Quality Plan

*APC Online Pre-Registration System*

**1. Introduction**

This document, together with other referenced documents, defines the responsibilities and procedures to be adopted to ensure that the data and information produced as part of Project *133* are reliable, fit for purpose and consistent with documented objectives and deliverables. It summarises the system of internal management that governs the decisions and instructions concerning project quality assurance.

**2. Project Contractual Information**

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| --- | --- |
| Project: | *APC Online Pre-Registration System* |
| Project Number: | *133* |
| Programme Co-ordinator and  Principal Investigator: | *Mr. Manuel Sebastian Sanchez, SOCIT Professor in Asia Pacific College, Makati City* |

**3. Scope of Work and Quality Objectives**

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| --- | --- |
| Scope of work: | *The project includes the online pre-registration, adding of subjects and viewing of subjects enrolled and offered in Asia Pacific College for the students of APC. But, it will not cover special cases (accreditation of subjects taken from another college/university, etc.) because it would need to be handled by the Registrar and Program Directors.* |
| QA Requirement: | *The project must have a prototype with the main features and reviewed by the team for possible revisions.* |

**4. Project Organisation**

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| --- | --- |
| Project Manager: | *Angelica Laurene S. Ruiz, Project Manager* |
| Task Manager: | *Jairus Adrian G. Roguel, Project Developer* |
| Quality Assurance: | *Romulus Diego P. Gloria, Project Analyst* |
|  |  |
| User Community: | *Asia Pacific College Community* |
| Technical Reviews: | *Mr. Eric Salalima, Application Developer Head*  *Mr. Jose Eugenio Quesada, SOCIT Professor*  *Mr. JV Roig, Director of Consulting Services Office* |
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**5. Project Duration and Scheduling**

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| --- | --- |
| Start Date: | *September19, 2016* |
| Completion Date: | *December 14, 2016* |
| Scheduling of Activities: |  |

\* continuous

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scheduled Activities | Plan Start Date | Plan Completion Date | Actual Start Date | Actual Completion Date |
| Get pre-reg rules | 9/27/2016 | 9/30/2016 | 9/30/2016 | 10/13/2016 |
| Bluemix Setup | 10/03/2016 | 10/09/2016 | 10/03/2016 | 10/09/2016 |
| Revision of documents \* | 9/27/2016 10/03/2016 | 9/30/2016 10/09/2016 | 9/27/2016 10/03/2016 | 10/03/2016 10/09/2016 |
| Consultation for cobalt \* | 10/13/2016 10/22/2016 11/22/2016 | 10/14/2016 10/25/2016 11/23/2016 | 10/13/2016 10/22/2016 11/22/2016 | 10/14/2016 10/25/2016 11/23/2016 |
| Cobalt Training \* | 11/06/2016 11/15/2016 11/22/2016 | 11/25/2016 11/16/2016 11/23/2016 | 11/06/2016 11/15/2016 11/22/2016 | 11/25/2016 11/16/2016 11/23/2016 |
| Team forum \* | 10/22/2016 11/06/2016 | 10/25/2016 11/08/2016 | 10/22/2016 11/06/2016 | 10/25/2016 |
| Prototype Making \* | 10/13/2016 | 12/14/2016 | 10/30/2016 | -- |

**6. Deliverables**

Deliverables specified for the project include:

1. An acceptable Quality Plan
2. An acceptable Data Management Plan (*Appendix YY*)
3. Progress Reports
4. Gathered Data
5. Statement of Work
6. Project Vision and Scope
7. Working Prototype
8. Final Research Paper

**7. Review of Quality Plan**

*For the review of the quality plan, the project team will have meetings two times a week during SCPSROJ meetings and adviser and consultant consultations for review, suggestions, revisions and decision-making. Any revisions in a project must be first discussed to all team members.*

**8. Document and Record Control**

*Project documents, records and data will be controlled and at Asia Pacific College, by Mr. Manuel Sebastian Sanchez. Status Reports, Final Paper and other documents will be clearly labelled and made available for consultation by all members of the project team. All documents relating to the project will be stored with clear and informative labels by SCSPROJ professor, Mr. Manuel Sanchez. Any additional documents will be shelved and labelled on their outer edge. All digital files will be stored on the computing network and frequently backed up, either centrally or by the individual member of staff.*

*The Quality Plan and Data Management Plan will be issued to all members of the consortium.*

*Project Progress Reports will be issued to the following:*

*Mr. Manuel Sebastian Sanchez*

*Mr. Eric Salalima*

*Mr. JV Roig*

*Mr. Jose Eugenio Quesada*

**9. Documented Procedures**

*The FLAVIO System of APC uses Cobalt as its framework, thus the project is obliged to use the framework also because the Online Pre-Registration System is to be integrated with FLAVIO.*

*To create the design of the prototype, Cobalt framework and XAMPP are used. In XAMPP Control Panel, Apache and MySQL module are started then access the localhost at preferred browser, for the project, Google Chrome is used. In localhost/phpmyadmin, an SQL File named cobalt is imported to access localhost/cobalt and the database for pre-registration is created. In localhost/cobalt, the project prototype can be created and the database created in phpmyadmin is used for the prototype. The tables from the database of the pre-registration is also used for the prototype. After generating the project created in localhost/cobalt, a new folder with new files of the prototype is created inside \xampp\htdocs\cobalt\Generator\Projects. The folder is cut and pasted in the webroot (\xampp\htdocs). After that, the project can already be accessed on the web browser in localhost/nameofproject.*

*For the project, there are two main users which are the root and the student (user). The student can add subjects for the following term. The root can edit other tables like the subjects offered and schedules.*

**10. Additional Information**

*Unless included in associated technical procedures, any other information that has direct relevance to the quality of the project being provided should be included in the Quality Plan. This could include:*

1. *special requirements for the procurement of services or goods, including subcontractors;*
2. *additional procedures and controls for the review and verification of deliverables or other documents;*
3. *special requirements for the identification and traceability of products, including, where applicable, the traceability of staff performing specific duties;*
4. *special criteria for identifying the status of inspection and test products;*
5. *minimum qualifications, training or experience required of staff to undertake certain activities, or any specialist staff training;*
6. *process control requirements, including monitoring of activities;*
7. *special procedures for the handling, storage, packaging, preservation and delivery of product;*
8. *requirement for servicing of a product for which ongoing maintenance is required;*
9. *specialist statistical techniques required.*

Prepared by: Date:

Diego Gloria 11/23/2016

Jairus Roguel

Angelica Ruiz

Checked by: Date:

Approved by: Date: