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Group 7

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# PROJECT MANAGEMENT PROPOSAL



Smart Report

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**Prepared for:**

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Smpn 154 Jakarta

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# COVER LETTER

Hello, SMPN 154 Jakarta Selatan Administration Team!

We are happy that your consideration of our proposal to develop an online student report card information system is underway. We have included pricing details and project requirements in our comprehensive proposal. Indonesian education needs to change to keep up with the current digital landscape. Report cards are currently distributed and reviewed by many schools, including SMPN 154 Jakarta Selatan, using manual processes. This approach is ineffective at visualizing data and is inefficient.

Our effort aims to increase efficiency and transparency by switching from a paper-based system to a digital platform. Information systems and project management will be combined to create a web platform that tracks student grades, has an intuitive user interface, and ensures a seamless deployment procedure. In order to complete the project, it will be necessary to create a secure e-report platform, integrate data with the current Student Information System, generate comprehensive academic reports, manage user access, and guarantee accessibility for all parties involved. We will provide training materials, thorough system documentation, a well-designed e-reporting system, and a well-thought-out data migration strategy.

Following the contract's signature, a timeline will be developed for the project that will cover system development, data migration, initial setup, training, and system launch. User Acceptance Testing, compliance with data privacy regulations, and fulfillment of all requirements are examples of acceptance criteria.

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Thank you!

Best regards,

A handwritten signature in black ink, appearing to read 'Justin Stephen', with a stylized flourish at the end.

Smart Report Project Manager

**Justin Stephen**

# EXECUTIVE SUMMARY

The "Smart Report" program is expected to transform the way that student learning outcomes are reported at SMPN 154 Jakarta Selatan, improving accessibility and efficiency for teachers, parents, and students alike. The following essential elements are the focus of this project:

- Development of a Digital Report Card Platform

Having successfully executed similar projects for other educational institutions, our team has a wealth of knowledge with educational technology solutions. Our commitment lies in providing outstanding outcomes that surpass client expectations and boost productivity while also benefiting the school community in the long run.

Our goal is to revolutionize the report card process by utilizing our experience and track record to ensure accurate and timely reporting, better data visualization, and increased stakeholder satisfaction. The Smart Report platform will give teachers an efficient way to evaluate and report on student performance, parents a way to keep tabs on their kids' development, and students a clear understanding of their academic progress.

We look forward to the opportunity to work with SMPN 154 Jakarta Selatan and support the accomplishment of this important educational project.



# About “Smart Report”

Welcome to the "Smart Report" program at SMPN 154 Jakarta Selatan, where we are dedicated to revolutionizing the way student learning outcomes are reported.

Our initiative enhances accessibility and efficiency for teachers, parents, and students by focusing on several key elements. By leveraging digital platforms, we ensure that student progress and outcomes are easily accessible anytime and anywhere, allowing for timely and informed decision-making. The program streamlines the reporting process, reducing the administrative burden on teachers and enabling them to focus more on teaching and student engagement.

With detailed analytics and insights into student performance, we help identify strengths and areas for improvement, enabling personalized learning plans and targeted interventions. Real-time data updates keep parents and students informed about academic progress and upcoming assessments, fostering a collaborative environment that motivates students to achieve their best. Our platform features a user-friendly interface, making it easy for all users to navigate and access information, with clear and intuitive dashboards that promote transparency and engagement. We also prioritize data security and privacy, implementing robust measures to protect sensitive information and ensure compliance with relevant regulations.

At SMPN 154 Jakarta Selatan, we believe that the "Smart Report" program will set a new standard in educational reporting, empowering our community to support and celebrate student achievements more effectively. Join us in this transformative journey towards a smarter, more connected educational experience.



# PROCESS

We will work closely with you to build and fulfill the needs of this project by May 2. We will do this by establishing clear goals and a comprehensive solution based on SMPN 154 Jakarta's needs. Our process to achieve this is as follows:

## **Phase 1: Initiation**

The initiation phase will begin with a project kick-off meeting, bringing together all key stakeholders to ensure alignment and clarity on the project's direction. During this meeting, we will define the project objectives and scope, ensuring that everyone understands the goals and the boundaries within which we will operate. Identifying and engaging stakeholders early on is crucial for gaining their insights and support. We will also develop a project charter, which will serve as a foundational document outlining the project's purpose, objectives, stakeholders, and initial plan. This comprehensive preparation sets a solid foundation for the project's success.

## **Phase 2: Planning**

In the planning phase, we will conduct thorough requirement gathering sessions, engaging with SMPN 154 Jakarta's staff, teachers, and parents to understand their specific needs and expectations from the e-rapor system. This will be followed by system design, where we will create detailed blueprints of the e-rapor system's architecture and functionalities. Resource planning will ensure we allocate the necessary personnel, time, and materials efficiently. Concurrently, we will establish a budget that covers all aspects of development, implementation, and maintenance. Procurement planning will identify and arrange the acquisition of any additional resources or services needed, ensuring we are fully prepared to move forward with development.

# PROCESS

## **Phase 3: Executing**

The executing phase is where the core development of the e-rapor system takes place. Our development team will build the system according to the design specifications, ensuring that all features and functionalities are implemented correctly. This phase also includes rigorous testing and quality assessment to identify and rectify any issues, ensuring the system is robust and reliable. We will conduct user training sessions to equip teachers, students, and parents with the necessary skills to utilize the new system effectively. Finally, we will deploy the e-rapor system, making it operational and available for use by the school community.

## **Phase 4: Monitoring**

Once the system is deployed, we will enter the monitoring phase. This involves continuous performance monitoring to ensure the system operates as intended. We will actively collect user feedback to identify any areas of improvement and promptly address any issues that arise. Issue resolution is critical in this phase to maintain user satisfaction and system reliability. This ongoing monitoring and iterative improvement process ensures the e-rapor system remains effective and user-friendly.

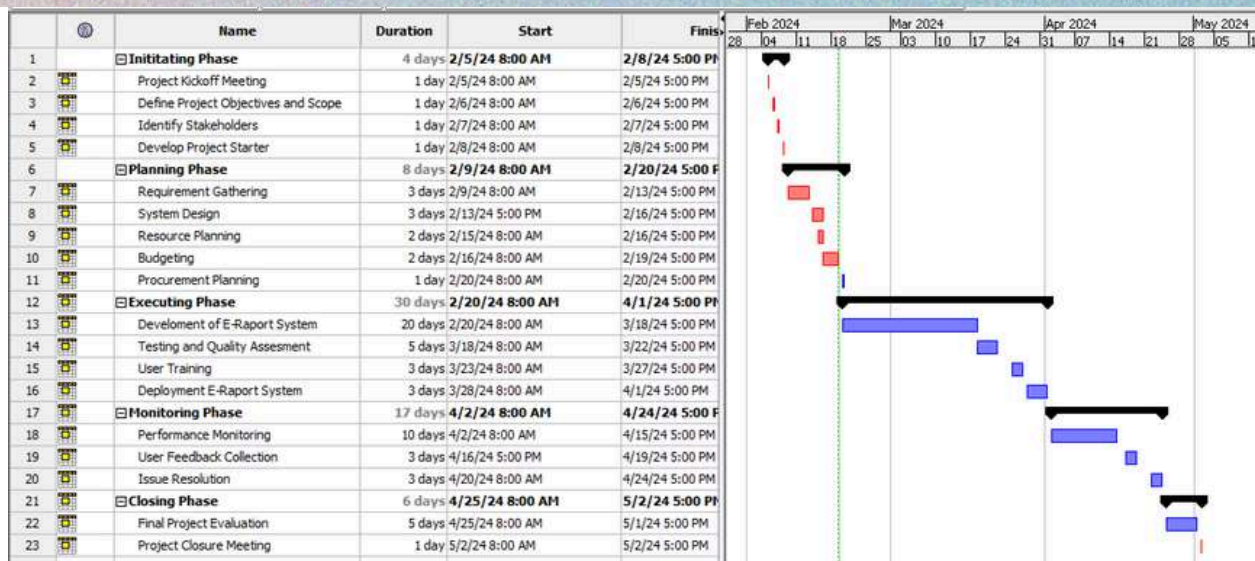
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## **Phase 5: Closing**

The closing phase will involve a final project evaluation to assess the overall success of the project against the initial objectives. We will hold a project closure meeting to review the project outcomes, gather final feedback from all stakeholders, and document any lessons learned. This meeting will formally conclude the project, ensuring all deliverables are completed, and any remaining issues are addressed. This phase ensures that the project is wrapped up comprehensively, with all stakeholders informed and satisfied with the outcomes.



# PROCESS



Based on the Gantt chart generated using the project management software ProjectLibre, while due dates will depend on, and be adjusted specifically for project, here is a general overview :

Deliverable	Timeline (after signing)
<b>Initiating Phase</b>	<b>February 5, 2024 - February 8, 2024</b>
Project Kick-off Meeting	February 5, 2024
Define Project Objectives and Scope	February 5, 2024
Identify Stakeholders	February 6, 2024
Develop Project Charter	February 7, 2024
<b>Planning Phase</b>	<b>February 9, 2024 - February 20, 2024</b>
Requirement Gathering	February 9, 2024 - February 12, 2024
System Design	February 13, 2024 - February 15, 2024
Resource Planning	February 16, 2024
Budgeting	February 19, 2024
Procurement Planning	February 20, 2024
<b>Executing Phase</b>	<b>February 20, 2024 - April 1, 2024</b>
Development of e-Rapor System	February 20, 2024 - March 21, 2024
Testing and Quality Assessment	March 22, 2024 - March 26, 2024
User Training	March 27, 2024 - March 29, 2024
Deployment of e-Rapor System	April 1, 2024
<b>Monitoring Phase</b>	<b>April 2, 2024 - April 24, 2024</b>
Performance Monitoring	April 2, 2024 - April 15, 2024
Collect User Feedback	April 16, 2024 - April 18, 2024
Issue Resolution	April 19, 2024 - April 24, 2024
<b>Closing Phase</b>	<b>April 25, 2024 - May 2, 2024</b>
Final Project Evaluation	April 25, 2024 - April 29, 2024
Project Closure Meeting	May 1, 2024 - May 2, 2024



# COST SUMMARY

Based on the Cost Summary produced using ProjectLibre project management software, the following is an explanation of the general overview:

