



Punjab Skills Development Fund

Information Technology Department

SYSTEM CHANGE REQUEST DOCUMENT

Subject: BSS System Improvement Change Request



Skills For Success

Disclaimer

This document will be considered as a proof that the change(s) is/are approved by all the stakeholders and IT comments are carefully considered and understood by the requester.

Upon submission of this document changes would be implemented in the system by the implementor.

Further, after the implementation, requestor is responsible for the testing the change.



Skills For Success

Change Request Form

Change Request Number CR/M&E/2024-25/01
Requested Date 18-07-24

Requested System Name BSS
Module Name BSS

Requested By

Name Muhammad Usman
Designation Lead Monitoring & Evaluation
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Requester Department Monitoring & Evaluation
Department HoD

Change Description

Priority High | Medium | Low

- 1. Stipend Recommendation Note (SRN):** Add a layer of approval at second level in SRN module. Once the SRN is approved at first level, system shall enable the second level approval layer. After approval of second level the SRN shall be moved to next step as per process.
- 2. AMS Report:**
 - 2.1.** The system shall not allow to update or resubmit the AMS reports of any given month if the MPR of that month is already generated.
 - 2.2.** AMS Report resubmission approval mechanism, A new mechanism to be developed for resubmission and approval of AMS reports (if deemed necessary)
- 3. Data Submission log of AMS:** System shall maintain the log (Time & date wise) of AMS data submitted in the BSS.
- 4. Request to Proceed (RTP):** In community schemes, system shall allow TSPs to submit the RTPs 15 days before the class start date. Currently system enables the RTP submission toggle (15 days before class start date) but does not allow TSP to submit the RTP. However, the inception report shall be submitted 10 days before class started date as per existing practice.
- 5. Unverified trainees change request:**
 - 5.1.** The following columns are required in unverified trainee change request module.
 - Class start & end date.
 - Scheme type.
 - Project
 - KAM
 - CNIC issuance date shall be on this format dd/mm/yyyy.
 - Date & Time on which the request is raised.
 - System shall assign unique ticket number to each request.
 - The required column shall be at the end of the sheet.
 - 5.2.** System shall provide a report (Excel) which shall reflect the detail of change requests submitted in given period. Below filters shall be added
 - Project
 - Scheme
 - TSP
 - Class code
 - KAM
 - Start date
 - End date
- 6. Provide a dashboard to remove instructor**
 - 6.1.** Provide a dashboard to remove the instructor from any given class. (Previous / Over lapped instructor, presently M&E team request IT team to remove the instructor). The following filters are required

- Scheme
- TSP
- Class code
- KAM
- Instructor Name
- Instructor CNIC

Note: Above mentioned changes are required to be implemented in both systems BSS & BSS PTEGP.

Stakeholders List	Approval Status by other relevant stakeholders	Signatures HOD
M&E Department		

Reason for Change/Business Justification:

- Second level approval is required to be added in the SRN module as per the direction of CFO -PSDF.
- To ensure that TPM reports are not updated once the MPRs are generated in the system.
- To maintain the log of TPM reports.
- To manage the data of unverified change requests
- To fix the RTP submission timeline
- In case of Pervious / Over lapped instructor, presently M&E team requests IT team to remove the instructor. A Dashboard is required to remove the instructor.

Change Impact on Business Process (including a list of any impacted already deployed processes):

- No Impact on existing process. All proposed changes are addition of data fields and checks in system

Scope of the Change

Limited to the BSS

For IT Department Use Only

Change Implementor	Azhar Iqbal / Ali Haider/ Umar Sami	Change Date:
Comments for the Requester		
Reason for Rejection		
STATUS	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected	