**3. Results and Discussions**

**3.1 Summary of Observations**

Based on the data gathered from the interviews, the project team had arrived to the following observations regarding the current procedures on outreach program activities done in the ReCOP office.

1. The manual process of outreach activity requisition and approval from which sometimes the requests were not being tracked and was lost;

2. The lack of visibility on the list of bonafide partners, communities, beneficiaries, outreach events and schedules;

3. The poor advertisement of outreach programs which results to low participation rate;

4. The non-unified format for the outreach programs and reports which are vital in assessing the viability of the event;

5. The absence of notifying mechanisms for event directors and participants about event cancellations or rescheduling; and

6. The limited number of partners and linkages as well as event sponsors and participants.

The above observations will be the basis for the functions and design of the web application that the project team will be creating to adhere to the issues encountered by the client.

**3.2 Project Narrative**

**Project Budget**

A total of ₱ 51, 148.00 will be spent for the completion of the project. These include the purchase of the domain name of the website and the development costs. Furthermore, the benefits is also listed to assess if the project would be worthwhile. Note that all of these figures are the values gained or lost over a year.

**Table 5.** Cost and Benefit Analysis for ReCOP-ComEx Website

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COSTS** | | |  | **BENEFITS** | | | |  |
|  |  |  |  |  |  |  |  |  |
| **\*One-Time Cost** | | |  | **\*Tangible** | | | |  |
|  |  |  |  |  |  |  |  |  |
| Development Cost | | | 50,000.00 | Less Papers | | | | 5,160.00 |
|  |  | **Total:** | **50,000.00** | Additional donations | | | | 43,333.33 |
|  |  |  |  |  |  |  | **Total:** | **48,493.33** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*Recurring Cost** | | |  | **\*Intangible** | | | |  |
|  |  |  |  |  |  |  |  |  |
| Domain Name | | | 1,148.00 | Faster approval for proposals | | | | 0.00 |
|  |  | **Total:** | **1,148.00** | Donors & beneficiaries visibility | | | | 0.00 |
|  |  |  |  | Improve brand image | | | | 0.00 |
|  |  |  |  | Increase partners and linkages | | | | 0.00 |
|  |  |  |  | Improve event success rate | | | | 0.00 |
|  |  |  |  |  |  |  | **Total:** | **0.00** |

**3.3 Budget Narrative**

Since the desktop units, hard drives, network infrastructure, web hosting and cloud backup were readily available and was established already by the Information Communications Technology (ICT) Department of the institution, the researchers did not find the need to purchase these items.

In this case, the researchers will be utilizing the existing technologies and equipment for the implementation phase of the project. However, the following were the items that the project team will still be adding and procuring.

**Development costs.** This is the fee that the project team will be charging for the four months of working on with the project. The cost was divided and will be distributed among five members of the project team, having ₱ 10,000 salary each.

**Domain Name.** This is the actual purchase for the website’s address. The project team will be purchasing this from GoDaddy.com and has an annual subscription amount of ₱ 1,148.00.

**3.4 Budget Feasibility**

In order to prove that cost spent by the project would be worthwhile, a Net-Present Value and Payback Analysis were done. However, the benefits of the project must be enumerated and justified before proceeding to the analysis.

**Less Papers.** The researchers multiplied the average paper rim usage of the department for its outreach transactions which is 2 rims per month by the paper rim price of ₱ 215.00. The product was multiplied by 12 to get the annual value of ₱ 5,160.00.

**Additional Donors.** Based on an interview with an officer from the Re-COP Office, an average donor donates an estimated amount of ₱ 2,000.00. The Facebook page of SSCRdC Re-COP currently has 1,300 followers which shows the amount of people interested in its outreach program activities and having access to internet. Thus, this can be calculated by dividing the number of social media followers by number of months in five years then multiplying it by the average donation amount. Doing the math, a value of ₱ 43,333.33 was gained.

Lastly, the ReCOP Office is a non-profit department, meaning the organization’s main goal is to provide welfare and service among the people who are in need. The intangible benefits that the project will provide: faster approval for proposals, donors and beneficiaries visibility, improved brand image, increased partners and linkages and improved event success rate will reflect to the mission and vision of this institution.