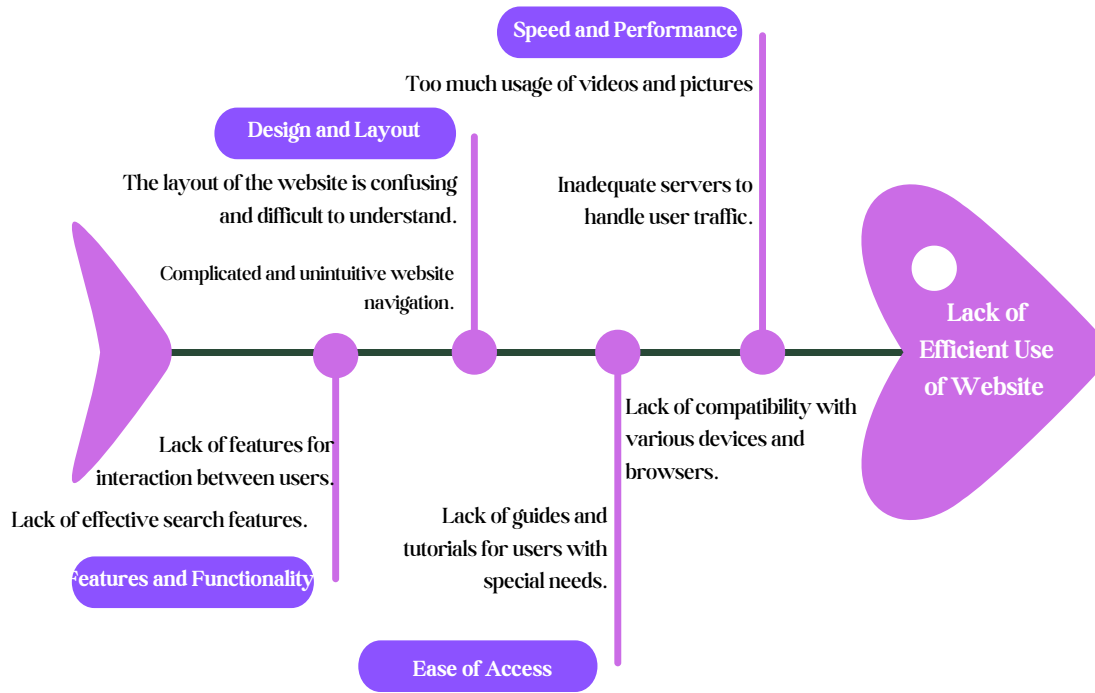
ID	Name	Cost	Actual Cost	Remaining Cost	Fixed Cost	Baseline Cost
1	E-Raport System Development	\$ 56,900.00	\$ 0.00	\$ 56,900.00	\$ 0.00	null
2	Initiating Phase	\$ 3,650.00	\$ 0.00	\$ 3,650.00	\$ 0.00	null
3	Project Kickoff Meeting	\$ 1,050.00	\$ 0.00	\$ 1,050.00	\$ 0.00	null
4	Define Project Objectives and	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
5	Identify Stakeholders	\$ 900.00	\$ 0.00	\$ 900.00	\$ 0.00	null
6	Develop Project Starter	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
7	Planning Phase	\$ 11,800.00	\$ 0.00	\$ 11,800.00	\$ 0.00	null
8	Requirement Gathering	\$ 3,400.00	\$ 0.00	\$ 3,400.00	\$ 0.00	null
9	Conduct User Interviews	\$ 1,700.00	\$ 0.00	\$ 1,700.00	\$ 0.00	null
10	Analyze Existing Reporting	\$ 1,700.00	\$ 0.00	\$ 1,700.00	\$ 0.00	null
11	System Design	\$ 4,250.00	\$ 0.00	\$ 4,250.00	\$ 0.00	null
12	Architectural Design	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
13	Database Design	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
14	User Interface Design	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
15	Security Design	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
16	Integration Design	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
17	Resource Planning	\$ 1,650.00	\$ 0.00	\$ 1,650.00	\$ 0.00	null
18	Budgeting	\$ 1,650.00	\$ 0.00	\$ 1,650.00	\$ 0.00	null
19	Procurement Planning	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
20	Executing Phase	\$ 23,600.00	\$ 0.00	\$ 23,600.00	\$ 0.00	null
21	Development of E-Raport System	\$ 16,200.00	\$ 0.00	\$ 16,200.00	\$ 0.00	null
22	Frontend and Backend	\$ 8,100.00	\$ 0.00	\$ 8,100.00	\$ 0.00	null
23	Database Implementation	\$ 4,050.00	\$ 0.00	\$ 4,050.00	\$ 0.00	null
24	API Development	\$ 4,050.00	\$ 0.00	\$ 4,050.00	\$ 0.00	null
25	Testing and Quality Assessment	\$ 3,250.00	\$ 0.00	\$ 3,250.00	\$ 0.00	null
26	Deployment E-Raport System	\$ 4,150.00	\$ 0.00	\$ 4,150.00	\$ 0.00	null
27	Data Migration	\$ 1,650.00	\$ 0.00	\$ 1,650.00	\$ 0.00	null
28	System Configuration	\$ 1,650.00	\$ 0.00	\$ 1,650.00	\$ 0.00	null
29	User Training	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null
30	Monitoring Phase	\$ 12,950.00	\$ 0.00	\$ 12,950.00	\$ 0.00	null
31	Performance Monitoring	\$ 8,050.00	\$ 0.00	\$ 8,050.00	\$ 0.00	null
32	User Feedback Collection	\$ 2,450.00	\$ 0.00	\$ 2,450.00	\$ 0.00	null
33	Issue Resolution	\$ 2,450.00	\$ 0.00	\$ 2,450.00	\$ 0.00	null
34	Closing Phase	\$ 4,900.00	\$ 0.00	\$ 4,900.00	\$ 0.00	null
35	Final Project Evaluation	\$ 4,050.00	\$ 0.00	\$ 4,050.00	\$ 0.00	null
36	Project Closure Meeting	\$ 850.00	\$ 0.00	\$ 850.00	\$ 0.00	null

The cost breakdown for developing the E-Raport System includes \$56,900 for project initiation, \$68,050 for planning, \$97,500 for execution, and \$27,300 for monitoring and closing phases. These costs represent the comprehensive investment needed to ensure the system's successful development, functionality, security, and user satisfaction. The estimated total cost for the entire project is **\$250,750**.



# QUALITY CONTROL

## Cause and effect about the lack of effeicient use of website



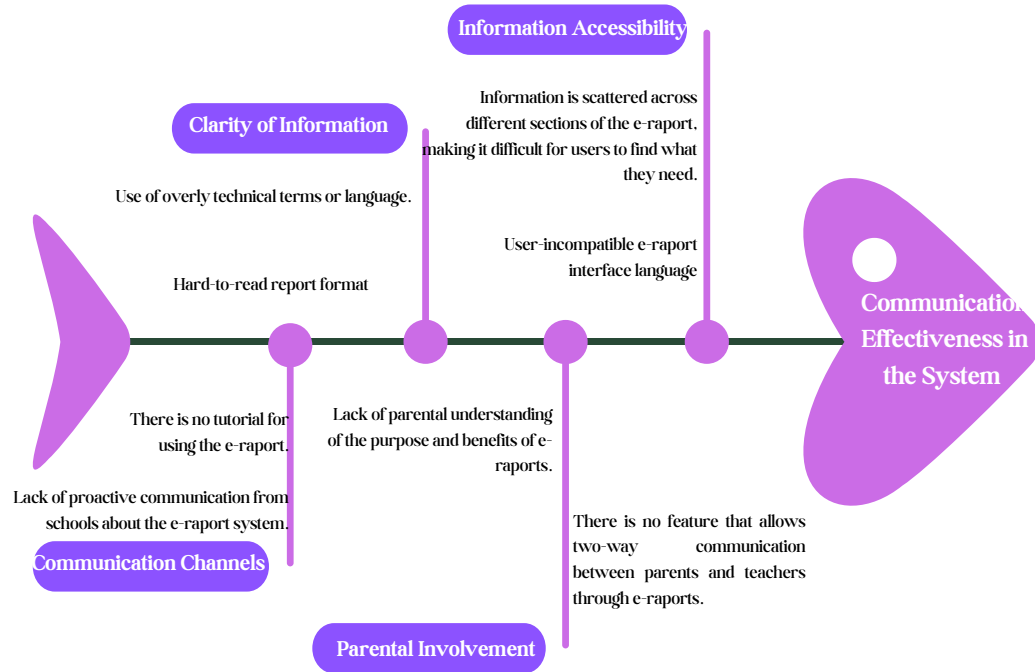
## Solution

- Simplifies the website layout and makes it more intuitive.
- Increase server capacity to handle user traffic.
- Educate parents about the purpose and benefits of Smart Report
- Improve compatibility with various devices and browsers.



