| **Project Financial** | To implement the system, conduct proper training, and acquire human resources within the budget set by SEI and CHED. | Expenditures must not exceed P8M and P125M for the SEI and CHED projects, respectively. |
| **Project Timing** | To implement the system within the set schedule. | System must be complete and implemented by <November?>. |
| To train the system users within the set schedule. | Trainings of users *located in Metro Manila* must be done by <schedule>.  *Manuals must be sent to SUC’s outside of Metro Manila by <schedule>.* |
| To conduct a trial period within the set schedule. | A trial period of the system must be held for two weeks, starting on the day of the system’s implementation. |
| To acquire all the needed resources for the different programs/products within the set schedule. | Trainers, PINs, and other relevant resources needed for each project must be acquired at least 2 weeks before the specified date of the different programs, depending on the schedule of the different SUC’s. |
| **Project Quality** | To implement a working system that gathers **relevant, consistent,** and **correct** data from the different SUC’s involved in the project. | **Relevant:** Data gathered must include information needed by the different managers for reporting, such as basic personal information and scores achieved by the students and teachers involved.  **Consistent:** A set format relative to the different SUC’s, if they have their own standards, should be followed when entering the data to the system.  **Correct:** Data validation must be done to ensure that the entered information are valid and error-free.  Ensure that all errors are resolved after the set trial period. |
| To equip the teachers involved with the proper knowledge and skills needed in teaching their assigned subject(s). | At least 75% of the trained teachers must garner an above average score in each of the programs that they are enrolled in.  A total of at least 1,400 teachers complete GCAT and trained in BEST and AdEPT.  A total of at least 500 teachers trained in SMP subjects. |
| To strengthen the capability of the different SUC’s in offering high quality IT and BA courses. | At least 17 Industry-Academe Linkages active and institutionalized.  Deploy the SMP minor program in the course offerings of the 17 different SUC’s.  Have a pool of SMP-trained and BEST-, and AdEPT-certified teachers as part of SUC’s regular faculty. |
| To equip the students enrolled in IT- and BA-related courses from the 17 SUC’s with the proper competencies, leading to a higher employability rate. | At least 70% of SMP graduates are employed in different companies belonging to the IT-BPM industry.  At least 12,500 students enrolled in SMP should be able to finish all the necessary courses, namely: Service Culture, Business Communication, Systems Thinking, BPO101, BPO102, and 600 hours of Internship.  A total of at least 20,000, 15,000, and 5,000 students completed GCAT, BEST, and AdEPT, respectively, by February 2015. |
| To ensure that the acquired PINs needed for BEST and AdEPT programs are fully documented and duly accounted for. | Maintain a database table showing the each PIN-owner correspondence. |
| **Consumer Communication** | To provide a series of updates to the clients, Mr. Doy Dulce and Sir Victor(?), regarding the project through the project manager. | Full compliance with the communications plan. |

# Project Stakeholders

# Deliverables

The group aims to provide the following deliverables:

* System
* User’s Manual
* Training Manual
* Technical Manual
* User Training

# Milestones

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| **Milestones** | **Deadlines** |
| Signing of Acceptance Form for System Requirements | First week of September 2013 |
| Alpha Testing of Module | First week of November 2013 |
| Beta Testing of Module | Second week of November 2013 |
| Module Integration and Testing | Third week of November 2013 |
| System Rollout | First week of December 2013 |
| Formal Transfer of Documents | Second week of January 2013 |
| User Training | Second week of January 2013 |
| Client Performance Evaluation | First week of February 2013 |

# Technical Requirements

1. System Technical Requirements

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| **Software** | Purpose |
| MySQL | DBMS for data to be collected through TPS |
| .Net Framework 4.0 | Framework to utilize C# developed software |

The TPS’ greatest software requirement is the .NET Framework, version 4 at the very least to run C#, which will be the language used for the system. Therefore, the minimum hardware requirements will be for the .NET Framework.

The TPS, which will be used by \_\_\_\_\_\_\_\_\_\_\_ will have to run on a windows based OS with the following specifications:

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| **Hardware** | **Minimum** |
| Processor | 1 GHz |
| RAM | 512 MB |
| Disk Space | 850 MB (32-bit), 2 GB (64-bit) |
| OS | Windows XP SP3 |

2. Development Technical Requirements

The software requirements for development are similar to those of the system requirements, with the addition of Visual Studio 2010, serving as the Integrated Development Environment (IDE).

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| **Software** | **Purpose** |
| Visual Studio 2010 | IDE |

Below are the minimum hardware requirements for running Visual Studio 2010[[1]](#footnote-1):

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| **Hardware** | **Minimum** |
| Processor | 1.6 GHz or faster processor |
| RAM | 1GB (1.5 GB if running on a virtual machine) |
| Hard drive storage capacity | 10 GB available, (10.6 GB if using language packs) |
| Hard drive speed | 5400 rpm |
| Video Card | DirectX 9 capable video card (1024 x 768 or higher resolution) |

# Limits and Exclusions

* The team is not responsible for the provision of maintenance personnel
* The team will not be responsible for procurement
* The team will only provide software that itself developed
* The extent of the output of the team’s system will only be the database to be passed on to Tech 5
* The team will not be responsible in contacting and communicating with the 17 different SUCs

1. http://www.microsoft.com/visualstudio/eng#products/visual-studio-ultimate-2012 [↑](#footnote-ref-1)