SYSTEMS & APPLICATIONS DEVELPMENT

PROPOSAL AND CONCEPT NOTE

OUR APPROACH

1. Our understanding of the current challenges.
2. Our approach and methodology for implementing University Fund Board Data Management System

i. Project Inception phase
ii. Development of Concept Note and Functional Requirements
iii. Development Phase

OUR UPROACH

iv. System Implementation Phase

4. Project Risk Assessment

OUR EXPERIENCE

❖ *MIS Projects Implemented and previous experiences*

1. Consolidated Cash Transfer Programme(CCTP MIS)-Social Assistance Unit (SAU) under the Kenya Ministry of Labour and Social Protection, courtesy of World Food Programme (WFP). A Consolidated Cash Transfer Programme MIS for paying the Orphans and Vulnerable Children Cash Transfer (CT-OVC), Older Persons Cash Transfer (OPCT) and Persons with Severe Disability Cash Transfer (PwSD-CT).The system is currently paying 1.1M beneficiaries on a bi-monthly basis across the 47 counties integrated with IPRS.

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- 2. Enhanced Single Registry (ESR)-Social Protection Secretariat under the Kenya Ministry of Labour and Social Protection, courtesy of World Food Programme (WFP). A social protection reporting system consolidating beneficiaries information of all Cash Transfer Programmes in Kenya. The programmes include the Orphans and Vulnerable Children Cash Transfer (CT-OVC), Older Persons Cash Transfer (OPCT) and Persons with Severe Disability Cash Transfer (PwSD-CT), Hunger Safety Net Programme(HSNP), WFP Cash for Assets, Kakamega MCH MIS, Vihiga MCH MIS. The system currently has more than 1.5M beneficiary information integrated with IPRS.

- 3. Controller of Budget Management Information Management System(COBMIS)- Office of the Controller of Budget (OCOB) Kenya. An automated data collection tool for capturing, reporting and visualizing information on budgets, expenditures and revenue for the 47 Counties and MDAs.

- 4. Social Assistance Grant for Empowerment (SAGE) Management Information System-Uganda. SAGE MIS is an automated web-based system that supports the operations of SAGE programme and the objectives of the broader Expanding Social Protection Programme (ESP) within the Ministry of Gender, Labour and Social Development (MoGLSD), in Uganda. SAGE MIS is built to computerise six main SAGE operational processes: (i) registration processes; (ii) pre-enrolment processes; (iii) enrolment processes; (iv) payment processes; (v) change management processes; and (vi) complaints and grievances processes and has approximately 800,000 beneficiaries.

- 5. Malawi Unified Beneficiary Registry (UBR) for Social Protection Programmes in Malawi. The implementation of a Unified Beneficiary Registry (UBR) was commissioned to improve the effectiveness and efficiency of the MNSSP by harmonising targeting processes – aiming at a more cost-efficient approach -- and by reducing inclusion and exclusion errors

- 6. AfyaPlus: A health information management system that manages data across various hospital departments

- 7. Sales Force: A project management system for tracking projects statuses, expenses, meetings and appointments

- 8. Stall Master: A book keeping Android Mobile App for SMEs covering Sales, Inventory, Expenses and Reports.

- 9. Karen Hospital: Ideology Information System in the 24 branches across the country for billing, scheduling, reports, finance, procurement and archiving.
- 10. Moi Teaching and Referral Hospital : Ideology Information System in Moi for billing, scheduling, reports, finance, procurement and archiving.

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2. Our understanding of the current challenges

- The current challenges of data duplication and verification.
- Paper based internal processes.
- Lack of clear process flows of information and Communication

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Our understanding of the current challenges

- The system becoming more digitalized will save paper and therefore becomes quite friendly to the environment as less paper is required.
- File management will be made easier as all records are kept in a database.
- Communication will be easier and therefore faster and working will become more efficient.
- Syatems allow for quicker response times and make the entire process much easier.
- Managerial tools will ease the burden of the board on document approvals and digital signatures

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3.Our approach and methodology for implementing University Fund Board Data Management System

The methodology to be adopted by the Radioson Consult LTD would be comprehensive, practical, easily implementable, simple to understand by all the stakeholders involved and efficient for a seamless, efficient implementation of University Fund Board Data Management System.

