

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
INFORMATION MANAGEMENT BUREAU**

MINUTES OF THE MEETING

Date: July 15, 2016

Time: 9AM-10AM

ATTENDEES : IMB representatives:
• Mary Jeykle Suñas, IMB-BSSDCD
OJT representatives:
• Lawrence Triguero
• Dave Lacambra
• Daniel Nocidal

AGENDA : **Kick-off Meeting on the development of a simple DSWD Info System Management Portal**

PROJECT CONCEPT NOTES:

The proposed simple DSWD Info System Management Portal aims to promote an integrated approach to identify, evaluate, retrieve, and share all of DSWD developed IS knowledge/information assets. These assets may include databases, documents, policies, procedures, and previously un-captured expertise and experience in individual workers.

The most central thrust of the project is to capture the information and knowledge pertaining to the developed IS and make available, so it can be used by others in the organization. The project also aims to capture information and knowledge that is in people's heads as it were, and that has never been explicitly set down.

TARGET BENEFICIARIES/USERS:

The project was intended for:

1. Information Management Bureau (IMB)
2. IMB – Business Solutions and Services Development Competency Division (BSSDCD)

PROPOSED MAIN MODULES:

1. Info System's Profile: indicates basic IS profile such as IS name, description, project owner, version history, assigned team, access info, etc.
2. Info System's Documents: contains all system documents, policies, procedures, manuals, etc. related to the IS
3. Info System's Change Logs: contains a curated, chronologically ordered list of notable changes for each version of IS.

PROPOSED DEVELOPMENT TOOLS:

1. XAMPP
2. Notepad++
3. Navicat

PROPOSED PROJECT DEVELOPERS:

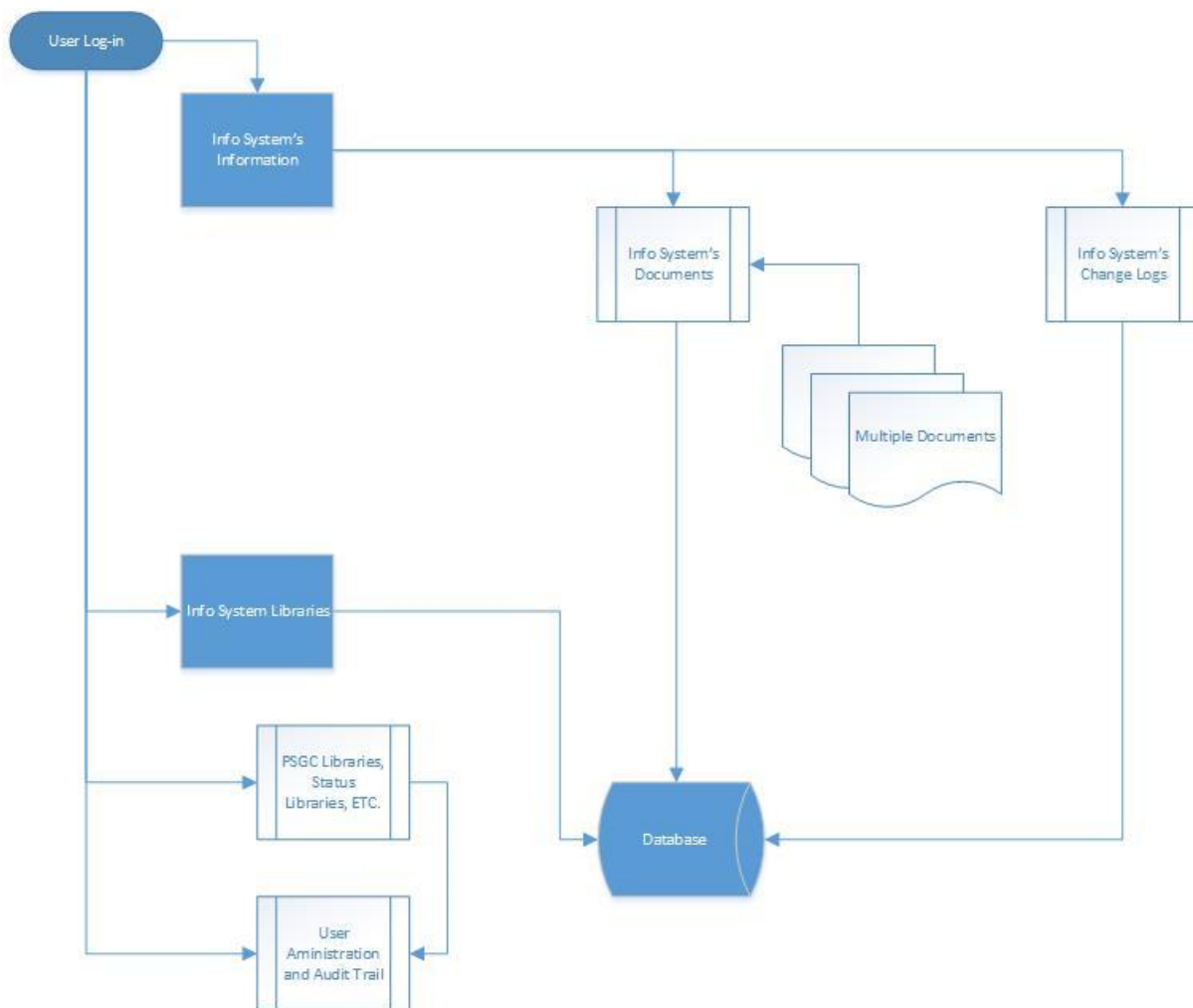
Project Lead

- Mary Jeykle Suñas
- Josef Baldo

OJT Developers:

- Lawrence Triguero
- Dave Lacambra
- Daniel Nocidal

PROPOSED DATA FLOW DIAGRAM:



SCOPE OF WORK:

Module	Assigned to
Skeleton App, Database Schema	Mary Jeykle Sunas/Josef Baldo
Info System's Profile	Lawrence Triguero
Info System's Documents	Dave Lacambra
Info System's Change Logs	Daniel Nocidal

TIMELINE AND SCHEDULE OF DELIVERABLES:

Timeline		Deliverable/Activity
Week 1	July 13	Initial Meeting/Project Concepts Brainstorming
	July 15	Kickoff Meeting
Week 2	July 20	App Skeleton, Database Schema, Development Tools Overview
Week 3	July 25-29	Development Time with checkpoint meeting every Friday
Week 4	August 1-5	
Week 5	August 8-12	
Week 6	August 15-19	Deployment to WebDev
Week 7	August 22-26	Project Closing/Project Presentation to BSSDCD

Prepared by:
Mary Jeykle Suñas

Date:
July 19, 2016