

# **UNIVERSITY OF DAR ES SALAAM**



**DIRECTORATE OF PLANNING, DEVELOPMENT AND INVESTMENTS**

**Development of UDSM's Projects Management Information System (UPMIS)**

## **System Testing**

**March 2021**

## 1. UPMIS Users

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UPMIS URL: <https://cde.udsm.ac.tz/>

**Note:** Abbreviations list for column “ACTORS” is at the bottom of this document.

## **MODULE 1: SPACE MANAGEMENT**

<b>S/N</b>	<b>REQUIREMENT</b>	<b>ACTORS</b>	<b>STATUS (Tested/Not Tested)</b>	<b>REMARKS</b>
1.	The system should allow registration of renting spaces	PO		
2.	A space should contain the following information: Unique Identifier, Type (Mall-Shop, Villa, Office-Block, Cafeteria, Stationery), Location, Sub location (Optional), Size (Optional), Rent price guide (Optional)	PO, DA, IM, ICTM, DD and SA		
3.	The system should allow modification of space information such as its size	PO		
4.	The system should allow recording of space renting information (Covered in the Contract management module)	PO and SA		
5.	The system should generate invoice to Tenants at the end of a payment cycle (Covered in the Invoice Management Module)	System		
6.	System should be able to define an area based on broad and narrow term	PO		
7.	The system should allow the user to put comment on a given space/area	PO		

## **MODULE 2: INSURANCE MANAGEMENT**

<b>S/N</b>	<b>REQUIREMENT</b>	<b>ACTORS</b>	<b>STATUS</b>	<b>REMARKS</b>
1.	The system should allow for registration of insurance business information i.e. types of insurance	IO and SA		

S/N	REQUIREMENT	ACTORS	STATUS	REMARKS
	offered, insurance companies, commissions etc.			
2.	The system should allow insurance agents to record insurance covers sold to clients (Covered in the Contract management module)	IO and SA		
3.	The system should generate invoice to Principals on a monthly basis(Covered in the Invoice Management Module)	System		
4	Insurance package should have the following information: class of insurance, insurance companies/principals, type of insurance, commission and billing(single or multiple billing)	IO, DA, DD, SA, IM, ICTM and INSM		

### MODULE 3: CAR RENTAL MANAGEMENT

S/N	REQUIREMENT	ACTORS	STATUS	REMARKS
1.	The system should allow registration and management of cars rental information	TO, DA, DD, SA, IM, ICTM, and HCPTU		
2.	The system should allow for recording of rented cars (Covered in the Contract management module)	TO, DA,SA, VH, AC-CENTRE and HCPTU		
3.	The system should allow registration and management of hire rate information	TO, DA, DD,SA, IM,ICTM,		

S/N	REQUIREMENT	ACTORS	STATUS	REMARKS
		and HCPTU		
4.	The system should allow registration and management of cost centers information.	TO, DA, DD,SA, IM,ICTM, and HCPTU		
5.	The system should allow registration and management of cars rental operational expenditure information.	TO, DA, DD,SA, IM,ICTM, and HCPTU		
6.	The system should allow checking availability of vehicles for a specific date.	TO, DA, DD,SA, IM,ICTM, and HCPTU		
7.	The system should allow registration and management of log sheets	TO, DA, DD, SA, IM, ICTM, and HCPTU		

#### MODULE 4: RESEARCH FLATS MANAGEMENT

S/N	REQUIREMENT	ACTORS	STATUS	REMARKS
1.	The system should allow registration and management of research flat rooms information	RFO, DD, DA, SA, IM, ICTM		
2.	The system should allow recording of rented rooms	RFO and SA		

**MODULE 5: CLIENT/TENANT MANAGEMENT**

<b>S/N</b>	<b>REQUIREMENT</b>	<b>ACTORS</b>	<b>STATUS</b>	<b>REMARKS</b>
1.	The system should allow for registration of clients information	PO, IO, TO and SA		
2.	The client information should include: Full name, Type (individual/company), Address, Phone, Email	PO, IO, TO, DA, DD, IM, HCPTU, ICTM, INSM and SA		
3.	The system should allow for modification of clients' information	PO, IO, SA and TO		
4.	The system should allow sending email notifications to clients	PO, IO, TO and SA		

