



ONYX - TEAM 10

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ITERATION EIGHT : Conversion Plan

This document will define our complete Conversion Plan Documentation for our client, Darus Salaam Educational Institute. This will include the final Conversion Plan for the Onyx System.



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1. CONVERSION PLAN

1.1 Introduction

This document will define the Conversion Plan for Darus Salaam Educational Institute. The plan will display how Darus Salaam Educational Institute will move from a manual paper-based system to the new Onyx system.

1.2 Background of current system

The current system used by Darus Salaam suffers from poor management and maintenance and presents several problems, including:

- Paper-based records: The use of paper-based records can make it difficult to keep track of important information such as employee details and course enrolments. It can also be time-consuming and expensive to maintain paper records.
- Instagram advertising: While Instagram is a popular platform for advertising job opportunities, it can be difficult to manage and track responses. This can result in missed opportunities or a lack of follow-ups with potential candidates.
- WhatsApp groups: Using WhatsApp groups to enrol students in a course can be problematic as it can be difficult to manage group communications, especially if the group becomes large. It can also be challenging to keep track of course enrolments and ensure that all students have paid for the course.
- Google Drive links: Distributing course content via Google Drive links can make it difficult to manage access and ensure that only authorised individuals have access to the content. It can also be challenging to track changes and updates to course content.
- Payment confusion: The current system of sending banking details via WhatsApp messages can lead to confusion and errors in payment records. It can also make it difficult to track payments and ensure that all students have paid for their courses.

Overall, the current system used by Darus Salaam is fragmented and lacks proper management and maintenance. This can lead to inefficiencies, errors, and missed opportunities, which can impact the quality of services provided to clients and potential



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candidates. Therefore, Darus Salaam has requested a web-based system to replace their current one.

1.3 Conversion Plan

Based on the existing business model, the Direct Change Over strategy was identified as the most fitting approach for Darus Salaam Educational Institute. This strategy involves transferring data from the manual system to the new web-based system in one go on a predetermined date. While there might be some initial lag in system speed as new data populates, it remains the most efficient method. The Direct Change Over strategy is particularly advantageous for Darus Salaam Educational Institute because it eliminates the need to operate two systems simultaneously. It's quicker to implement and more user-friendly for the institute's clientele. Given the organisation's dynamic operational tempo, a gradual phase-over simply isn't feasible.

1.4 Implementation of Conversion Plan

Before the Direct Change Over takes place, the administrative team at Darus Salaam Educational Institute will receive a manual and guide that outlines how the new system will function. This will be provided to them on December 1, 2023. The Onyx team will also be accessible to address any queries the team may have, either through email, Google Meet or WhatsApp.

On the 2nd of January 2024, the administrative team at Darus Salaam Educational Institute as well as the Onyx team will start with the changeover. On this day the Onyx team will help the administrative team begin the set up and the following steps will be followed:

- The head administrator will be given access to the system, which contains access to all administrator-related functionalities of the system.
- The Onyx team will first showcase the primary features of the program to the admin.
- Subsequently, the rest of the administrative team will be granted access. This will be facilitated by the head Admin who will assign roles to different members of the administrative team as they are integrated into the system as administrators/employees.
- The Onyx team will remain available to address any queries that the team might have concerning the system.



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On the 3rd of January 2024, the data crossover will occur. The following information will be added to the system:

- FAQ details
- Terms and conditions details
- Employee details
- Department details
- Skill details
- Skill type details
- Qualification details
- Course details
- Section details
- Lesson details
- Lesson resource details
- Job Opportunity details

The administrator will be in charge of adding these details to the system.

1.5 Recommended Hardware and Software Requirements for Successful Operation

Hardware:

Laptop or Desktop with the following recommended requirements:

- Processor: Intel Core i5 Generation 6 or better
- Memory: 8GB
- Hard Drive: 120 GB hard drive space

Mobile device with the following recommended requirements:

- RAM: 6.00 GB
- SIM Card

Software:

Laptop or Desktop with the following recommended requirements:

- HTML5 capable web browser
- Windows 10 operating system
- PDF Reader

Mobile device with the following recommended requirements:

- Android 5.0 and up

Conclusion

In conclusion, this section has set out the conversion plan.

2. SIGN OFF

Introduction

This section includes the client and team sign-off.

2.1 Sign-off by client

I, AHMED OMAR, on behalf of the Darus Salaam Educational Institute, declare that I have read the following document: *Iteration 8 - Conversion Plan*, and hereby state that I understand and fully agree with the above document and its content.

Signature:



2.2 Sign-off by Team

We, the members of Team 10 of INF 370 2023, declare that the work contained in the document is our own. We declare that we have adhered to the frameworks, guidelines and regulations regarding the module INF 370 and are satisfied with the quality of this document.



Muhammad Ayob



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A black ink handwritten signature, appearing to read "Muhammad Fa'iz Mahomed", with a stylized, cursive script.

Muhammad Fa'iz Mahomed

A blue ink handwritten signature, appearing to read "Moses Maenetje", with a stylized, cursive script.

Moses Maenetje

A black ink handwritten signature, appearing to read "Tasmiyah Amod", with a stylized, cursive script.

Tasmiyah Amod

A light blue or grey handwritten signature, appearing to read "Ahmed Khan", with a stylized, cursive script, followed by a vertical line.

Ahmed Khan

Conclusion

In conclusion, this section has set out the client and team sign-off.



DOCUMENT CONCLUSION

In conclusion, this document provided the final conversion plan documentation for the Onyx System for our client, Darus Salaam Educational Institute, and lastly the client and team sign-off.