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Note: Changes to this document must be submitted to the owner/author for approval			

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1.0				

Systems Analysis and Design (SAD) of

Project Development Management Information System (PDMIS)

National Commission on Indigenous Peoples (NCIP)
Office on Planning, Policy and Research (OPPR)
Information and Communications Technology Division (ICTD)

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I.   INTRODUCTION

This systems development project is an initiative of the Office of Policy, Planning, and Research (OPPR). Its primary purpose is to improve the efficiency of program management, from program development to project implementation, monitoring, and evaluation.

The system to be developed will automate the management and evaluation of project documents and establish standards for the recording, gathering, and reporting of all data and information necessary for planning, monitoring, and evaluating NCIP programs and projects.

A. Context Diagram:
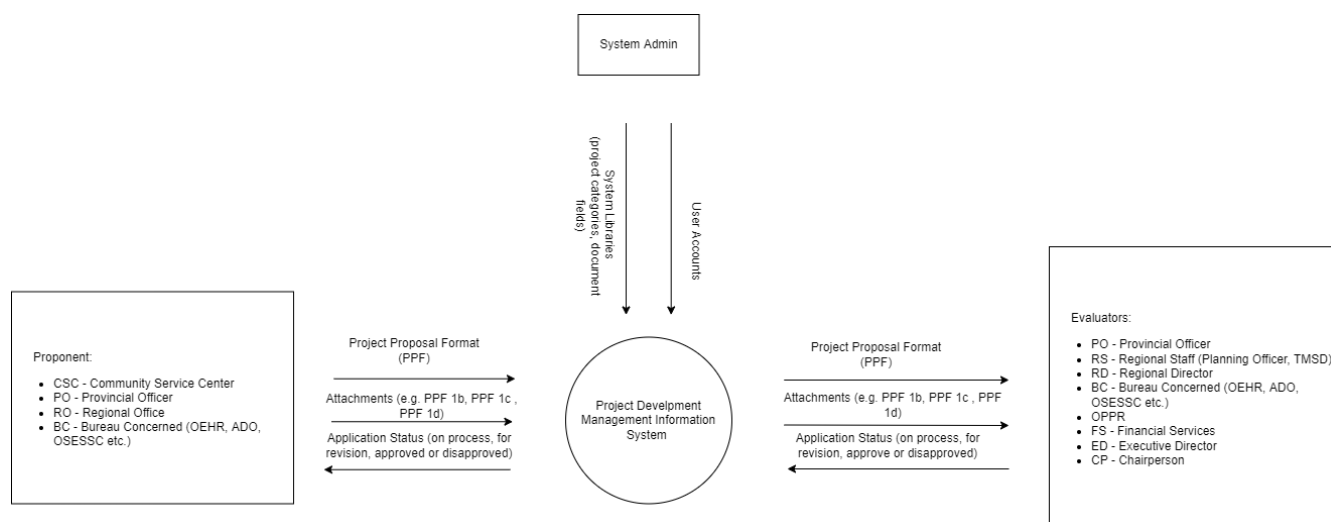
Annex A. Context Diagram:

As seen in the context diagram, the system is connected to three external entities: the Proponent, Evaluators, and System Administrator. The Proponent of the Project Proposal will submit information through the PDMIS system. In this case, the Proponent of the Project Proposal can be a staff member of the Community Service Center (CSC), Provincial Officer (PO), Regional Office (RO), or Bureau Concerned (BC).

The Evaluators, who are NCIP staff and officers from the higher office, will evaluate the project proposal. For instance, if the Proponent is CSC, the Evaluator will be the PO and higher offices. If the Proponent is the Bureau Concerned, the Evaluator will be OPPR and higher offices. The evaluation process will take place in the following sequence:

1. PO - Provincial Officer
2. RS - Regional Staff (Planning Officer, TMSD)

3. RD - Regional Director
4. BC - Bureau Concerned (OEHR, ADO, OSESSC etc.)
5. OPPR
6. FS - Financial Services (FS)
7. ED - Executive Director
8. CP – Chairperson

An office from the Provincial Office (PO) to Financial Services (FS) can recommend the Project Proposal documents for revision or for the next step of evaluation. If the Project Proposal is for revision, the Proponent will revise the Project Proposal document and submit it to the requesting office.