# QUALITY CONTROL

## Cause and effect of communication inefficiency in the system



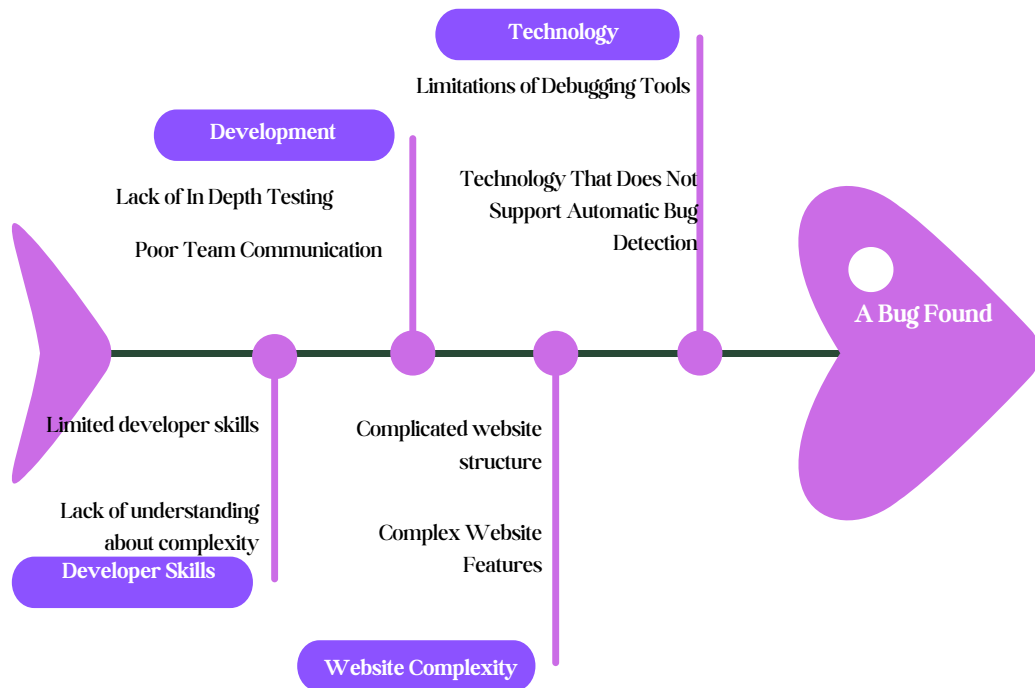
## Solution

- Provide detailed explanations of assessment criteria and terms used.
- Improve stability and ease of access to the e-report.
- Educate parents about the purpose and benefits of e-report.
- Develop two-way communication features between parents and teachers through e-report.



# QUALITY CONTROL

## Cause and effect of A Bug Found



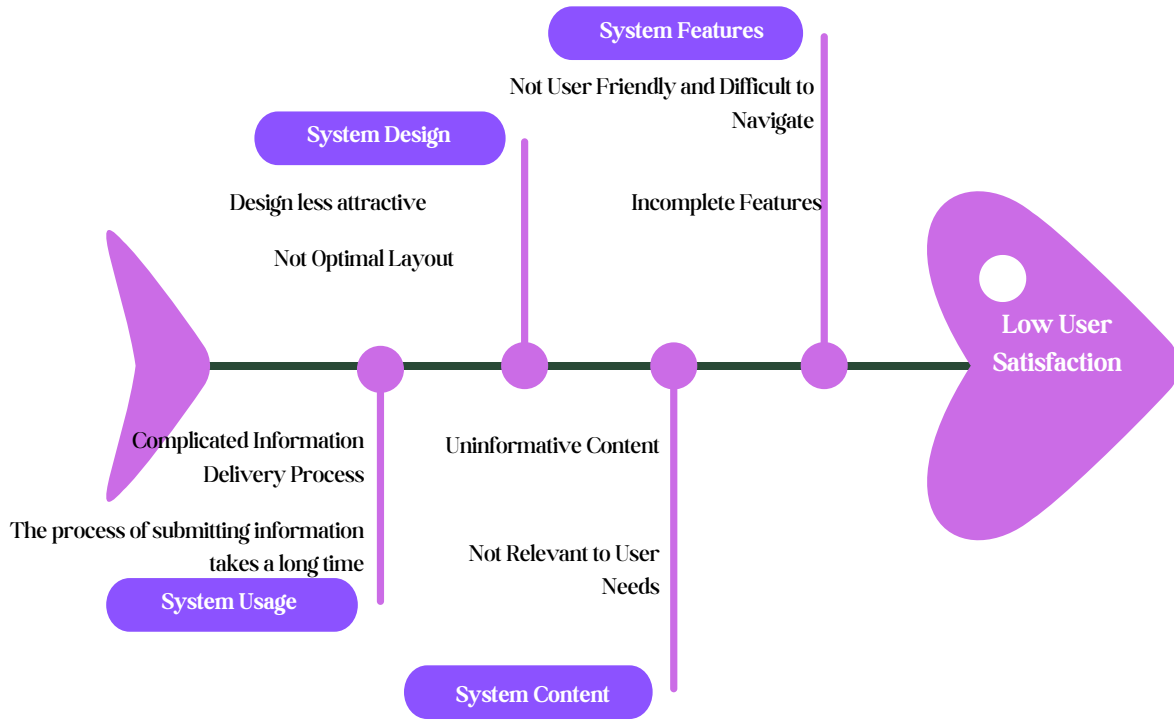
## Solution

- Organizing regular training and certification to improve developer development and debugging skills.
- Improved Technology and Advanced debugging tools and test automation technology to detect and fix bugs more efficiently.
- Managing Website Complexity by using a modular system approach and good documentation to facilitate management and identification of problems on the website.



# QUALITY CONTROL

## Cause and effect of Low User Satisfaction



## Solution

- Involve UI/UX designers to improve the interface to make it more attractive and intuitive, as well as optimize the layout so that important information is easily accessible.
- Implementation of more user-friendly navigation, addition of required features based on user surveys, and simplification of the information delivery process.
- Reducing unnecessary steps in sending information, and ensuring the content presented is informative and relevant to user needs.