**MODULE 6: CONTRACTS MANAGEMENT**

<b>S/N</b>	<b>REQUIREMENT</b>	<b>ACTORS</b>	<b>STATUS</b>	<b>REMARKS</b>
1.	The system should allow for creation of contract for business rented/sold to clients	PO, IO, TO and SA		
2.	For tenants, the contract should contain the following information: Client, Type (Shop/Villa/Office), Size, Rate/Amount, Currency, Escalation rate, Payment cycle (monthly, yearly), Start date, End date	PO, DA, DD, IM, ICTM, PM and SA		
3.	For insurance, the contract should contain the following information: Vehicle registration No., Vehicle use (PRIVATE, COMMERCIAL), Principal (BRITAM, NIC, ICEA LION), Insurance type (THIRD PARTY, COMPREHENSIVE),	IO, INSM, DA, DD, IM, ICTM and SA		

S/N	REQUIREMENT	ACTORS	STATUS	REMARKS
	Commission date, End date, Sum Insured, Premium, Actual (Ex VAT), Currency , Commission, Receipt No.			
4.	For car rental the contract should contain the following information: Vehicle information, Client information, Start date, End date, Number of days, Special conditions (if any), Rates, Amount	TO, HCPTU, DA, DD, IM, ICTM and SA		
5.	The system should send notification to clients and management when contracts are about to expire	System		
6.	System should allow for extension and renewal of contracts.	PO, SA and IO		
7.	The system should allow some flexibility in payment cycle field for the case of space contracts	PO and SA		
8.	The system should allow user to specify information of clients on business aspect depending on the nature of the business e.g TIN number, TBS approval, OSHA etc. for space contracts.	PO and SA		
9.	The system should make clients such as Mlimani Holdings Limited appear as a single client but with clients inside attached with their particulars.	System		
10.	The system should coordinate the tenant ID from Vote book with the tenant ID generated from the system so as there should be no conflicts.	PO and SA		

S/N	REQUIREMENT	ACTORS	STATUS	REMARKS
11.	The system should have room for security performance and any additional input e.g. Refrigerator for the case of space contracts	PO and SA		
12.	The system should incorporate both email and mobile in the automatic reminders sent to clients for the case of insurance contracts	System		
13.	The system should allow more than two installments for the case of insurance contracts	IO and SA		
14.	The system should incorporate the clause to show that the client will be assisted in case of anything only after paying the full amount (in case of installments) for insurance contracts	System		

## MODULE 7: INVOICE MANAGEMENT

S/N	REQUIREMENT	ACTORS	STATUS	REMARKS
1.	The system should automatically generate invoice for each contract when it reaches the payment cycle.	System		
2.	The invoice should include the following information: Contract information, Invoicing period (start date and end date), Currency, Amount to be paid, Payment status	PO, DA, DD, SA, IM, HCPTU, IO,ICTM, TO, AC-DPDI,RFO and INSM		



3.	Invoice should have a breakdown showing whether the invoice is for rent, electricity or water	System		
4.	The system should automatically show the control number issued to client	PO, DA, DD, SA, IM, HCPTU, IO,ICTM, TO, AC- DPDI,RFO and INSM		
5.	The system should automatically show the receipt number of the payment made by client	PO, DA, DD, SA, IM, HCPTU, IO,ICTM, TO, AC- DPDI,RFO and INSM		
6.	The system should be able to show the amount of payment already made and unpaid amount	PO, DA, DD, SA, IM, HCPTU, IO,ICTM, TO, AC- DPDI,RFO and INSM		
7.	The system should be able to restore the payment status of the expired contract after the implementation of the new contract	PO, DA, DD, SA, IM, HCPTU, IO,ICTM, TO,RFO and INSM		
8.	The system should be able to show cumulative amount of money which the tenant is	PO, DA, DD, SA, IM,		

	supposed to pay when it reach the payment cycle	ICTM and AC-DPDI		
9.	The system should able to allow user to put comment/remarks	TO, IO, PO, AC-DPDI, RFO and SA		
10.	The system should allow the linkage between Planning-officer investment and accountant-DPDI on issuing invoices and receiving payments for the case of spaces	AC-DPDI and PO		