Once the Project Proposal documents passed evaluation in that office. The Project Proposal will be recommended to be evaluated by the next higher office. For example, if the Project Proposal passed evaluation by the Provincial office (PO) it will then be recommended for evaluation by the Regional Staff (RS).

After passing evaluation by Financial Services (FS), the proposal will be sent to the Executive Director for recommending approval, and finally to the Chairperson for approval.

A notification that the hard copy of the documents is ready for printing will be sent to the proponent after they have been approved by the Chairperson.

The System Administrator has access to the system's configuration, where they can update the project categories, and document fields, and determine the type of actions that users can execute for each document.

II.   SYSTEM PROFILE

A. Title	Project Development Management Information System (PDMIS)
B. Description	The PDMIS will ensure effective documentation, evaluation, storage, and retrieval of project documents.
C. Status	Ongoing Development

D. Training/Development Server	DEV DB SERVER HOST: <DEV DB SERVER HOST IP ADDRESS> DEV DB SERVER RDBMS: MYSQL DEV DB SERVER PORT: <PORT NUMBER> DEV DB ENGINE: INNODB DEV DB STORAGE SIZE:100 GB (SHARED STORAGE) DEV WEB SERVER: APACHE DEV URL: http://pdmis.ncip.gov.ph/ DEV SERVER OS: Windows DEV SERVER RAM: 512GB Hosting site: NCIP
E. Development Strategy	In-house Focal Person/s: Rey Jesus M. Teves
F. Computing Scheme	Internet-based
G. Software Server Requirement Specifications	At least PHP 7 At least MySQL 7.4
H. Software Client Minimum Requirement Specifications	Browser - Google Chrome version 79 - Mozilla Firefox version 68

I. Hardware Client Requirement Specifications	Laptop / Desktop
	CPU Processor model should at least be the latest release
	At least 4 Cores or Higher
	At least 2GB RAM or Higher
	At least 500 GB HDD or Higher

J. Business Process Flow

```
                    ┌─────────────┐
                    │    Start    │
                    └──────┬──────┘
                           │
                           ▼
        ┌──────────────────────────────────┐
        │ Proponent Submits Project Proposal│
        │ Documents (PPF with attachments)  │
        │                                   │
        │ Proponent could be:               │
        │                                   │
        │ 1. CSC                            │
        │ 2 .Provincial  Officer            │
        │ 3. Regional Officer               │
        │ 4. Bureau Concerned               │
        └──────────────────┬────────────────┘
                           │
                           ▼
                  ◇ Is the confirmation     ──YES──►  ┌─────────────────┐
                    of the ICC/IP required?           │ Have the PPF    │
                                                      │ confirmed by the│
                           │ NO                        │ ICC/IP          │
                           ▼                           └─────────────────┘
        ┌──────────────────────────────────┐
        │ Have the  documents reviewed by   │
        │ the evaluators:                   │
        │                                   │
        │ 1. PO (Provincial Officer)        │
        │ 2. RO (Regional Officer)          │
        │ 3. Bureau Concerned               │
        │ 4. OPPR (Office of Policy,        │
        │    Planning and Research)         │
        │ 5. FS (Financial Services)        │
        └──────────────────┬────────────────┘
                           │
                           ▼
        ┌──────────────────────────────────┐
        │ Have the document evaluated by    │
        │ the next higher office level      │
        └──────────────────┬────────────────┘
                           │
                           ▼
                  ◇ For revision?  ──YES──►  ┌─────────────────────┐
                                             │ Proponent will revise│
                           │ NO               │ the Project Proposal │
                           ▼                  │ Documents and submit │
        ┌──────────────────────────┐          │ it to the requesting │
        │ Submit to Executive       │          │ office               │
        │ Director to Recommend     │          └─────────────────────┘
        │ Approval                  │
        └──────────┬────────────────┘
                   │
                   ▼
        ┌──────────────────────────┐
        │ Submit to Chairperson     │
        │ for Approval              │
        └──────────┬────────────────┘
                   │
                   ▼
            ┌─────────────┐
            │     End     │
            └─────────────┘
```

