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**In Partial Fulfillment of the Requirements for the subject Project Management**

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# INTRODUCTION

## **Overview**

Barangay Don Bosco was formerly a part of Barangay La Huerta, in the Municipality of Parañaque, Metro Manila. It was created by virtue of Presidential Decree No. 1322 last April 28, 1978.

Currently, Barangay Don Bosco handles 20 subdivisions and as an LGU, they are required to maintain a standard where they should have an up-to-date registry information and a process to search to all the barangay records efficiently. Also, the barangay still utilizes manual business process and barangay-related functions that are cumbersome and time consuming.

Therefore, a project plan was created for the development of barangay management system. This project plan contains different management plan and information about the proposed project. The system will automate the business process and computerize some manual processes with modules and features that will help Barangay Don Bosco to keep the residents’ record updated, have an engagement with the community and provides an ease of access to barangay services.

## **Objectives**

* **General Objective:**

To create and deliver an acceptable project plan for the development of Barangay Don Bosco’s Management System and for it to be implemented successfully.

* **Specific Objective:**

To provide different management plan that will be included for the completion of the project plan such as: Business Case, Project Charter, Stakeholders Management Strategy, Scope Management Plan, Schedule Management Plan, Cost Management Plan, Quality Management Plan, Human Resource Management Plan, Risk Management Plan, and Implementation Plan.

## **Company Profile**

* + Brief Background

Barangay Don Bosco belongs to the Municipality of Parañaque and was formerly part of Barangay La Huerta. It was created as a barangay by the Virtue of Presidential Decree No. 1322 that took effect on April 3, 1972. Currently, Barangay Don Bosco handles 20 subdivisions.

* + Mission

Through SIPAG ay PAG-UNLAD serve Bosconians effectively and efficiently to the fullest of abilities, to implement rules and regulations, create partnerships for political, social, cultural and economic development moving towards a harmonious life with God, man and nature.

* + Vision

Barangay Don Bosco to be a home of God fearing Bosconians living peacefully and orderly. A friendly environment with feeling of belongingness, free from crimes and poverty, cooperative, religiously participating for a progressive barangay.

## **Problem Statement**

* Manuel process in handling daily transaction such as:
* Processing requests for permits, barangay clearance, etc.
* Processing residents’ payments for community tax dues, professional tax, barangay clearance fees, etc.
* Filing incident report.
* Adding, updating, and searching barangay records
* Residents need to go to the Barangay Office to inquire requirements or fees, and to get forms for Barangay Clearance, Business Clearance, Community Tax Certificate, etc.
* List of requirements are attached in front of the form
* Residents will only know the total fee once processed or inquired
* Barangay Announcements are usually done by distributing a memorandum to the head of each area under the barangay. The head of each area are the ones responsible to announce it to the residents which is usually done using megaphones and tarpaulins.

## **Project Overview**

Barangay Don Bosco handles twenty (20) subdivisions, and has ten (10) employees assigned in the Administration/Treasury Department. This department manages mainly the issuance of clearances, permits, and certificates.

* Automated Business Processes
* *Assessment and Tracking Feature.* Assessment and Tracking Feature. Residents will be able to track the status of the requested document and be notified for release along with the breakdown of fees to paid before going to the barangay.
* *Incident Reporting.* The system can automate the filing of incident reports to by letting the concerned people file through the system which will be further be investigated by the officials. This will help the peace-keeping council to have a more efficient way to record the incident reports.
* Records Management
* *Residents Profiling.* CRUD (Create, Read, Update, Delete) to keep the residents’ profile updated.
* *Household Records.* The system will be able to record the household profile which can help identifying if a person is a resident or transient. It also uses CRUD (Create, Read, Update, Delete) to keep the household information updated as possible.
* *Business Records.* The system will have a record for business information. It also uses CRUD (Create, Read, Update, Delete) to keep the business records updated as possible
* *Barangay Officials.* The system will have a record of barangay officials who have been elected in the past until present.
* *Reports.* With the use of the other features of BDBMS, the system will be able to generate reports such as Barangay Profile, Socio-Demographic Profile, Residents’ Census Information, etc.
* *Forms and Clearances.* Availability of digitized forms (with the list of requirements) such as Barangay Clearance, Barangay Business Clearance, Community Tax Certificate, etc.
* Residents will have the decision to either download and print the forms; or
* Fill forms online and send it with scanned requirements with the use of the mobile applications
* *Barangay Announcements.* This feature that can help update the community about upcoming barangay activities. Also, announcements such as road construction/re-blocking, etc., will be included.

