CAPCSI

Church Among the Palms
Christian School International

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PROJECT PROPOSAL:

School Management System

Mrs. Nilda F. Barleta
CAPCSI - Registrar

Table of Contents: Page

CAPCSI Church Among the Palms Christian School International 9
Kanluran Road, Los Baños, Laguna, Philippines 4031

PROPOSAL

Date: 03 March, 2024

To: Mrs. Nilda F. Barleta
        CAPCSI - Registrar

PROPOSED PROJECT: *CAPCSI School Management System*

Dear Madam:

Please find below our proposal for CAPCSI School Management System. It covers a brief overview of the features and modules that each school departments may need. As we progress on this project proposal, modifications are expected so that the full product will become fully customized to your requirements.

Please you may review our proposal on the pages that follow.

Thank you very much and we're looking forward to be of service to your office.

Sincerely,
Ernie Andres

SCOPE OF WORK

1. School Management System (SMS) Description

* SMS is an integrated system that covers the processing of daily activities of every department in an easy and collaborative way thru utilization of the digital system.

The system will be developed utilizing the school's local area network as its intranet communication line, which "theoretically" means the system is not accessible outside of the school premises. It is a 3-tier client-server windows database application consisting of server, users' workstations, and the underlying database technology in between. It will be installed and implemented using the facility the school has already in place (*computer server, users' workstations, and server's local storage*). There are advantages and disadvantages of this setup:

Disadvantage : Users cannot access it using the internet

Advantages :

- There is no additional cost on the use of the computer hardware and software resources
- Server resources can be scaled up and maintained locally by school staff
  o School's sensitive data are housed inside the school and not in the internet host elsewhere
- The system will be 100% owned by the school as it will be offered in that scheme
- One-time payment only. NO recurring monthly or yearly subscription fees.
- ROI in terms of the service is short as the system is cost effective.
- Unlimited number of users' access. o Fast and always available technical support.

2. Gathering Business Rules and information

Information required for the system construction will be provided by the school. This may include the actual process and procedures performed by the department and may be listed in a document for us to use as information guide. Features and modules written in the document are considered the final requirements. Regular communication thru online chat or telephone comm is expected during the development.

3. System Design and Development

Design and development of database and the actual programming or coding will be performed. System will be designed to be fully compliant with the school standard or the DepEd standard.

4. Regular Stakeholder's Review

CSI is allowed to have the running project be periodically reviewed on set schedules and team meeting is strongly encouraged.

5. User Testing and Project Completion Acceptance

CSI Team will perform a thorough system testing upon completion. Inconsistencies will be written down and reported for the development team to correct and update. Bugs will be corrected if found. Project is completed upon signing the *User Acceptance and Testing Document* provide by the developer.

Terms and Conditions:

1. Server and storage, network, user workstations, and other pertinent resources will be shouldered by CAPCSI and in cases where software licenses are required.

2. CAPCSI's additional form costs Php 3,500 per form at minimum.

3. *50*% of the total project amount will be charged to CAPCSI if the project is discontinued by CAPCSI for reasons not manageable by the developer.

4. The PROJECT development will start upon receipt of P.O. and the contract is signed. No down payment is required.

5. Modifications or additional system features requested by CAPCSI can be included immediately or be included after completing the initial requirements. These may depend if the requests or changes affect the modules being developed. Modifications are charged after the website development has been completed and accepted.

6. CAPCSI will be given a 15-day period to test and review the completed system. System bugs will be corrected and any minor enhancements are accepted at this stage without charges.

7. The project completion will run from 3 to 4 months and may vary.

Project Requirements

1. 1 or 2 contact persons from CAPCSI as a point person for communication.

2. Information and documents related to the project development.

Project Completion
1. System design and development will take its full course of 3 to 4 months and may vary.

Technical Support

1. **FREE 1 month support** anytime of the day for any critical issues encountered.
2. Support is done via email, phone, remote access (TeamViewer), or be attended on site if required.
3. Data migration from existing system.
4. Free half-day staff system training.

Extended Offerings and Services
1. Update and maintenance of the system with applicable minimum charges
2. Development of forms or new sets of modules.

Non-Disclosure Agreement
If required, will be signed by the developer prior to commencing the project.

PROJECT COST : Php 700,000
Project consists of Database design and development, user interface and business rules, system development and programming, system Installation, configuration, and implementation on the production server and workstations.

Payment Terms: NO Down payment upon PO, 100% after completion

For further concerns, please contact me on the following contact channels:

Ernie Andres

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Skype **:** Er Andres

Mobile No. **:** 0991-6949-138

On the following Pages:

School Management System Overview

CSI Complete School Management System Overview
Departments Users : Registrar | Treasury | Super Admin | School Admin

DEPARTMENT	MODULES	FUNCTION FEATURES	ACCESS RIGHTS
Super Admin	*All*	• *All system modules*	Add, Edit, Delete of All school-related and system-related modules
School Admin	*All school related modules*	• *SY Calendar of Activities* • *Charts and Graphs*	Add, Edit, Delete of All school-related modules, Setting up of : beginning of SY, Master Data, class schedules, class advisers, or Sectioning, SY Calendar of Activities
Registrar	• *Registrar Menu* • *Reports Menu (List of Daily Enrollees, Enrollees by Level, Summary of Student info)* • *Window Menu (user interface and tools)* • *Inquiry* • *Admission* • *Registration* • *Assessment* • *Enrollment* • *Sectioning* • *Student Master Record* • *Basic Faculty Info* • *Basic Parent Guardian* info	***Inquiry*** *– logs of inquiries and actions taken.* ***Admission*** *– admission process for new and returning students. A student is officially admitted if he/she has submitted all requirements.* ***Registration*** *– a student can be registered only if he/she is admitted. A registered student requires to pass: Clearance, Report Card, no previous arrears (for old students) and Report Card/GMC (for new and returning students).* ***Assessment*** *– only a registered student should undergo assessment process. Assessment includes: determining Payment Term and creating Payment Schedule, Assistance or discounts, Fees for miscellaneous and Tuition, and Textbooks. A student is Assessed if all of the requirements are already determined and set.* ***Enrollment*** *– an assessed student will be considered enrolled when he/she settled the required initial payment of enrollment for the school year.* ***Sectioning*** *– filtering a grade level of students' list and simultaneously set their section. This can be done on, before, or after the enrollment period.* ***Student Master Record*** *– historical personal and academic record of student.* ***Faculty Info*** *– viewing of class schedules and basic limited profile of faculty members.* ***Parent Guardian*** *– basic limited profile of student's parents and guardians' information.*	Add, Edit, Delete

| Treasury Finance | • *Treasury Menu*
• *Reports Menu (Student Payment History and other related reports)*
• *Window Menu (user interface and tools)*
• *Payment*
• *Daily Collections*
• *Student's Statement of Account (SOA)*
• *Total Income Collections*
• *Other Collections*
• *Student's Outstanding Balance*
• *List of School Fees*
• *Test Permits Adjustments* | | Add, Edit, Delete |

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