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**K. System Flow Charts**

- **Process Flow for Proponent**
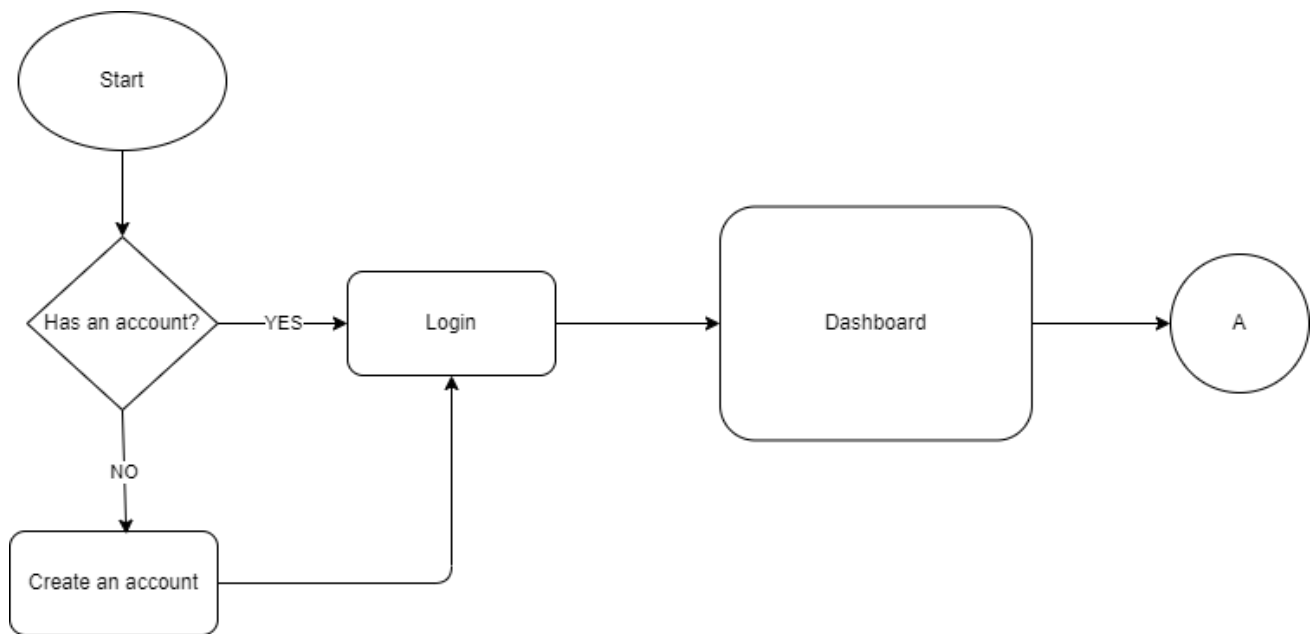
The Dashboard will contain information about the number of Project Proposals Submitted, Approved, Undergoing Review and For Revision. The information wil be organized based on the Program Expenditure Classification (PREXC) Framework.