1. **Goals and Objectives of the System**

|  |  |  |
| --- | --- | --- |
| GOALS | DESCRIPTION | OBJECTIVE |
| Organize Records | Records are computerized and stored in a database | To easily search and access needed records and information |
| Incident Reporting / Community Feedback | Residents can send a picture and reports using the mobile application. This will be received by the barangay for them to act. | To raise awareness between the barangay and the community when it comes in security. Also, the barangay officials will know the sentiments of the people. |
| Digitized Forms and Automated Transactions | Forms are available for download and can be filled-up and sent online. The status of requested documents can be tracked, and the user will be notified if the document is ready for release along with the breakdown of fees to be paid. | To provide accessibility of barangay services to the community and prevent long queues and waiting. |
| Barangay Announcements | Official Barangay Announcements regarding barangay projects, meetings, road construction/re-blocking, etc. | To keep residents updated on the things happening in the barangay and lessen the work of announcing through megaphones/roaming. |
| Barangay Analysis Reports | Resident Profiles, Household Records, Barangay Profile, Socio-Demographic Profile, Residents’ Census Information etc. | To help the officials have statistical and analysis reports that will be used to plan future projects and events for the barangay. |

## **Business Need**

The citizen’s charter of Barangay Don Bosco provides a list of procedures on every process such as issuance of barangay clearance, business permits, and certificates. The charter also shows how long a certain process takes before it is done but due to the available resources of Barangay Don Bosco, residents personally go to the barangay to get a form.

According to the project sponsor, BDBMS would be a big help when it comes to the barangay’s day to day operations. The system automates the process of requesting barangay documents by allowing the community to fill-up forms online and send it along with the requirements. Also, the status of the requested document can be tracked through the system.

BDBMS will help the barangay to have an engagement with the community because it will serve as a means of communication to them. The system enables the barangay to post their announcements to keep the community updated, instead of printing it to the paper as a memorandum. It not only saves time in distributing papers in each subdivision, but it saves the barangay in the cost of the resources. The system provides an engagement of the community by enabling them to send their sentiments, concerns, and filing incident reports through the system.

The system will also serve as a gateway to meet the standard that the Municipality of Parañaque sets in every barangay when it comes to managing the residents’ records. It enables Barangay Don Bosco to maintain the residents’ updated record and to be able to access them easily.

# STAKEHOLDERS MANAGEMENT STRATEGY

## **Purpose**

The Stakeholder Management Strategy of Barangay Don Bosco App will serve as a stepping stone for the project success. With this, the group can identify the project stakeholders and be able to analyze what their expectations are. Effective communication and engaging with the stakeholders can greatly affect the outcome and success of the project.

## **Stakeholder Analysis**

The team identified the following who will be affected by the project regardless of how major or minor it is. The stakeholders will be profiled in a stakeholder register with their position and project role. The team analyzed the list of stakeholders based on the Power/Interest Grid wherein:

* High Power/Low Interest – the team should be able to meet their needs;
* High Power/High Interest – the team considers them as the key players;
* Low Power/Low Interest – the team considers them as least important because they are affected in minor ways; and
* Low Power/High Interest – the team should be able to show consideration to them by keeping them informed about the project.