- Project Inception phase
- Development of Universities Fund DMIS Concept Note and Functional Requirements
- Development Phase of Universities Fund DMIS
- System Implementation Phase

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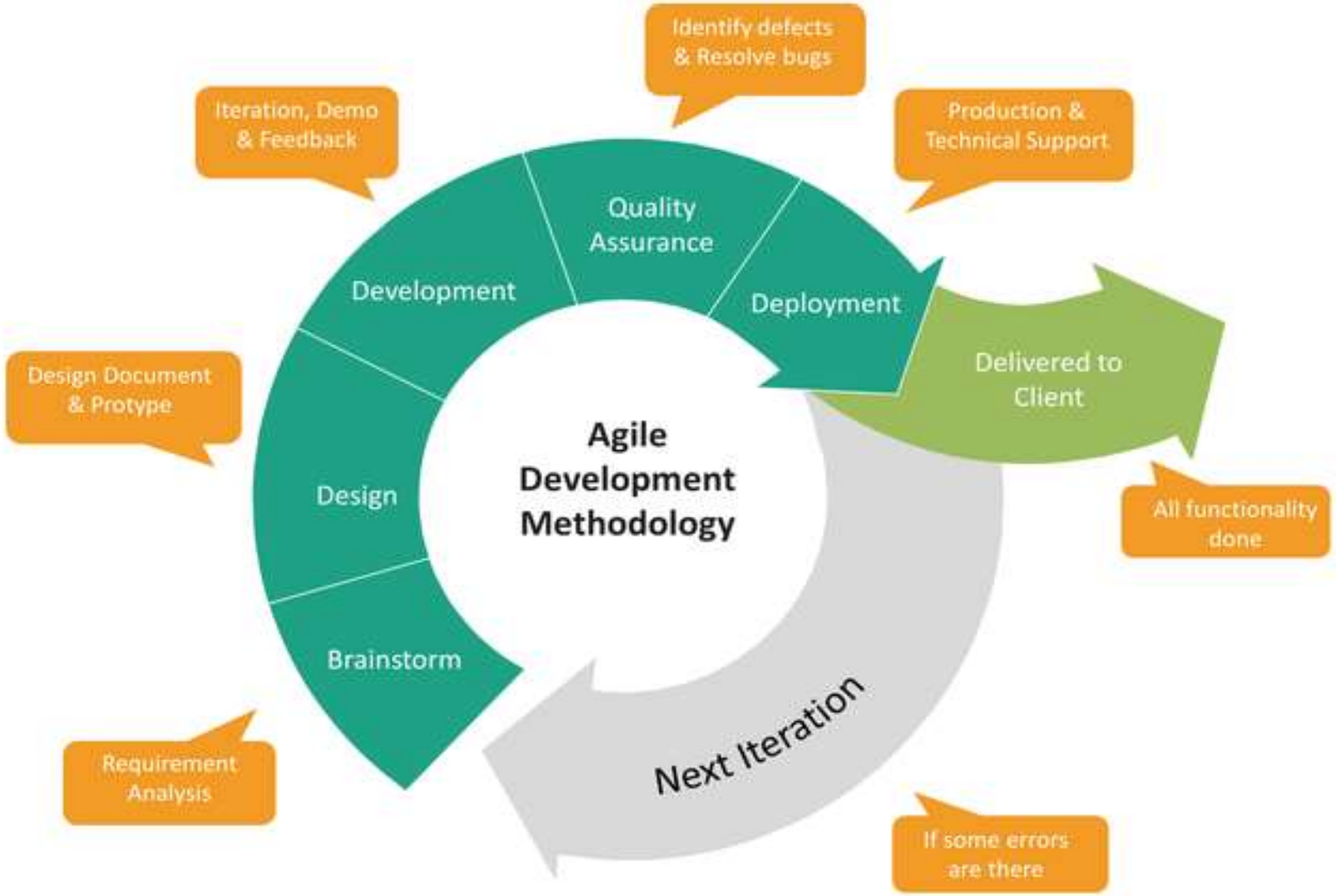
- **We will follow key parameters to deliver the project as detailed below.**
  - COVID-19 Considerations
  - Systems Integrations
  - Agile Development Methodology- develop with the user
  - Monitoring and Quality Assurance
  - Innovation Framework
  - Institutional Framework (Joint Strategic Steering Committee, Technical Working Committee)
  - Data Protection Policy (The data protection will be guided by the Privacy and Data Protection Policy 2018 and Data Protection Act 2019)
  - Instructional Strategies and Policy Dialogue
  - Collaboration with all Stakeholders

Agile Development Methodology- develop with the user



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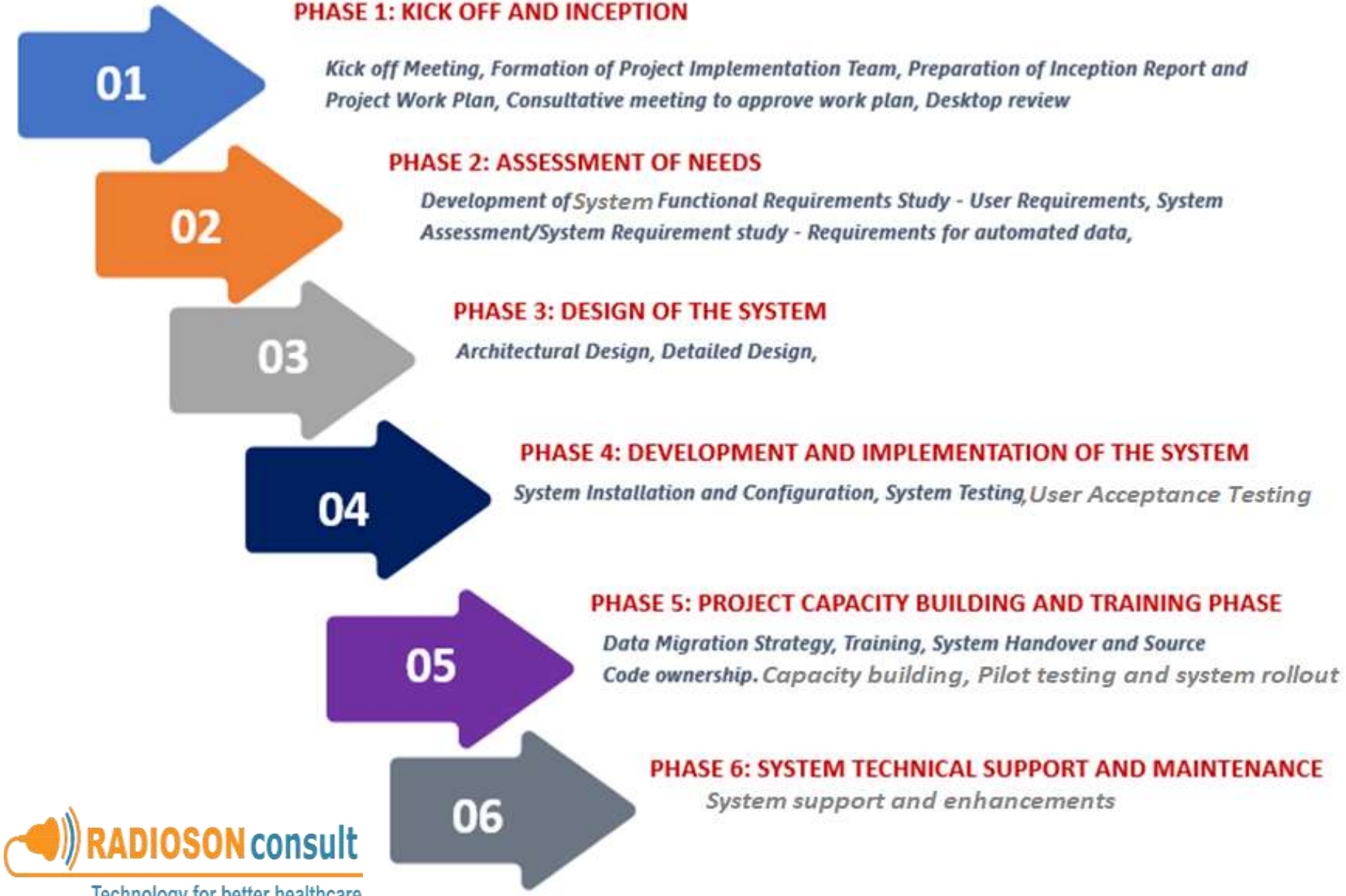
Project Activities and Delivery Methodology.