#### **MODULE 8: PAYMENT INFORMATION MANAGEMENT**

<b>S/N</b>	<b>REQUIREMENT</b>	<b>ACTORS</b>	<b>STATUS</b>	<b>REMARKS</b>
1.	The system should allow for recording of invoice payment information	AC-DPDI, TO,IO, RFO and SA		
2.	The payment information should include: Invoice number, Corresponding invoice number in Vote book, Currency, Amount paid, Date of payment	PO, DA, DD, SA, IM, HCPTU, IO,ICTM, TO, AC-DPDI,RFO and INSM		

#### **MODULE 9: REPORTING**

<b>S/N</b>	<b>REQUIREMENT</b>	<b>ACTORS</b>	<b>STATUS</b>	<b>REMARKS</b>
1.	List of spaces filtered by price, occupational status, location and major industry	PO, DA, DD, SA, IM,ICTM		
2.	Space occupational history filtered by major industry and date	PO, DA, DD, SA, IM,ICTM		

<b>S/N</b>	<b>REQUIREMENT</b>	<b>ACTORS</b>	<b>STATUS</b>	<b>REMARKS</b>
3.	List of rental cars filtered by vehicle model, vehicle status, hire rate and rent status	TO, HCPTU DA, DD, SA, IM, ICTM		
4.	Car rental history filtered by vehicle registration number and date	TO, HCPTU DA, DD, SA, IM, ICTM		
5.	List of car rental clients filtered by cost-center, contract status, date and payment status.	TO, HCPTU DA, DD, SA, IM and ICTM		
6.	Revenue report from CPTU vehicles filtered by date	TO, HCPTU DA, DD, SA, IM and ICTM		
7.	Revenue report for service, repairs and fuel for motor vehicles filtered by date, vehicle model and vehicle registration number	TO, HCPTU DA, DD, SA, IM and ICTM		
8.	List of cost-centers	TO, HCPTU DA, DD, SA, IM and ICTM		
9.	Hire rate report	TO, HCPTU DA, DD, SA, IM and ICTM		
10.	List of tenants filtered type of business, contract status and payment status	PO,DA, DD, SA, IM and ICTM		
11.	Tenants invoice filtered by payment status and date	PO,DA, DD, SA, IM and ICTM		
12.	Tenancy schedule filtered by business type and location	PO,DA, DD, SA, IM and ICTM		

S/N	REQUIREMENT	ACTORS	STATUS	REMARKS
13.	List of contracts, filtered by client, year, type of business and payment status	ALL except PM		
14.	List of invoices, filtered by client, year, type of business, payment status	ALL except PM		
15.	Revenue and debt summary filtered by business type and date	ALL except PM		
16.	Insurance sales report filtered by principal, insurance package and date	IO, INSM, DA, DD, SA, IM and ICTM		
17.	List of principals	IO, INSM, DA, DD, SA, IM and ICTM		
18.	List of insurance clients filtered by principal, insurance package and date	IO, INSM, DA, DD, SA, IM and ICTM		
19.	List of research flats rooms filtered by room category	RFO, DA, DD, SA, IM and ICTM		
20.	Research flats contracts filtered by payment status and contract status	RFO, DA, DD, SA, IM and ICTM		
21.	List of system users filtered by user status	DA, DD, SA and ICTM		

## KEY

### 1. Space Management

- i) PO- Planning Officer

### 2. Insurance Management

- i) IO- Insurance Officer
- ii) INSM -Insurance Manager

### **3. Research Management**

- i) RFO- Research Flats Officer

### **4. Car rental Management**

- i) HCPTU- Head of CPTU
- ii) TO- Transport Officer- CPTU

### **5. Managerial Users**

- i) DA- DVC Administration
- ii) DD- Director DPDI
- iii) SA- System Administrator
- iv) ICTM- ICT Manager

### **6. Others**

- i) IM- Investments manager
- ii) PM -Procurement Manager
- iii) AC-DPDI - Accountant-DPDI
- iv) AC-CENTRE- Accountant cost centre
- v) VH- Vote holder