**Table 6.** Net Present Value and Payback Analysis for the ReCOP Website



The table above is the NPV and Payback Analysis with a discount rate of ten (10) percent. This shows that the project has payback in its second year of implementation. Moreover, a Return of Investment (ROI) of 118% percent was also calculated. This shows that the project will be a worthwhile one.

**3.5 Risk Management Plan**

In order to minimize the number and occurrences of the project risks, the project team had arrived in the following risk management plans.

Firstly, the group performed data gathering and data analysis. The group conducted interviews, requested forms and other documents related to the study, which aided in narrowing down the scope of the project into the expected outcomes of the client.

Aside from the weekly status reports and meetings, each team member was expected to report daily and update tasks via a Google Sheet Dashboard. This is to ensure that all the deliverables of the project arrives in good shape and co-members who are having difficulties on the task assigned can be helped.

Furthermore, the project manager will update the risk register and formulate solutions overhand if an unavoidable risk is certain to occur. In this case, the project team will have a greater chance of surviving the problem.

The table below shows the possible risks that the project team may encounter as the development phase progresses. In addition, the counter precautions are also indicated.

**Table 7.** Risk Register for the ReCOP Website Development

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Description** | **Probability** | **Impact** | **Response** | **Trigger** |
| 1 | Unfamiliarity to the technology | Medium | High | Integrate lectures about the website in the organization’s activities and seminars as well as in its social media page. | Stakeholders has no knowledge on how the website works. |
| 2 | Prototype running slow | Medium | High | Simplify form transactions and plugin codes used. Database queries must be as simple as possible. | Having many people are connected to the website. |
| 3 | Scope inflates | Medium | Low | Focus and finish first the initial objectives and features of the project. Since the methodology is prototyping, changes or additions can be integrated in the next update. | The scope uncontrollably change and grow due to client requests and other factors. |
| 4 | Resistance due to budget | Medium to High | Medium | Consider utilizing the existing hardware in the organization instead of buying new ones. Use open–source software if the security will not be compromised. | Sponsor has no enough financial capability to support the project further. |
| 5 | Conflict over changes | Medium | High | Review the organization’s vision, mission and objectives before planning or implementing certain change. | Changes made by the application conflicts with the interests and rules of the organization. |

**3.6 Roles and Responsibilities**

Re-COP Admin – the administrator of the website can do the following: (1) views the pending outreach activities, approved or disapproved outreach activities, completed outreach activities, (2) approves proposed outreach activities proposed by partners and linkages, (3) declines proposed activities by partners and linkages due to certain grounds like not proposing the activity 2 weeks before the activity, unclear information of the proposed activity, (4) cancel events due to certain grounds e.g. bad weather (5) create institutional outreach activities that registered users can view and join (6) arrange memorandum of agreement for partners and linkages (7) notifies the joined registered users about upcoming outreach activities that the registered users joined, also notifies users about outreach activities so that users can join the activity (8) budgets institutional activities of the Re-COP (9) schedules the outreach activites to applicable time and date (10) search for partners and linkages, prospect beneficiaries and participants or registered users for an outreach activity that the Re-COP will conduct

Registered Users – registered users of the website can do the following: (1) views outreach activities that registered users can register to (2) refers prospect partners and linkages that can benefit the Re-COP (3) join outreach activities that is approved by the Re-COP (4) search for outreach activities that the registered users can join to

Partners and Linkages – partners and linkages of the website can do the following: (1) cancel events due to (2) sign memorandum of agreement to the Re-COP (3) notifies participants on the outreach program the user registered to (4) budgets the outreach activity conducted by the partners and linkages (5) schedules the proposed activity the partners and linkages proposed to the Re-COP (6) refers possible partners and linkages of the Re-COP (7) propose outreach activities to the Re-COP (8) search for possible beneficiaries that the partners and linkages can conduct outreach to

Beneficiaries – beneficiaries of the website can do the following: (1) views outreach activities (2) notifies the Re-COP for the beneficiaries’ needs (3) can report to the Re-COP for the beneficiaries’ needs (4) search for possible outreach activity that the beneficiary can benefit to

Visitors – visitors of the website can do the following: (1) view outreach activities of the Re-COP

**3.7 New Procedures**

**Event Proposals**

1. User must log in