## **Key Stakeholders**

Aside from helping the team to achieve project success, key stakeholders also have the power to prevent it from happening. They are both powerful and influential, hence it is important to identify and engage with them effectively. The team had chosen the key stakeholders based on their engagement level, and level of their power/interest in the project.

|  |  |  |
| --- | --- | --- |
| STAKEHOLDER | INTERNAL/EXTERNAL | ENGAGEMENT LEVEL |
| Admin Level | Internal | Leading |
| Barangay Employees | Internal | Supportive |
| Residents | External | Supportive |

# PROJECT CHARTER

## **Purpose and Justification**

Barangay Don Bosco manages its residents’ records, process issuance of barangay documents manually. Barangay Forms for requesting the issuance of barangay clearance, certificates, permits are printed and only available in the barangay. Printed memorandums are used for announcements and are distributed in every subdivision, it is handled by Barangay Don Bosco. BDBMS provides Barangay Don Bosco the following features:

* + A records management module which is a more organized and efficient way to add, search, and update records This minimizes the use of papers, typewriters and large cabinets.
  + Residents can now print forms or an option to fill up forms online and send it with scanned requirements through the BDBMS portal or mobile application. They will be able to track the status of the requested document and be notified for release along with the breakdown of fees to paid before going to the barangay.
  + Generating reports such as Barangay Profile, Socio-Demographic Profile, Residents’ Census Information;
  + People can file incident reports, express sentiments/feedback, and be updated with the latest barangay news and activities through the BDBMS portal and mobile application. The peace and security offices can address incidents and issues faster. Also, the sentiments and feedback will help the barangay improve and be engaged with the community.

## **Business Objective**

The project aims to provide different plans for BDBMS that will help the barangay to come up with strategies that deal with lessening the use of paper to save their cost in resources and at the same time providing ease of access to barangay services and keeping the records up-to-date given by the residents.

## **Project Description**

The project application is a BDBMS that can be accessed through web and mobile platform. The intended result is to provide an automated process for barangay works and to keep the residents’ records up-to-date using the web platform. While the mobile platform would help the barangay to have the engagement of the community and provide convenience in filling-up on forms.

## **Project Objectives and Success Criteria**

The team aims to deliver a quality solution for the barangay in managing records, faster process of papers.

|  |  |  |
| --- | --- | --- |
| GOALS | METRIC | TARGET |
| Adding of records | Number of records that can be added in the system | A single user can add an average of 8 records per hour. |
| Retrieval of records | Time to retrieve records | The user can retrieve records with a click of a button compared to the manual retrieval of records from cabinets and folders. |
| Minimize module failures | Number of failures on sending sentiments, forms, incident reports | Zero send failures |
| Processing of requested documents | Time to process requested documents | Less of the average time to process requested documents |
| Generating Barangay Analysis Reports | Accuracy of reports | Increase in accuracy rate |

## **Requirements**

The project must meet the following list of requirements in order to achieve success

* A detailed and concise project plan
* A skilled and committed Project Manager that can lead the team to follow schedules and prevent the project from exceeding the budget.
* Regular stakeholder or project sponsor meetings

## **Constraints**

* Budget Constraints
* Employees that have less experience in using computers
* Infrastructure such as computers, network, and Internet connection for both community and the barangay

## **Assumptions**

The following is a list of project team’s assumptions as the project moves forward:

* The project has the full support of the project sponsor.
* Information needed as the project moves forward will be provided by the project sponsor

## **Preliminary Scope Statement**

The team determined what will be the scope of the project based on the initial meeting with the project sponsor. The Administration/Treasury Department gave emphasis on the digitized forms that will provide an ease of access to barangay services.

The system’s scope will be on automating the manual processes such as assessment of corresponding fees for processing certain permits or clearances and providing digitized forms that can be access anytime and can be submitted via mobile or web. Also, implementing local server for maintaining the records up-to-date such as resident’s profiling, household records, business records, and records of elected barangay officials.