The Proponent will be able to create a Project Proposal document (PPF) and attach any necessary documents. The NCIP staff and officers who need to review the project documents will be able to do so using PDMIS.
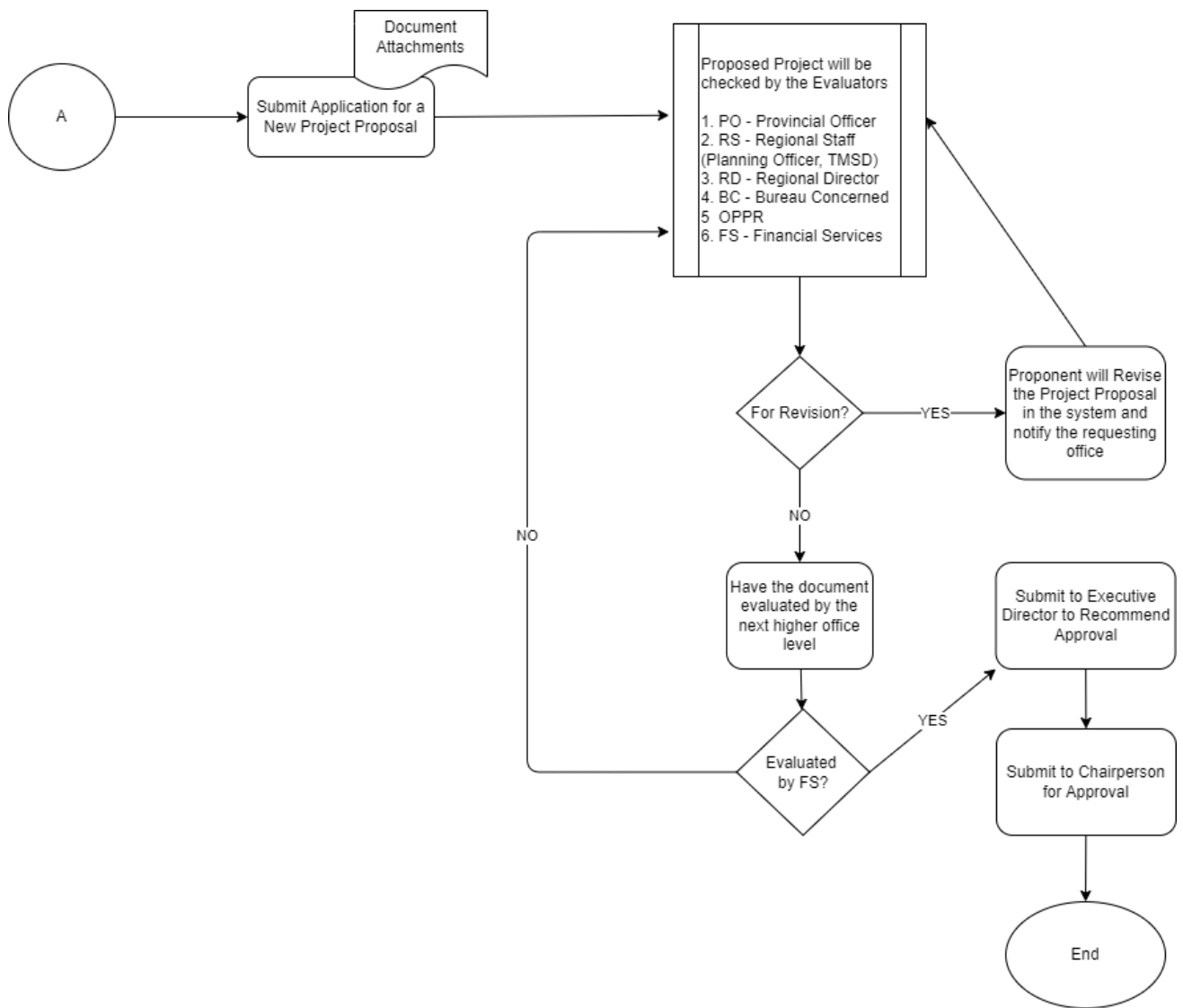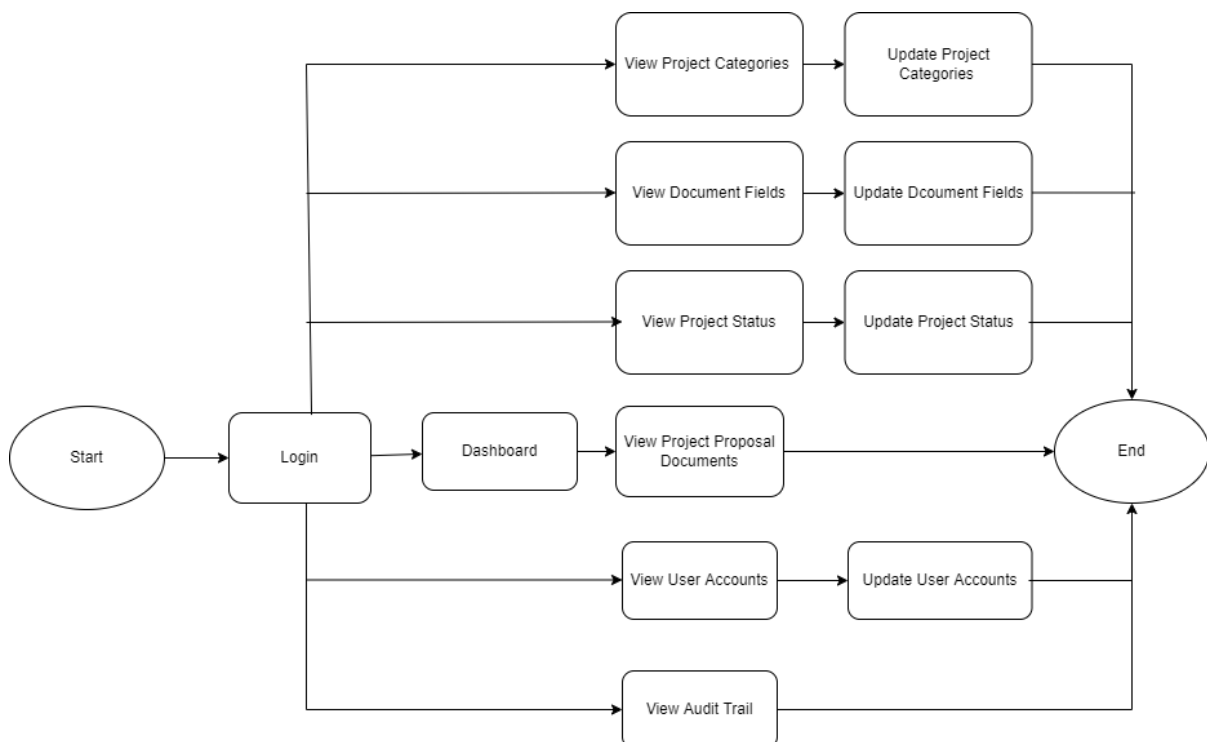
The Proponent will be able to view the status of the evaluation of the proposed project. If the Project Proposal document (PPF) and attachments require revision, they can be be updated through the system.