# Project Resource Management Overview

## Project Resource Management Overview

### Plan Resource Management

#### Inputs:

1. Project Charter
2. Project Management Plan
3. Project Documents
4. Enterprise Environmental Factors
5. Organizational Process Assets

#### Tools & Techniques:

1. Expert Judgment
2. Data Representation
3. Organizational Theory
4. Meetings

#### Outputs:

1. Resource Management Plan
2. Team Charter
3. Project Documents Updates

### Develop Team

#### Inputs:

1. Project Management Plan
2. Project Documents
3. Enterprise Environmental Factors
4. Organizational Process Assets

#### Tools & Techniques:

1. Collocation
2. Virtual Teams
3. Communication Technology
4. Interpersonal and Team Skills
5. Recognition and Rewards
6. Training
7. Individual and Team Assessments
8. Meetings

#### Outputs:

1. Team Performance Assessments
2. Change Requests
3. Project Management Plan Updates
4. Project Documents Updates
5. Enterprise Environmental Factors Updates
6. Organizational Process Assets Updates

### Estimate Activities Resources

1. Inputs
2. Project Management Plan
3. Project Documents
4. Enterprise Environmental Factors
5. Organizational Process Assets
6. Tools & Techniques
7. Expert Judgment
8. Bottom-up Estimating
9. Analogous Estimating
10. Parametric Estimating
11. Data Analysis
12. Project Management Information System (PMIS)
13. Meetings
14. Outputs
15. Resource Requirements
16. Basis of Estimates
17. Resource Breakdown Structure (RBS)
18. Project Documents Updates

### Manage Team

#### Inputs:

1. Project Management Plan
2. Project Documents
3. Work Performance Reports
4. Team Performance Assessments
5. Enterprise Environmental Factors
6. Organizational Process Assets

#### Tools & Techniques:

1. Interpersonal and Team Skills
2. Project Management Information System

#### Outputs:

1. Change Requests
2. Project Management Plan Updates
3. Project Documents Updates
4. Enterprise Environmental Factors Updates

### Acquire Resources

#### Inputs:

1. Project Management Plan
2. Project Documents
3. Enterprise Environmental Factors
4. Organizational Process Assets

#### Tools & Techniques:

1. Decision Making
2. Interpersonal and Team Skills
3. Pre-assignment
4. Virtual Teams

#### Outputs:

1. Physical Resource Assignments
2. Project Team Assignments
3. Resource Calendars
4. Change Requests
5. Project Management Plan Updates
6. Project Documents Updates
7. Enterprise Environmental Factors Updates
8. Organizational Process Assets Updates

### Control Resources

Here's the cleaned-up list for the provided section:

#### Inputs:

1. Project Management Plan
2. Project Documents
3. Work Performance Data
4. Agreements
5. Organizational Process Assets

#### Tools & Techniques:

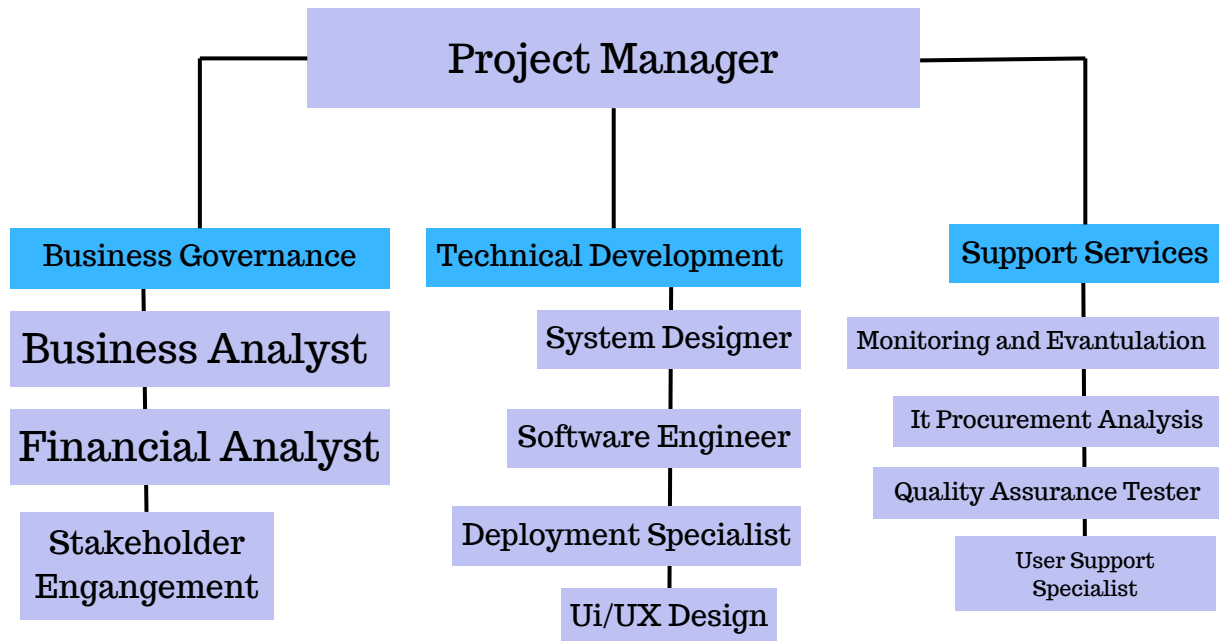
1. Data Analysis
2. Problem Solving
3. Interpersonal and Team Skills
4. Project Management Information System

#### Outputs:

1. Work Performance Information
2. Change Requests
3. Project Management Plan Updates
4. Project Documents Updates



# RESOURCE



## Project Manager

As the Project Manager, I have overseen the entire project, ensuring its successful execution from inception to completion. My responsibilities included coordinating various aspects of the project, including business governance, technical development, and support services. This encompassed strategic planning, resource management, risk assessment, and stakeholder communication. By effectively managing teams and resources, I ensured that the project met its objectives within the specified timeframe and budget, ultimately delivering value to SMPN 154 Jakarta Selatan.

## Business Governance

Within the realm of business governance, our focus was on ensuring alignment between the project objectives and the strategic goals of SMPN 154 Jakarta Selatan. The Business Analyst conducted in-depth analyses of the school's existing processes and requirements, translating them into actionable insights and project specifications. Financial Analysts managed budgetary considerations, ensuring financial sustainability and cost-effectiveness throughout the project lifecycle. Stakeholder Engagement specialists facilitated effective communication between project teams and school stakeholders, fostering collaboration and ensuring that project outcomes met the needs of all involved parties.

## Technical Development

Technical development encompassed the design, implementation, and deployment of the Web-Based Student Report Card Information System. System Designers were responsible for creating the architecture and framework of the system, ensuring scalability, reliability, and security. Software Engineers developed the necessary software components, adhering to best practices and industry standards. Deployment Specialists managed the installation and configuration of the system, ensuring a smooth transition from the existing paper-based system to the new digital platform. UI/UX Designers focused on creating an intuitive and user-friendly interface, enhancing the overall user experience for teachers, parents, and students.

## Support Services

Support services played a vital role in ensuring the ongoing success and sustainability of the project. Monitoring and Evaluation specialists tracked project progress and performance metrics, identifying areas for improvement and optimization. IT Procurement Analysts managed the procurement process for necessary hardware and software components, ensuring that the project had access to the required resources. Quality Assurance Testers conducted rigorous testing of the system to identify and rectify any defects or issues before deployment. User Support Specialists provided ongoing technical assistance and training to users, ensuring that they could effectively utilize the new system to its fullest potential.



