

# Scope of Work – School Management CRM System

We convert business into brand, we help you to see the big picture, and put your global IT strategy on a practical path towards success.



## *Core Objective:*

Build a unified CRM that handles student data, academics, inventory, staff workflow, communication, and results — making school operations faster, transparent, and fully digital.

## 1. Student Information Management

- Store student profiles, admission details, attendance, guardian info, fee status.
- Track class-wise, section-wise, and year-wise data with quick search and filters.
- Maintain ID cards, enrollment history

## 2. Academic Structure & Subject Management

- Manage class-section structure, subject mapping, teacher allocation.
- Upload lesson plans, timetables, and academic calendars (need more clarification)
- Track subject-wise student performance.

## 3. Assignment & Homework Module

- Teachers can upload assignments, reference materials, PDFs, and due dates.
- Students/parents get instant alerts; submission tracking is included within the portal

- Auto-reminders for pending assignments are included within the portal.

## 4. Examination & Result Management

- Create test schedules, manage mark entry, attendance, and grading templates.
- Auto-generate report cards with subject-wise breakdown.
- Downloadable results for parents and admin dashboards for analytics.

## 5. Fee Management

- Handle fee categories, discounts, dues, transport charges, and invoices.
- Automated reminders for dues; payment history tracking.
- Exportable financial reports for admin.

## 6. Inventory Management (Uniforms, Socks, Books, Stationery)

- Track stock levels, purchase records, and issue history.
- Add item categories (uniform, socks, books, notebooks, lab items).
- Auto-alerts when stock is low + inventory reports.

## 7. Staff & Labour Module

- Store staff/labour profiles, attendance, payroll, work allocation.
- Assign daily tasks and track completion.

## 8. Transport Management (optional but recommended)

- Track routes, drivers, vehicles, student pickup/drop details.
- Generate transport fee structures.
- Attendance tracking for bus boarding.

## 9. Library Management (optional but standard)

- Issue/return tracking, due reminders, membership logs.

## 10. Event & Activity Tracking

- Manage competitions, cultural events, sports day, certificates.
- Upload photos, winner lists, and achievements.

## 11. Dashboard & Reporting

- Admin dashboard showing total students, fees collected, dues, attendance, results.
- Class-wise performance reports + inventory analytics.
- Export data as Excel/PDF.

## 12. User Roles & Permissions

- Role-based access for admin, sub-admin, students.
- Secure login controls and tracking.

### *Final Confirmation & Quotation Process*

Once the scope of work is reviewed, adjusted, and finalized by both sides, we will prepare and share a complete quotation covering module-wise pricing, timelines, and implementation details.

This ensures full clarity on deliverables before development begins.

We proceed to the billing stage only after your final approval of the scope.

*Regards*

*Web infotech Guwahati*