**Notes during our short discussion last January 25, 2018 regarding ICS 124 Project documenation:**

1. All group projects in our ICS 124 class must submit a photocopy of the page (either the SPMP or

SDD ) that shows :

a) Name of the Project

b) Name of the members of the group (may take note of the section where the member is currently

enlisted in ICS 124)

c) Signature of the PANEL MEMBERS, CLIENT and INSTRUCTOR/FACILITATOR in ICS 123 to show

proof that the group have accomplished the required revisions during ICS 123 project proposal

defense. This will also conclude that the group had been allowed to proceed with the development

of the proposed system. Please see attached sample

2. A copy of the document in No. 1 must be submitted to the ICS 124 Coordinator by the respective

ICS 124 Instructor/Facilitator of the class on or before February 3, 2018 for the creation of the

schedule of defense.

3. The tentative date of the defense of ICS 124 Project will be on March 4 and/or March 11.

4. A copy of the Reminders BEFORE, DURING and AFTER DEFENSE will be shared to you for

reference.

5. Token to be given to each Panel Member during the defense will be at least Php200 in kind

6. The group will have to provide simple snacks to Panel Members no more than Php100.00 per

Panel Member.

7. After the defense, the group must be able to submit the revisions on the systems required by the

Panel Members within seven (7) calendar days after the defense date.

8. After which, a Project Deployment should be signed by the Panel members and be submitted to

the ICS 124 Instructor/Facilitator on the last school day before the Preliminary Examinations.

9. After Prelims, the group must do the following and must provide a proof ( a picture and / or a

document signed by the client ) :

a. Install the system at the Client’s Office

b. Train users on the use of the system

c. Implementation and Test run of the system by the intended users of the system for two(2) to four (4)

weeks, i.e. to provide and run a User Acceptance Test (UAT)

d. Do a “maintenance “ on the system for one (1) to two (2) weeks prior Turn-over of the system to the

Client. A ‘Sign-Off” document must be signed by the Client to confirm that the group have done the

required maintenance on the system.

10. A USER MANUAL will become a requirement in the FINAL DOCUMENT/MANUSCRIPT submitted

to ICS 124 Instructor/Facilitator on the last school day before the Final Examinations.

Reminders :

1. All projects outside of the UST Campus, each student is required to submit the following:
2. **Notarized Parent’s Consent** - as proof that the parents are knowledgeable on the activities of the student outside of the University
3. **Health Certificate issued by the UST Health Service** considering that the activity is a curricular activity. The student will be required to undergo Chest X-ray, Urinalysis and Blood Chem prior issuance of the Health Certificate.