# RESOURCE

## Responsible Assignment Matrix (RAM)

Incorporating the RACI matrix into our report is pivotal for defining roles and responsibilities within the project. This structured tool, allocating who is Responsible, Accountable, Consulted, and Informed for each task, fosters clarity and transparency, minimizing misunderstandings and overlaps. With designated units such as the Project Manager overseeing execution and specialized teams like Business Analysis conducting analyses, System Designers developing frameworks, and Stakeholder Engagement facilitating communication, our project aims for efficient collaboration and successful outcomes.

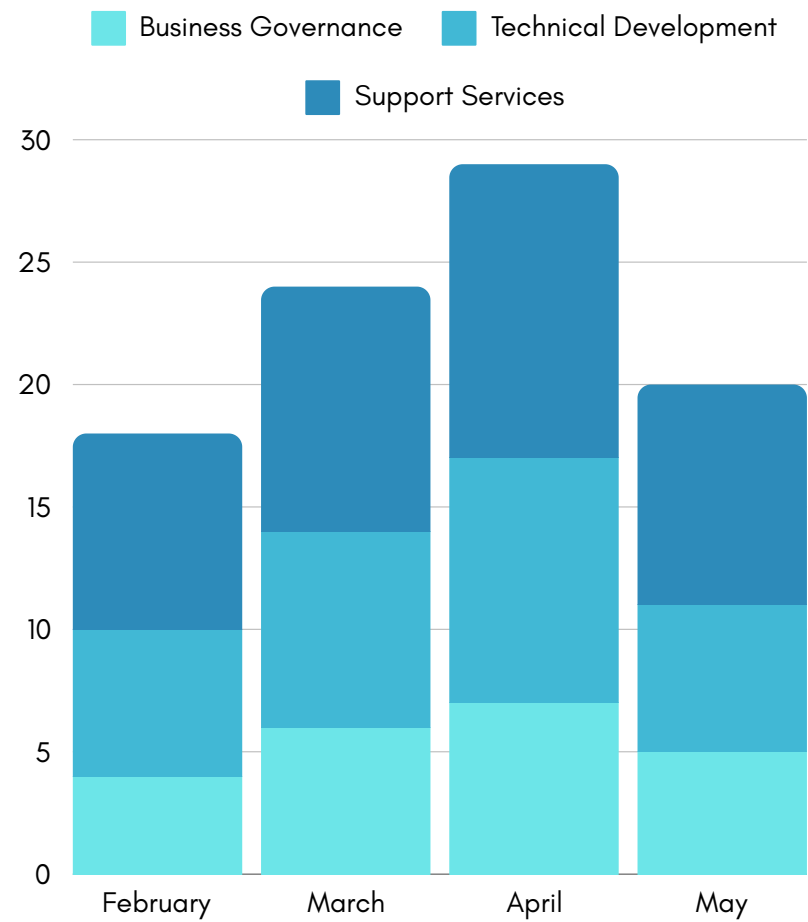
RACI MATRIX

TASKS	1.1	1.2	1.3	1.4	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	4.1	4.2	4.3	5.1	5.2
Project Manager	P	P	P	P													
Business Analysis			P														
System Designer			P		P						P	R		P		R	P
Stakeholder Engagement Specialization						P											
Software Development								P									
Quality Assurance Testing	P									P							
IT Procurement Specialization			R	R	R												
Financial Analyst or Budget Manager									P			R				P	
Deployment Specialization																	
Monitoring and Evaluation Specialization									R	R							
User Support Specialization					P										R	R	
UI/UX Designer					R	R	R										

R = Responsible organizational unit

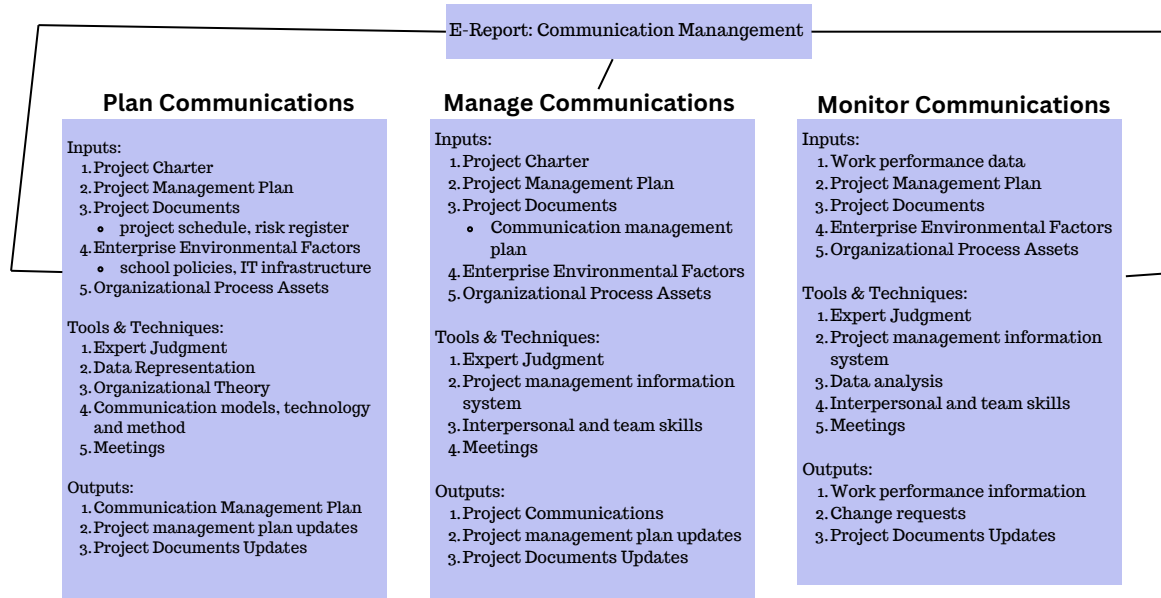
P = Performing organizational unit

## Resource Histogram





# COMMUNICATION MANAGEMENT



## Plan Communications

### Inputs:

1. **Project Charter:** The document that formally authorizes the project and provides the project manager with the authority to apply resources.
2. **Project Management Plan:** The comprehensive document that describes how the project will be executed, monitored, and controlled.
3. **Project Documents:** Various documents created during the project lifecycle, such as project schedules, risk registers, etc.
4. **Enterprise Environmental Factors:** Internal and external factors that can influence the project, like school policies and IT infrastructure.
5. **Organizational Process Assets:** Company processes, policies, and procedures that are used throughout the project.

