AUTOMATED OPCT SYSTEM

FOR: OLDER PERSON'S CASH TRANSFER PROGRAM IN KENYA

PROJECT SCOPE

September 16, 2022

OVERVIEW

1. Project Background and Description

Older Person's Cash Transfer (OPCT) is a Kenyan Government initiative which is under the Ministry of East African Community, Labour and Social Protection and aims to transfer cash to older Kenyans who are 70 years and above to enable them to live a decent life. The programme was begun in 2007 in Kenya and it started as a pilot in three districts: Thika, and Nyando and was implemented in Busia, under an initiative called the Rapid Response Initiative (RRI)-2007. It aims at providing cash transfers to poor and unprotected older people in recognized worthy households. The programme is funded by the Government of Kenya, it is a national programme that is currently covering all the constituencies. Its main office and at National Social Protection Secretariat ACK Parking Silo, Opp. NSSF Building 9th Flr though it has offices in all constituencies.

Due to a vast financial allocation and continuous scaling up of the program, there is a need to automate the manual system so as to

- Allow applicants to register online
- Allow applicants to make online applications for the funds
- Maintain a database of OPCT program beneficiaries.
- Generate transactional reports.
- Fasten the funds application process processes

2. Project Scope

In order to achieve the above-named, the project will implement a responsive web-based application system that will:

- Have a front end where users will be able to register, log in and make applications.
- Have an interface that will allow the users to change their login passwords whenever necessary.
- Applicants will be able to view their status and also receive a notification once their status changes.
- Have a backend that will be used by the OPCT officials. Officials will be able to log in.
- It will allow officials to view all the applicants and even update their statuses where necessary.
- It will be able to generate accurate reports whenever needed.

The functionalities that will be implemented at a high level are: -

Applicants Module

Will include: -

- New applicants' registration process and records keeping.
- Maintenance of existing application records.
- Management of application status.
- Management of application deregistration process.
- Applicants access management to their individual accounts.
- Management of application alerts.

#	APPLICANT OPERATION	REQ.	PROVIDED	ACCESS
1	Register member	FORM	YES	Management
2	Approve new member registration	Process	NO	Management
3	Reset member access credential	NA	NA	Management
4	Disable member online access	NA	NA	Management
5				

#	MANAGEMENT OPERATION	REQ.	PROVIDED	ACCESS
1	Provision supper user	NA	NA	System
2	Provision other users [grant approver, members registration]	List	NO	Super-user
3				

#	ROLE	ACCESS	COMMENTS
1	SUPER-USER	ALL	Can do everything
2	GRANTS-MANAGER	GRANT APPROVAL GRANT DISBURSEMENT	
3			

Disbursements Module

The program offers grants to its beneficiaries. The disbursements module will include: -

- Grant application process
- Grant approval/rejection process

- Grants business logic that ensures compliance with the program rules

#	OPERATION	PROVIDED	COMMENTS
1	Grant application	YES	
2	Grant approval workflow	NO	
3	Grant rejection workflow	NO	

Alerts module

There will be one mode of alerts: -

- Emails

The system triggered alerts will be customisable per member to enable members to decide what sorts of alerts they would rather receive and within what cycle.

#	EMAIL ALERTS	TRIGGER	COMMENTS
1	Account status	MONTHLY	
2	Accounts creation	AS	
3	Password reset	AS	
4	Grant application	AS	
5	Grant approval	AS	
6	Grant status	MONTHLY	
7	Grant disbursement		

Reports

There will be several reports that will accompany the software. The rest of the reports will be as will be requested.

#	REPORTS	
1	Applicant' list	
2	All applications	
3	Current applications	
4	Disbursements	

3. High-Level Requirements

The system is a web-based application. As such, any device with internet access and the latest browser will be able to access it. In addition, there will be email notification capabilities.

The new system must have an ability to allow both internal and external users to access the application without downloading any software

4. Deliverables

- Back-end software that is hosted on localhost.
- UI Prototype for both applicants and OPCT officials.
- OPCT official's web-based application accessible
- Applicants' responsive web-based application accessible.

5. Affected Parties

- OPCT officials
- Applicants(the elderly)

6. Affected Business Processes or Systems

- Applicant registration
- Grant application
- Grant approval process
- Grant disbursements
- Accounts status updates.

7. Specific Exclusions from Scope

In this phase (phase 1), the following will be excluded and will come in the subsequent phases: -

- Direct MPESA connection through the API, that will enable real-time deposit reflection into the applicants' accounts without human interaction.
- Direct Bank connection through bank API that will enable real-time deposit reflections into the applicant's account.
- SMS notifications
- Verification process of eligible applications
- Integration with existing systems (if any).

8. Implementation Plan

The project will kick off with the implementation of stubs necessary to enable the development of the prototype.

After the stubs, the UI prototype will be developed. Once the prototype has been developed, the OPCT officials will go through it and approve it. This stage is to ensure that all required functionalities have been factored in and that the user experience (UX) is excellent.

After the UI prototype has been done, the stubs will be replaced with the program logic, starting with the applicants' module, followed by the disbursements module.

Email alerts will be integrated as part of module development.

Signing off, commissioning and training will follow thereafter.

9. High-Level Timeline/Schedule

#	Date	Description	Dep.	Comments
1	!9/9/2022 – 3/10/2022	UI Prototype/Wireframe		
2	3/10/2022 –17/10/2022	Applicants module implementation	#1	
3	17/10/2022 – 31/10/2022	Disbursements module implementation	#2	
4	31/10/2022 – 14/11/2022	Alerts module implementation	#3	
5	14/11/2022 – 28/11/2022	Official commissioning + training management	#4	

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Signature	Date
Felix Otieno Okoth	Mr		

_____   _____   _____   _____
Approved By   Date   Approved By   Date