**🔧 Purpose**

To ensure the Barangay Management System remains secure, reliable, and up-to-date through regular maintenance, monitoring, and evaluation activities.

**🗓️ Maintenance Schedule**

| **Task** | **Frequency** | **Responsible Party** |
| --- | --- | --- |
| Data Backup | Weekly | Admin |
| System Audit Log Review | Weekly | Admin |
| Resident and Official Data Verification | Monthly | Barangay Officials |
| Performance Testing | Quarterly | IT Support Team |
| Security Patch Updates | As needed | IT Support Team |
| Database Optimization | Monthly | IT Support Team |
| User Feedback Review | Monthly | Admin & Barangay Officials |

**🛡️ Preventive Maintenance**

* Update antivirus software regularly
* Review and clear old access logs
* Clear outdated/obsolete data
* Monitor system load and usage trends
* Ensure regular backups are running successfully
* Keep third-party software and plugins updated

**🚑 Corrective Maintenance**

* Address bugs or system glitches
* Fix data inconsistencies reported by users
* Resolve login/access issues
* Implement minor fixes or tweaks to improve functionality
* All incidents are logged and prioritized based on severity

**🚨 Emergency Maintenance**

* Immediate response to system crashes or downtimes
* Patch critical vulnerabilities and breaches
* Notify users promptly (if possible)
* Temporary shutdown may occur for restoration and safety

**📊 Monitoring & Evaluation**

* Regularly monitor system performance and usage metrics
* Collect user feedback through surveys or forms
* Admin and Barangay Officials review reports monthly
* Maintain logs of maintenance activities for transparency
* Continuous improvement through analysis of issues and trends

Absolutely! Here's a version of the **Barangay Management System Maintenance Plan** reworded to **not require an IT support team** — instead, it focuses on tasks that can be done by **trained barangay staff** or **assigned personnel** with basic computer knowledge.

**🛠️ Maintenance Plan Without an IT Support Team**

**Barangay Management System**

**🛡️ Preventive Maintenance (Barangay Staff-Driven)**

• **Update antivirus software regularly**  
👉 Assign a staff member to check weekly if the antivirus software is updated. Many antivirus programs update automatically; just make sure it's running properly.

• **Review and clear old access logs**  
👉 Designate someone to open the system logs monthly, check for unusual activity, and delete outdated logs.

• **Clear outdated or obsolete resident/request data**  
👉 Every month, remove or archive old requests that are already processed to keep the system fast.

• **Monitor system usage manually**  
👉 Staff can take note of slow loading times, frequent errors, or usage trends and report these in a logbook or Google Sheet.

• **Ensure backups are completed regularly**  
👉 Use the built-in export feature (e.g., Excel backup or manual download) to back up resident data weekly. Save backups to a USB drive or Google Drive.

• **Update plugins or third-party tools**  
👉 If using tools like WordPress plugins or online form tools, check for updates monthly. Assign this to the same person handling antivirus updates.

**🚑 Corrective Maintenance (Basic Troubleshooting by Staff)**

• **Address simple bugs or errors**  
👉 Barangay staff should take screenshots and notes of any errors, and try restarting the system or browser as a first step.

• **Fix data inconsistencies manually**  
👉 If a resident reports wrong info, the staff can review the entry and correct it using the admin dashboard (with appropriate permissions).

• **Help users with login/access issues**  
👉 Staff can guide residents in resetting their passwords or checking their internet connection.

• **Apply small system adjustments**  
👉 Staff with basic computer knowledge can follow a written guide to adjust settings or clean up request records.

• **Log all issues for future help**  
👉 Keep a “Maintenance Logbook” to write down what was done, by whom, and when. This helps if a technician or developer is consulted later.

**🚨 Emergency Maintenance (No IT Team? Here’s What to Do)**

• **When the system crashes or freezes:**  
👉 Try restarting the computer/server. If that fails, use the latest backup to restore key data manually while contacting your developer if available.

• **When there’s a security concern or unauthorized access:**  
👉 Immediately log out of all accounts, change admin passwords, and report the issue to higher officials or the system developer.

• **When important functions stop working:**  
👉 Note what triggered the error. Notify users of temporary downtime (via poster, FB, or text). Restart the system and restore from the last backup if needed.

• **If urgent tech help is needed:**  
👉 Reach out to a local IT freelancer or previous system developer only when necessary, using funds set aside for emergencies.

Would you like this in a downloadable Word format, or also included in the user manual or training manual for staff reference?