### Tools & Techniques:

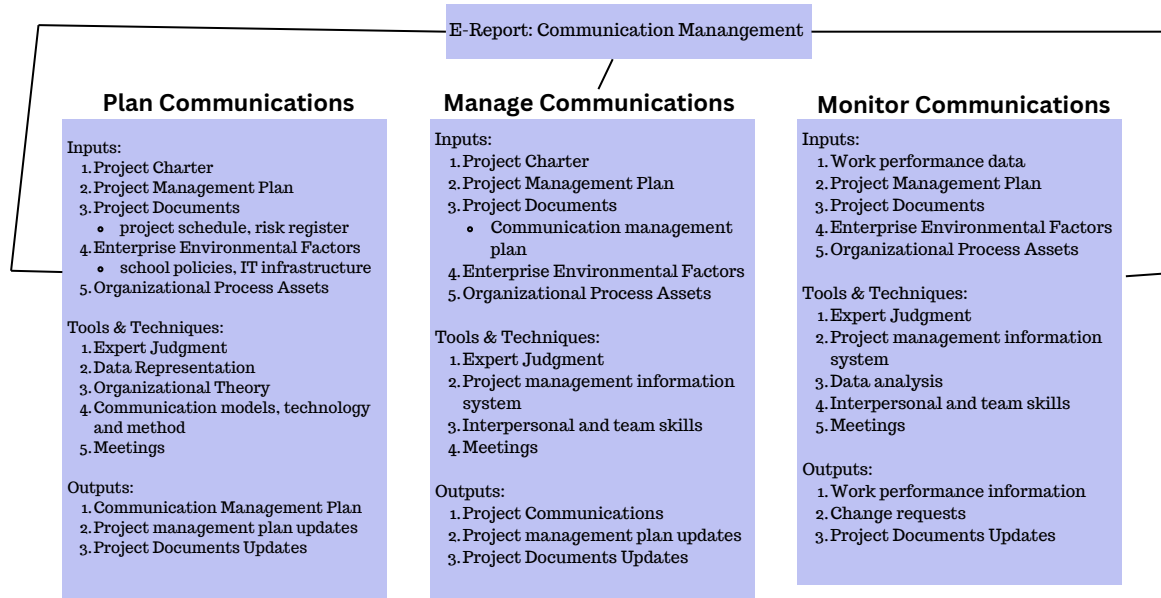
1. **Expert Judgment:** Using knowledge from experienced individuals to plan communications.
2. **Data Representation:** Visualizing data to understand communication needs.
3. **Organizational Theory:** Applying principles of organizational behavior to communication planning.
4. **Communication models, technology, and method:** Deciding on the methods and technologies to be used for communication.
5. **Meetings:** Discussing communication needs and strategies.

### Outputs:

1. **Communication Management Plan:** The document that outlines how project communications will be managed.
2. **Project Management Plan Updates:** Any updates to the project management plan as a result of communication planning.
3. **Project Documents Updates:** Updates to other project documents based on communication planning.



# COMMUNICATION MANAGEMENT



## Manage Communications

### Inputs:

1. Project Charter: As above.
2. Project Management Plan: As above.
3. Project Documents: As above.
4. Communication Management Plan: The plan developed during the planning phase.
5. Enterprise Environmental Factors: As above.
6. Organizational Process Assets: As above.

### Tools & Techniques:

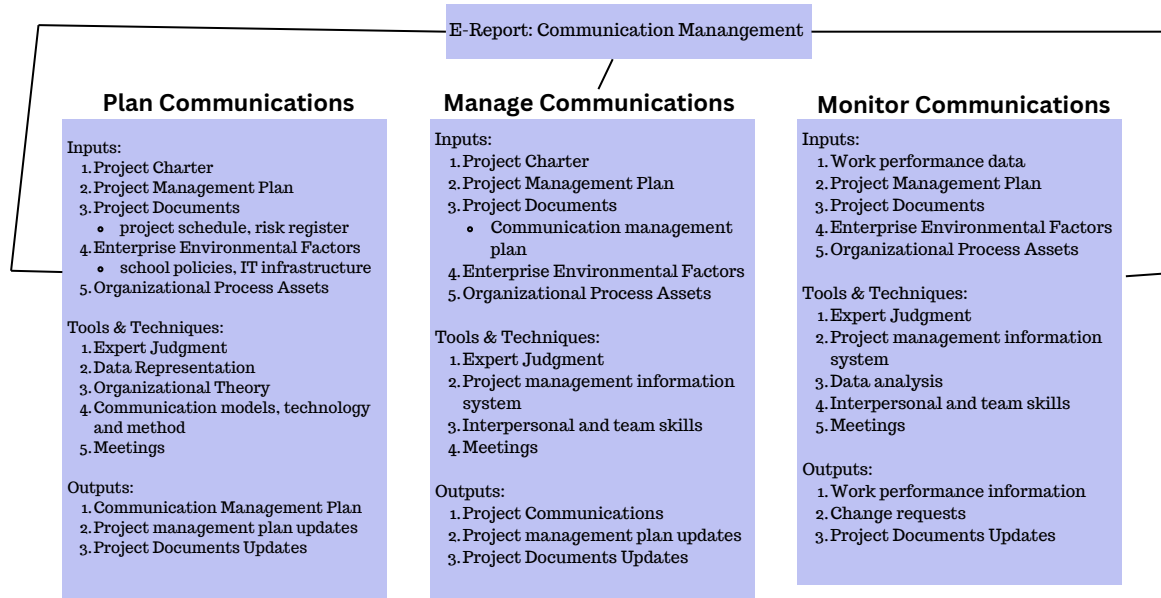
1. Expert Judgment: Using expertise to manage communications effectively.
2. Project Management Information System: Software tools used to manage project information.
3. Interpersonal and Team Skills: Skills used to facilitate effective communication within the team.
4. Meetings: Regular meetings to ensure communication flows smoothly.

### Outputs:

1. Project Communications: The actual communications produced during the project, such as reports, emails, and presentations.
2. Project Management Plan Updates: Updates to the project management plan based on the communication management activities.
3. Project Documents Updates: Updates to project documents as a result of managing communications.



# COMMUNICATION MANAGEMENT



## Monitor Communications

### Inputs:

1. Work Performance Data: Data on how the project is progressing.
2. Project Management Plan: As above.
3. Project Documents: As above.
4. Enterprise Environmental Factors: As above.
5. Organizational Process Assets: As above.

### Tools & Techniques:

1. Expert Judgment: Using expertise to monitor and control communications.
2. Project Management Information System: As above.
3. Data Analysis: Analyzing data to monitor communication effectiveness.
4. Interpersonal and Team Skills: As above.
5. Meetings: Regular meetings to review communication performance.

