**Department of Information Systems and Computer Science Prepared 14/07/14**

**Statement of Work**

Project Name: Practicum Information System

Project Manager: Melvin Mendoza

Customer: Ma’am Jessica Sugay

Staff Estimates:

Name: Melvin Mendoza

Position: Project Manager

Man-hours per day: 3

Resume: ADMU Student Assistant (2014), CompSAT Tambay Week 2 Project Head (2013), DISCS App 2013 Project Head, ADMU Scholar, CompSAT General Assembly 1 (2013) Logistics

Name: Kyle See

Position: Senior Developer

Man-hours per day: 3

Resume: ACM-ICPC Philippines Multi-Provincial Programming Contest 2013 First Place, UP Java Cup 2013 First Place, UP Java Cup 2014 First Place, Ateneo Director’s List 2012

Name: Miguel Palma

Position: Senior Analyst

Man-hours per day: 3

Resume: Ateneo Programming Varsity 2012-2014, DOST Merit Scholar

Name: Hadrian Ang

Position: Junior Developer

Man-hours per day: 3

Resume: Ateneo Programming Varsity 2012-2014, Ateneo Director’s List 2012

Name: John Joseph Ugalino

Position: Junior Analyst

Man-hours per day: 3

Resume: Tagisang Robotics (2012), Ateneo Programming Varsity 2012

**Project Description**

**Goal**

This project will implement an information system to aggregate and store information regarding practicums of the students of the Department of Information Systems and Computer Science. The purpose of this system is to automate information input from practicum approval, learning contracts, midpoint reviews, mentor evaluations and student evaluations, as these forms are currently pdf files or google forms; thus, aggregating information from all the different forms and organizing them has to be done manually, which is tedious. This automation should save time for students, mentors and administrators by providing more timely information reports (including statistics such as student grades) and minimizing errors in data aggregation.

**Objective**

 Reduce errors in data entry and aggregation

 Make information reports more timely and informative

 Reduce manpower / time required to encode, file and archive information

 Provide easy access to information whenever it is needed

 Securing information from hardware failure and unauthorized access