- **Process Flow for Evaluator**
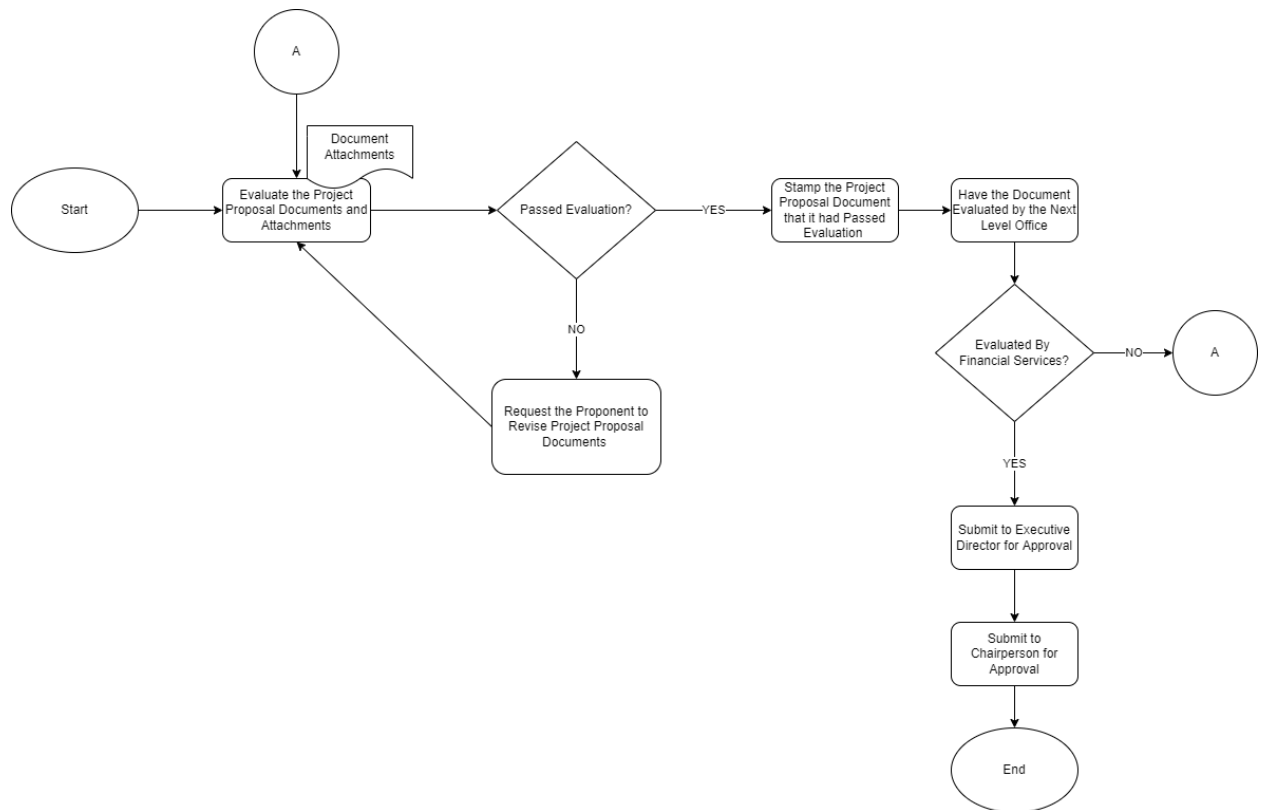
- **Process Flow for System Administrator**