## **Risks**

The following is a list of risks that the team might encounter as the project moves forward:

* The training of employees that are inexperienced with computers
* The delays in schedule before delivering the solution
* Disruption to the operation of the barangay during the deployment of the system
* Unauthorized access of any data or records within the infrastructure

## **Budget Summary**

# SCOPE MANAGEMENT PLAN

## **Introduction**

Scope Management Plan is written for Barangay Don Bosco to provide the project sponsor a better understanding on the scope of the project. This plan documents the scope management approach which tells who has the authority and responsibility for scope management, how the scope is defined, etc.; roles and responsibilities of the project team and the stakeholders on the project; project scope statement shows the projects deliverables; scope definition; work breakdown structure; scope verification and control.

This project is for creating a new system for Barangay Don Bosco which will be used to automate the barangay’s current manual process in their day-to-day operations.

## **Scope Management Approach**

* For managing the project’s scope, the project manager will be responsible in assigning the project deliverables to the project team, and ensures that the deliverables will be done on time.
* Project Sponsor and Project Manager has authority to approve the documentation when it comes in defining the project scope, providing checklists for the deliverables and work performance of the team.
* The project scope is defined by the Scope Statement, Work Breakdown Structure and its dictionary.
* Changes in proposed scope management plan can be initiated by:
* The Project Manager will assess if the change is necessary and if the suggestions from the project sponsor is valid for the improvement of the project.
* The Project Sponsor and Stakeholders that suggest on what they want to add to the project.

## **Roles and Responsibilities**

|  |  |
| --- | --- |
| ROLES | RESPONSIBILITIES |
| Project Sponsor | * Provides requirements for the scope of the project * Approves or Denies project deliverables including the scope change requests * Decides project implementation regarding the scope, schedule and its budget. |
| Project Manager | * Define and verifies project scope * Ensures project deliverables is done on time * Communicate outcomes of scope change requests to the project sponsor if necessary for having scope change requests * Accepts and implements the scope that were given by the project sponsor and assigns task to the project team members. |
| System Developer | * Develops the front-end and back-end of the system |
| System Analyst | * Analyze the procedures, process, and design of the system and network * Ensures that the process of the system is aligned with the project scope * Provides necessary analysis documentation about the system during the development and implementation of the product. |
| Quality Assurance Specialist | * Ensures that the system meets the requirements set by the clients. * Responsible for testing the system’s performance |

## **Product Scope Description**

The BDBMS provides a web-based platform for the officials of Barangay Don Bosco and a mobile platform for the community. With the use of BDBMS, Barangay Don Bosco will be able to automate the manual processes of the barangay such as assessment of fees for processing certain permits or clearances that serve as sources of their revenues. Aside from that incident reporting, blotter and reports will allow the peace-keeping council of the barangay to have more organized records, minimizing the use of papers and large cabinets in the long run.

BDBMS will also provide a record management that allows the barangay to have an efficient way to record resident profiles, household records, business records, and barangay officials’ records. It allows the community to have an ease of access in barangay services by providing digitized forms that can be printed or filled-up online through the mobile application. The system provides the barangay to have an engagement of the community.

## **Scope Control**

Any changes to the scope that was made by the client should be evaluated by the project manager to determine how will it affect the WBS, and to assure that it is still in line with the scope baseline of the project. If changes are approved or rejected, the project manager and its team should inform the client about it.

# WORK BREAKDOWN STRUCTURE (WBS)

## **Work Breakdown Structure Dictionary**

## **Gantt Chart**

# COST MANAGEMENT PLAN

## **Cost Breakdown**

## **Cost Reference**

# HUMAN RESOURCE MANAGEMENT PLAN

## **Introduction**

The human resource management plan of Barangay Don Bosco’s Management System project shows the roles and responsibilities of each member on the project team to be able to complete the deliverables needed to complete the project. The human resource management plan contains the following:

* Roles and responsibilities of each member and the skills needed to complete the project
* The assignment of members in each phase on the project’s lifecycle

A scheduled training is not necessary because of the expectation that all members in the project team have knowledge and skills to be able to complete the assigned task.

## **Roles, Responsibilities and Required Skills**