INCEPTION AND PROJECT PLAN REPORT

Version 1.0

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Prepared for:

National Police Commission - Crime Prevention and Coordination Office
NAPOLCOM - CPCS

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Revision and Authorization

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Revision History

Revision	Updated By	Project Team	Date	Remarks
1.0	Ailene Mae Checa	WTI	October 7, 2020	Initial version based on kick off meeting

Project Commencement Report Approval

Name and Signature	Project Position
Edilberto Pardiñas	NAPOLCOM, Account Manager
Donna Lynn Caparas	NAPOLCOM, Account Manager
Marlene Peña	NAPOLCOM, Account Manager
Jovy Bandola	NAPOLCOM, System Admin
April De Leon	NAPOLCOM, Product Owner
Lalaine Babagay	NAPOLCOM, Product Owner
Ma. Honorina Ching	NAPOLCOM, Product Owner
Jeanky Rose Palabrica	NAPOLCOM, Product Owner
Mark Tiglao	WTI, Account Manager
Dorotea Jimenez	WTI, Project Manager
Delfin Osias Ralf Pontillar	WTI, Head Programmer WTI, Lead Programmer
Ailene Mae Checa	WTI, Lead Implementor

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for National Police Commission – CPCS office

Preface

This PROJECT COMMENCEMENT REPORT will summarize the NAPOLCOM project approach, project organization, project milestones, and other key expectations from both NAPOLCOM Team and WTI Team. The main objective of the report is to ensure that both NAPOLCOM and WTI Team have a mutual understanding of the plan of action and timeline for executing the **Crime Prevention Program Information System (CPPIS))** project. It is also important to clearly define the roles and responsibilities of each member of the project team.

Intended Audience

This report is written for the project team that is composed by NAPOLCOM and WTI Project Team, to serve as guide in executing the project.

Crime Prevention Program Information System (CPPIS) Overview

The **National Police Commission – Crime Prevention and Coordination Services** has embarked on a project to develop the CPPIS with the main objective to accurately keep track its crime statistical analysis, policy planning documents, crime prevention Organization recording, research documents, manpower records and crime prevention program monitoring and evaluation. CPPIS also manage the employees' evaluation process for resource networking, monitoring and retrieval of documents.

WTI has offered to NAPOLCOM; a web based Crime Prevention Program Information System, implementation and system methodologies to facilitate the development and enablement of CPPIS project following the requirements and specifications defined in the Terms of Reference (TOR) for CPPIS project.

The NAPOLCOM conducted a bidding and selected the WTI to deliver the CPPIS project.

With the selection of WTI, we submit this report, as a prerequisite to initiating the project that elaborates the following:

1. Project Structure
2. Detailed Implementation Plan

The **Project Team Structure** is a recommendation on how to organize the composite team of NAPOLCOM and WTI in designing, developing, and deploying the CPPIS.

The **Detailed Implementation Plan** is our approach to implementing the project given the timeline and milestone requirements specified in the TOR.

Project Team Structure

NAPOLCOM Project Team		WTI Project Team

AO	Edilberto Pardiñas Donna Lynn Caparas Marlene Peña
PO	April S. De Leon
	Lalaine Babagay
	Ma. Honorina Ching
	Jeanky Rose Palabrica
SA	Jovy Bandola

AM	Mark Tiglao
PM	Dory Jimenez
LP	Delfin Osias
SP	Ralf Pontillar
LI	Ailene Mae Checa

AO – Approving Officer
PO – Product Owner
SA – System Admin

AM – Account Manager
PM – Project Manager
LP – Lead Programmer
SP – Support Programmer
LI – Lead Implementor

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Roles and Responsibilities

Approving Officers (AO): should be the official signatories of the PITC to finalize all the required documentation to complete the project. The AO is also expected to resolve issues that cannot be decided on by the project team.

Product Owner (PO): shall be assumed by the client PITC. The PO assumes full supervision of the project and reports directly to the AO for project status and elevates issues that need to be decided on by the AO.

System Administrator (SA): will be the primary recipient of the transfer of technology from the WTI Project Team. They are also expected to manage the workstations, server and network resources needed by the system to be implemented

Account Manager (AM): is WTI manager that is responsible for communications and organization of the project deliverables. The AM must build and maintain strong, lasting customer relationships. The AM also responsible for coordinating with the AO for the project status.

Project Manager (PM): assigned to WTI that will be responsible for leading the team to provide the deliverables, execution and the overall success of the project. The PM will be responsible for reporting project status. The PM will oversee the blueprinting activities, application development, testing and migration activities. The PM reports directly to the AM.

Lead Programmer (LP): are responsible for the development and realization of the system and its applications based on the blueprint. The developers shall identify and mitigate risks and challenges, anticipate problems and find ways of solving them.

Lead Implementor (LI): The LI is responsible for installation, training, documentation and implementation of the project to support the LP and PM for the project deliverables. LI will also provide all necessary report for every activity provided to the client.

Detailed Implementation Plan

Objective

The Detailed Implementation Plan will serve as the baseline for monitoring the performance and completion of the project in terms of its scope, schedule of deliverables, and schedule of payments. The key to good project monitoring and control is having a well-defined Project Implementation Plan where a consistent measurement of the progress of the project can be done. Milestones established in the project plan shall be the basis for monitoring completion of events and tasks.