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Project Work Plan

PHASE		KEY ACTIVITIES	MONTHS 2021								
			1	2	3	4	5	6	7	8	TO NOV 2022
	DELIVERABLE: INCEPTION REPORT										
1	1	Kick Off Meetings									
	2	Formation of Project Implementation Team									
	3	Preparation of Inception Report and Project Work Plan									
	4	Consultative meeting to approve work plan									
	5	Desktop Review									
	6	Development of UFB Data Management System Concept Note									
	DELIVERABLE: SYSTEM REQUIREMENTS SPECIFICATIONS REPORT										
2	7	Development of UFB Data Management System Functional Requirements Study - User Requirements									
	8	System Assessment/System Requirement study - Requirements for automated processes and non-functional requirements									
	DELIVERABLE: SYSTEMS DESIGN SPECIFICATIONS REPORT										
3	9	System Architectural Design									
	10	System Detailed Design									
	DELIVERABLE: SYSTEM DEVELOPMENT AND VALIDATION										
4	11	System Development, Installation and Configuration(Phase I-Internal processes and Phase II-External processes)									
	12	System Unit Testing									
	13	User Acceptance Testing at UFB									
	DELIVERABLE: SYSTEM IMPLEMENTATION										
5	14	Piloting with proposed departments and external									
	15	Training and capacity building Workshops									
	16	Conduct a User Accceptance Test and Live Test									
	17	Data Migration									
	18	System rollout									
	19	System Handover and Source Code ownership									
	DELIVERABLE: MAINTENANCE ACTIVITIES, SUPPORT AND LOGS										
6	20	System Maintenance and Technical Support									

4. Project Risk Assessment

No.	Risk	Probability	Mitigation Strategy
1.	Delays in receiving feedback from multiple stakeholders and users for the system.	High	Enhanced communication with all stakeholders from whom feedback is sought.
2.	Difficulties in travelling to key areas to see firsthand the challenges faced due to COVID-19 restrictions	High	Consistent engagement using virtual meeting platforms, video calls, and constant communication with users and stakeholders
3.	Significant data deficiencies and discrepancies in the systems to be integrated with and dispute of data after the fact by stakeholders	High	Regular engagements with stakeholders to query data deficiencies. Development of parameters for data collection, including timeframes
4.	Difficulties getting access to systems under the management of different stakeholders	Moderate	Frequent demonstrations on the utility of the project for all and inclusion in the Technical Working Committee of key stakeholders who manage the other systems
5.	Stakeholders may resist the proposed automation processes if they are not involved in the process or they do not have a shared vision of the outcomes and benefits of the proposed actions and changes	Moderate	Effective stakeholder engagements and securing goodwill and full commitment from all stakeholders Detailed discussions with all key stakeholders the recommendations on areas of improvement Continuous advocacy on the benefits of the UFB Data Management System
6.	Difficulties in remote data gathering and remote training	Moderate	Regular sharing materials ahead of time, soliciting questions beforehand by email or phone calls, and using specific contextual examples to get at the heart of the matter and to elicit response
7.	Potential technical errors in the system during migration of data to the new UFB Data Management System	Low	Employment of a dynamic and agile design, piloting and implementation methodology to catch and rectify errors in time.