L. Access Control List

[B]rowse, [R]ead, [E]dit, [A]dd, [D]elete

ROLES	ACTORS	MODULE	ACCESS
System Administrator	ICTD or OPPR Staff	▪ Dashboard ▪ System Libraries ▪ Documents ▪ User Account ▪ Audit Trail	▪ BR ▪ BREAD ▪ BREAD ▪ BREAD ▪ BREAD
Proponent	▪ CSC ▪ Provincial Officer ▪ Regional Officer ▪ Bureau Concerned	▪ Dashboard ▪ Documents	▪ BR ▪ BREAD
Evaluators	▪ Provincial Officer ▪ Regional Officer ▪ Bureau Concerned ▪ OPPR ▪ Financial Services ▪ Executive Director ▪ Chairperson	▪ Dashboard ▪ Documents	▪ BR ▪ BREA

M. Entity Relationship Diagram
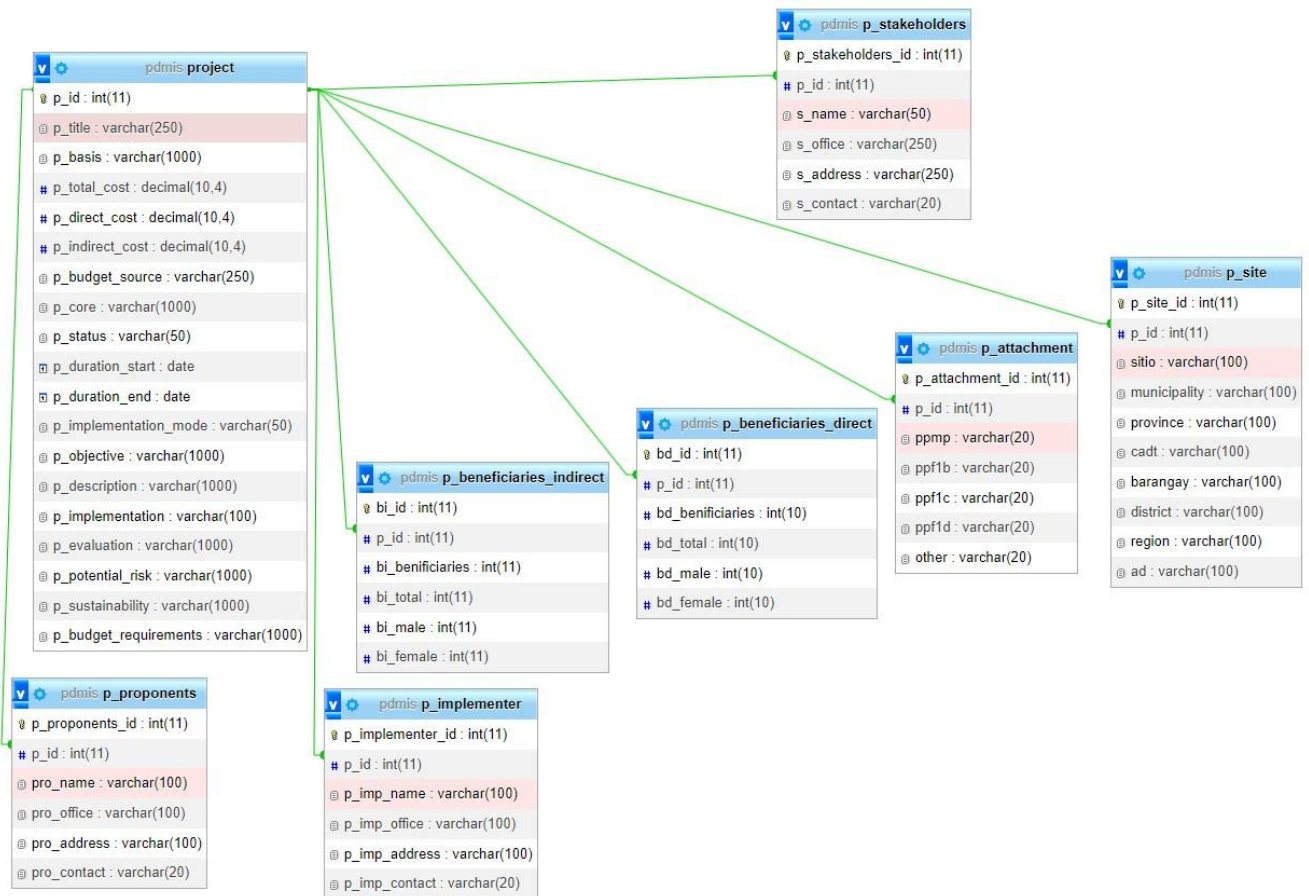
N. Functional Decomposition Diagram
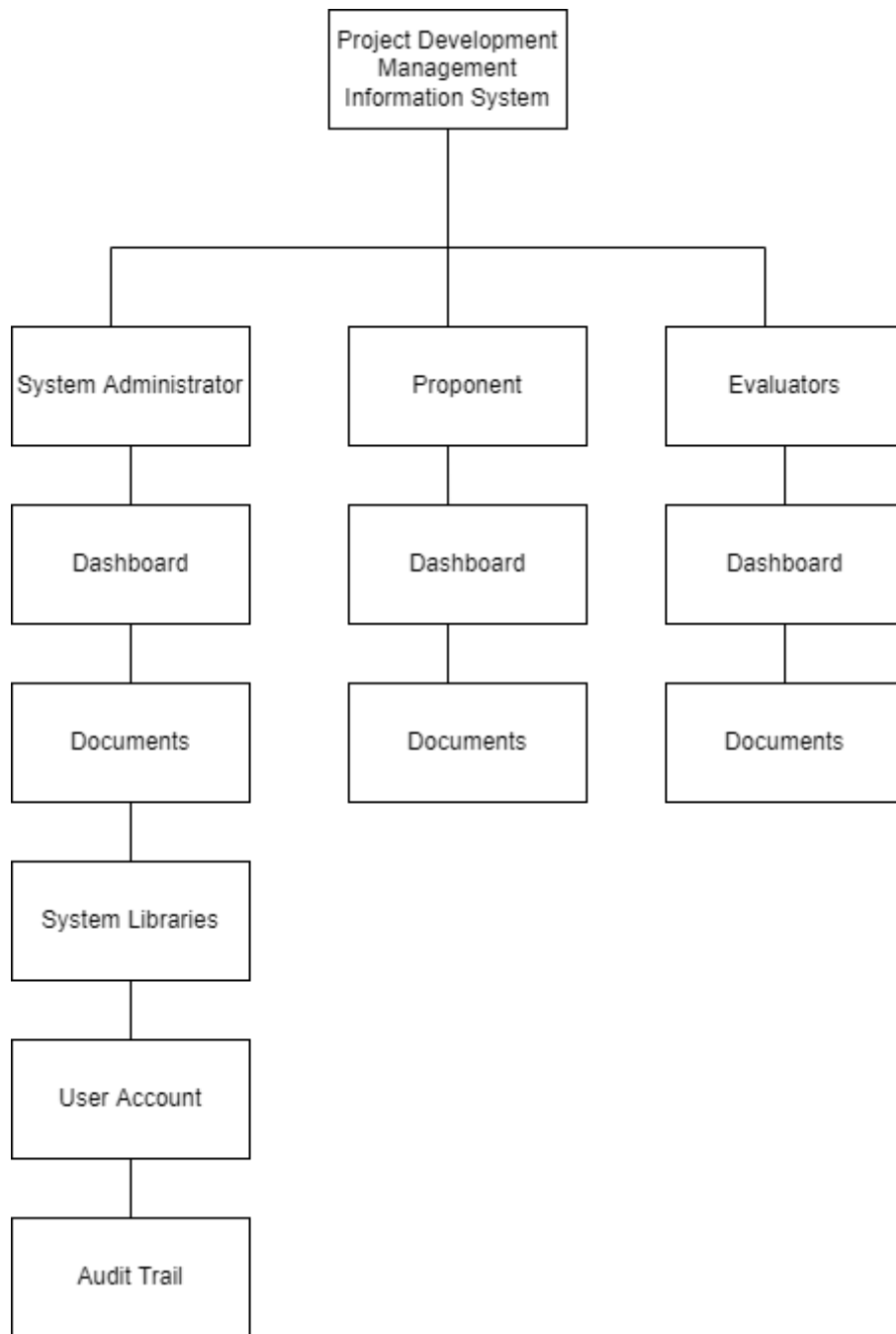
Prepared by:

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Information System Analyst I