Our Implementation Methodology

We will be employing project implementation methodology that will fit with our current arrangement, called Waterfall Methodology. Since we do have a detailed TOR, Waterfall will be the best methodology to implement. This methodology is a sequential design process for the project team to move to the next step after the previous stage is completed. Waterfall follows these project phases namely:

1. Requirements gathering and documentation
2. System design
3. Development
4. Testing
5. Delivery/deployment
6. Maintenance

1. Requirement gathering and documentation

In this stage, a team from WTI will gather comprehensive information about what this project requires. By the end of this phase, the project requirements should be clear, and the required documents has been submitted to the team.

2. System design

Using the established requirements, WTI designs the system. No coding takes place during this phase, but the team establishes specs such as programming language or hardware requirements.

3. Development

Coding takes place in this phase. Programmers take information from the previous stage and create a functional product. They typically implement code in small pieces, which are integrated at the end of this phase or the beginning of the next.

4. Testing

Once all coding is done, testing of the product can begin. Testers methodically find and report any problems. If serious issues arise, the project may need to return to phase one for re-evaluation.

5. Delivery/Deployment

In this phase, the product is complete, and WTI submits the deliverables to be deployed or released.

This is also the phase where Knowledge Transfer happens. End user training is provided for the system's users especially those involved in the business processes covered by the project implementation. Technical training is provided for the team tasked with system maintenance.

6. Maintenance

The product has been delivered to the client and is being used. As issues arise, WTI may need to create patches and updates may to address them. Again, big issues may necessitate a return to phase one.

Project Implementation Plan

Activity	Duration	Deliverables
1. Requirement Gathering And Documentation		
Data gathering, analysis and inquiry of the systems requirements	1 Month (Sept 2 to Oct 2, 2020)	Submitted process flow, reports and maintenance data by the NAPOLCOM based on TOR.
2. System Design		
Design of the system user interface and its hardware/software requirements	2 Weeks (Oct 2 to Oct 16, 2020)	System features and minimum required hardware specification report
3. Development		
System development based on the gathered data requirements	2 Months (Oct 16 to Dec 16, 2020)	Integrated data from data gathering and fitting of the reports based from PITC layout
4. Testing		
Internal testing of the system after the development	1 Month (Dec 16 to Jan 16, 2021)	System beta version ready for deployment
5. Delivery/Deployment		
Deployment of the beta version of the system	1 Month (Jan 16 to Feb 16, 2021)	Installation, Demo, User Training and User Acceptance Testing
6. Maintenance		
System support during beta testing of the user before proceeding to Go Live	2 Weeks (Feb 16 to Mar 2, 2021) 1 Year Warranty (Until March 2, 2022)*	User testing, Fixing of Errors and Bugs, Finalization and Acceptance, and then Go Live

*Assuming that the user's acceptance is finalized on March 2, 2021

Project Milestones

Milestones Description	Milestones Final Output	Deliverables	%
1. Submission of Inception Report and Project Plan		• Approved Inception Report	20%
3. Business Design and Technical Reports		• Acceptance of Business Design and Technical Report	20%
3. Hardware Component Delivery System Installation and Configuration	Successful Installation of the software	• Delivery Receipt / Transmittal Letter for Delivered Hardware • Server and Workstation Installation Report • Progress Report for Installation and Delivery /Service Report	30%
5. Software Tailoring, Functional Testing	Quality assurance conducted with user acceptance testing Successful functional testing of the software	• Initial Development and Readiness of User Acceptance(RUA) • User Acceptance Testing and Feedback Report	20%

6. Go-Live and Turnover	• User's Manual
	• User's Training
	• Provision for the data backup and security
	• Signing off
		• Hard Copy for:
		  - System User's Manual
		  - System Installation Guide
		• Source Codes
		• User's Training Report
		• Certificate of Completion
			10%

Recommendations

We reiterate our recommendations that we submitted as part of our proposal:

On the Terms of Reference:

1. Provide the relevant documents/reports to the supplier;
2. Provide comments on the plan and methodology of the supplier; and
3. Provide feedback on the draft report.

On the data, services, and facilities to be provided by NAPOLCOM:

1. Appoint a NAPOLCOM Approving Officer/s.
2. Appoint a NAPOLCOM Product Owner/s.
3. Appoint a NAPOLCOM System Admin/s.
4. Appoint a NAPOLCOM Technical team from NAPOLCOM IT Team.
5. Provide a Conference Room for meetings and presentations.
6. Provide a working area with tables and chairs for the WTI team with air conditioning, lighting and ventilation.
7. Provide User Acceptance Testing area.
8. Provide enough space at the data center to setup the servers.
9. Provide network setup, workstations, a printer and office materials for WTI team.
10. Assign NAPOLCOM personnel to receive equipment delivered to NAPOLCOM.
11. Provide sufficient internet bandwidth to be used by WTI team.
12. Provide venue for training of end-user and technical staff.
13. For migration, NAPOLCOM shall extract the source data from Production DB.
14. Submission of deliverables is deemed accepted if not responded within 3 working days to avoid delays in the project.
15. All reproduction of training materials, user manuals, technical documentations and other materials related to the project shall be on the account of NAPOLCOM.