**Business Case**

**COVID-19 Contact Tracing System**

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**Project Management**

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# Executive Summary

This business case outlines how the Web Platform (WP) Project will address current business concerns, the benefits of the project, and recommendations and justification of the project. The business case also discusses detailed project goals, performance measures, assumptions, constraints, and alternative options.

## Issue

Because of continuing spread of the virus, tracing and contacting the people getting infected is very hard, even more so in Metro Manila where population is dense. Ever since the virus hits the Philippines, contact tracing the people who got in contact with a positive Covid-19 patient is very hard as the Philippines has no central identification of the Filipinos. In order to contain the people who got in contact with a Covid-19 positive patient, this system aims to locate and contact the person much quicker.

## Anticipated Outcomes

Moving to a more centralized contact tracing system platform will enable the DOH to contact and trace the possible infected persons. This technology migration will reduce overhead costs associated with the large workforce currently required to manage these tasks, as writing down contacts in a piece of paper consumes time.

## Recommendation

Various options and alternatives were analyzed to determine the best way to leverage technology to improve the contact tracing.

Some of the ways that this technology will achieve its desired results are:

* Contact tracers will be able to enter and edit data at any time from any location instead of writing down in a piece of

# Business Case Analysis Team

The following individuals comprise the business case analysis team. They are responsible for the analysis and creation of the Covid-19 Contact Tracing System

| **Role** | **Description** | **Name/Title** |
| --- | --- | --- |
| Project Manager | Manages the business case and project team | Darryl Naval, Project Manager |

# Problem Definition

## Problem Statement

The proponent had created a unique and useful system that can help the contact tracers. A web based contact tracing system has developed to easily encode the information of the person who have been exposed to the disease and to the people who have close contact to them to prevent onward transmission. The purpose of the system is to secure all the data collected by the contact tracers and can definitely help to break the chains of transmission of Covid-19 in our country.

# Project Overview

Covid 19 pandemic is the most critical crisis that we are experiencing worldwide. The world economy is in verge of recession. And everyone is affected whether you are rich, poor, young or old. How would we able to stop this? As a project manager, I have created this project called “COVID-19 Contact Tracing System”. To help the Department of Health to totally trace the possible infected persons.

## Project Description

The COVID-19 Contact Tracing System project will provide faster, safer, accurate contact tracing. This project will help lower the Department of Health on flattening the curve of the pandemic. Since Metro Manila is a densely populated area, using this system will definitely maximize the efficiency of contact tracing.

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the Covid-19 Contact Tracing System project, the following objectives must be met within the designated time and budget allocations:

* Develop the business case of contact tracing system to present to the Department of Health within the next 20 days
* Complete list of required hardware/software which meets budget allocation within the next 25 days
* Create a simulated contact tracing in the IT lab using the developed software to test the solution within the next 10 days
* Achieve a simulated solution which allows no security breaches and complete testing within the next 30 days
* Implement the solution across the organization within the next 120 days

## Goals and Objectives

The main objective of this project is to make the contact traces effectively and efficiently store the names, addresses and contact number of the persons being traced. This will help also to minimize the use of paper thus getting destroyed instead of storing in a database.

## Project Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all departments
* The purpose of this project will be communicated throughout the company prior to deployment
* The IT manager will provide additional resources if necessary

## Project Constraints

The following constraints pertain to the Covid-19 Contact Tracing System project:

* System must be compatible with DOH current IT platforms
* Two IT specialists and one security specialist will be provided as resources for this project

## Major Project Milestones

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Start | 09/01/2020 |
| * Complete Solution Design | 09/10/2020 |
| 1. Acquire Hardware and Software | 09/17/2020 |
| 1. Complete Solution Simulation with the System | 09/24/2020 |
| 1. Complete Solution Simulation and Testing | 10/01/2020 |
| 1. Deployment of Covid-19 Contact Tracing System | 10/22/2020 |
| 1. Project Complete | 11/15/2020 |

# Strategic Alignment

The WP Project is in direct support of several of Smith Consulting’s Strategic Plans. By directly supporting these strategic plans, this project will improve our business and help move the company forward to the next level of maturity.

| **Plan** | **Goals/Objectives** | **Relationship to Project** |
| --- | --- | --- |
| 2020 COVID-19 Contact Tracing System Strategic Plan for Information Management | Improve record keeping and information management | This project will allow for real-time information and data entry, increased information accuracy, and a consolidated repository for all payroll and administrative data |
| 2020 COVID-19 Contact Tracing System Strategic Plan for Information Management | Utilize new technology to support company and department missions more effectively | New technology will allow many payroll and administrative functions to be automated reducing the levels of staff required to manage these systems |

# Alternatives Analysis

The following alternative options have been considered to address the business problem. These alternatives were not selected for a number of reasons which are also explained below.

| **No Project (Status Quo)** | **Reasons For Not Selecting Alternative** |
| --- | --- |
| Keep the mainframe legacy system in place | * Unnecessary expenditure of funds for increased staffing levels * Continued occurrence of a high number of data errors * Poor and untimely reporting * Lack of automation |
| **Alternative Option** | **Reasons For Not Selecting Alternative** |
| Outsource the implementation of a web-based platform | * Significantly higher cost * Expertise already exists in house * Vendor’s lack of familiarity with our internal requirements |
| **Alternative Option** | **Reasons For Not Selecting Alternative** |
| Develop software internally | * Lack of qualified resources * Significant cost associated with software design * Timeframe required is too long |