### Outputs:

1. Work Performance Information: Information on how well communications are performing.
2. Change Requests: Requests for changes based on the monitoring and control of communications.
3. Project Documents Updates: Updates to project documents based on the monitoring results.



# PROJECT RISK MANAGEMENT

## POSITIVE RISK

Risk	Description	Severity	Root Cause	Consequence	Mitigation	Handling Action	Responsible Team
Increased Efficiency	Efficiency increases in the report card distribution process	High	Implementation of a web-based system	Time and resource savings	Optimization of technology use and continuous training	Monitor and evaluate system performance regularly	IT Department, Client Representative
Early Detection of Issues	Early detection of student mental health issues system	High	Integration of mental health surveys	Faster and more accurate support for students in need	Implementation of an accessible and responsive reporting system	Coordinate with mental health counselors and review survey results regularly	Client Representative, Mental Health Counselors
Better Student Engagement	Improved student engagement through interactive visualization	Medium	Use of interactive dashboard	Increased motivation and understanding of academic performance	Enhancement of dashboard design based on user feedback	Collect and analyze feedback from students and parents	IT Department, Consulting Manager
Improved Accuracy of Assessment	The use of e-reporting system can reduce human errors in academic assessment	Medium	Lack of experience or training in manual assessment	Improved accuracy of data, providing a more precise picture of student progress	Intensive training for teachers in using the system, automatic data validation	Monitor assessment accuracy trends, provide feedback to teacher	IT Department, Client Representative
Increased Collaboration and Communication	E-reporting system facilitates smoother communication between teachers, students, and parents	Low	Changes in traditional communication methods	Improved understanding of parents about their child's academic activities, providing faster feedback from teachers	Training on system usage for all involved parties, facilitating integrated communication platforms	Facilitate regular discussion sessions among teachers, students, and parents for further evaluation and feedback	IT Department, Client Representative
Innovation in Education	The implementation of e-reporting system encourages innovation in education	Low	Advances in information technology	Opens opportunities for the development of new teaching methods, use of technology in education	Support research and development in educational technology, organize workshops and seminars related to it	Promote best practices and knowledge exchange among teaching staff, hold regular reflection session	IT Team, Education Department



# PROJECT RISK MANAGEMENT

## NEGATIVE RISK

Risk	Description	Severity	Root Cause	Consequence	Mitigation	Handling Action	Responsible Team
Unauthorized Access	Unauthorized access to sensitive data	High	Lack of proper access control	Personal data leaks, privacy violations, and potential misuse of data	User Access Management :Different levels of access will be provided to teachers, students, and parents,	RBAC : Configuring a role-based access system	IT Department
Technical Glitches	Technical problems with the system	High	Unexpected configuration change	Disruption in report distribution and dashboard access	Thorough testing before implementation, regular maintenance	Responsive and professional technical support team and Create a Backup and Recovery Plan	IT Department
Resistance to Change	Refusal from teachers or parents to use the new system	Medium	Lack of training and socialization	Decreased participation and stakeholder dissatisfaction	Comprehensive training program and ongoing outreach	Hold workshops and seminars on the benefits and use of the system	Client Representative
Vulnerability to Cyber Attacks	Security vulnerabilities in the e-reporting system can open doors to cyberattacks and data theft	Medium	Weaknesses in security system	Student data theft, system damage, reputation loss, and legal consequences	Implementation of strict access controls, data encryption, and regular security update	Continuously monitor network activities, promptly address security incidents	IT Team Department
System Inability to Store Data	Insufficient data storage capacity can result in data loss or poor system performance	Low	Lack of storage space or capacity monitoring	Potential data loss, system performance decrease, and report delivery difficulty	Regular storage capacity monitoring, capacity increase when needed	Perform periodic data backups, increase storage capacity if nearing limits	IT Team Department
System Inability to Handle High Workloads	An e-reporting system incapable of handling high workloads can experience poor performance	Low	Lack of capacity or scalability of the system	Delay in report delivery, system performance degradation during peak usage	System capacity enhancement and continuous performance monitoring	Scaling the system according to project needs, identifying and addressing infrastructure bottlenecks	IT Team Department



# BILLING, TERMS & CONDITIONS, ACCEPTANCE

## BILLING

To initiate the implementation of the Smart Report, we require an initial down payment of 50% of the total project cost upon acceptance of this proposal. The remaining 50% will be due within 30 days of the successful completion of the project. These expenses will be detailed and billed either during or after the project's execution.

Please send the down payment to the following account:



**Bank Name: Bank Central Asia (BCA)**

**Account Number: 123-456-7890**

**Account Name: Smart Report Solutions**

## TERMS & CONDITIONS

1. This proposal is valid for a period of 14 days from the date of signing by both parties. An extension of this proposal period may be granted by Smart Report Solutions upon written notice to the curriculum coordinator of SMPN 154 Jakarta Selatan.
2. Prior to entering into a contractual agreement, elements within this proposal may be subject to amendment, addition, or removal as deemed necessary to accommodate the mutual agreement of both Smart Report Solutions and the curriculum coordinator of SMPN 154 Jakarta Selatan. Any changes must be documented and mutually agreed upon in writing.
3. We will provide the services as described in the proposal, including any specifications, deliverables, and timelines.
4. The project will be completed within the agreed timeline, barring any unforeseen circumstances. Upon completion, you will have 10 business days to review the deliverables and provide feedback or acceptance. If no feedback is provided within this period, the project will be deemed accepted.



# BILLING, TERMS & CONDITIONS, ACCEPTANCE

## ACCEPTANCE

By signing below, you acknowledge acceptance of this Smart Report project proposal and agree to enter into a contractual agreement with Smart Report Solutions. This agreement will commence from the date of signature below and will be governed by the terms and conditions outlined in the proposal and any subsequent amendments agreed upon in writing by both parties.

We recognize that the initial down payment of 50% of the total project cost is due upon acceptance of this proposal. The remaining 50% will be paid within 30 days of the successful completion of the project. We understand that these expenses will be detailed and billed either during or after the project's execution.

We confirm that we have reviewed and agree to the scope of services, project timelines, and payment terms. We commit to providing the necessary support and collaboration to ensure the successful execution and completion of the project. Any modifications to the project scope will be documented and mutually agreed upon in writing.

By signing this acceptance, both parties agree to the terms set forth and commit to the successful completion of the Smart Report project.

Smart Report  
Project Manager



Justin Stephen

SMPN 154 Jakarta Selatan  
Curriculum Coordinator



Yakob Purnomo