# **Work Plan & Schedule of Activities**

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| ***(NOTE: COMMENCEMENT DATE ASSUMED TO BE 15TH MAY 2019)*** | | | | | | | | | | | | | | | | | | | | |
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| **PROJECT PHASE** | | | **ACTIVITY DESCRIPTION** | | | **MILESTONE / DELIVERABLE** | | | **RESPONSIBLE** | | | | **DURATION (DAYS)** | | | **PLANNED START** | | | **PLANNED END** | |
| **PROJECT INITIATION** | | | *Project Kick Off Meeeting* | | | Inception Report + Project Plan | | | ICTPACK + VFP | | | | 1 | | | 15-May-19 | | | 16-May-19 | |
| *Inception report and Project Plan* | | | ICTPACK | | | | 7 | | | 16-May-19 | | | 23-May-19 | |
| *Present detailed Project Plan to VFP and stakeholders at Inception meeting* | | | ICTPACK + VFP | | | | 1 | | | 23-May-19 | | | 24-May-19 | |
| *Incorporate suggestion & comments from Inception meeting* | | | ICTPACK | | | | 3 | | | 24-May-19 | | | 27-May-19 | |
| **REQUIREMENTS GATHERING** | | | *Interview with process owners and stakeholders (VFP Users,Admins)* | | | Requirement Specification Document (SRS) | | | ICTPACK + VFP | | | | 3 | | | 27-May-19 | | | 30-May-19 | |
| *Studying & Reviewing of existing processes* | | | ICTPACK + VFP | | | | 4 | | | 30-May-19 | | | 3-Jun-19 | |
| *Study, asses and recommend infrastructure for Software and Hardware Installation* | | | ICTPACK + VFP | | | | 1 | | | 3-Jun-19 | | | 4-Jun-19 | |
| **SYSTEM ANALYSIS & DESIGN** | | | *Design of Application Process Flow, Develop the prototype and User Interface Screens* | | | System Prototype & System Design Document | | | ICTPACK | | | | 10 | | | 4-Jun-19 | | | 14-Jun-19 | |
|  | | | *Demonstrate the system prototype & design* | | | ICTPACK + VFP | | | | 2 | | | 14-Jun-19 | | | 16-Jun-19 | |
| **DEVELOPMENT/ CODING** | | | *Coding of custom features for both front end mobile applications and backend operations e.g. Credit Scoring Algorithm* | | |  | | | ICTPACK | | | | 30 | | | 16-Jun-19 | | | 16-Jul-19 | |
| *Perfom Unit/Modular Testing* | | | ICTPACK | | | | 7 | | | 16-Jul-19 | | | 23-Jul-19 | |
| **TESTING** | | | *Preparing System Test cases and Test Plan* | | | System Test Plan | | | ICTPACK + VFP | | | | 4 | | | 23-Jul-19 | | | 27-Jul-19 | |
| *Conduct Customer Acceptance Testing* | | | User Acceptance Report | | | ICTPACK + VFP | | | | 6 | | | 27-Jul-19 | | | 2-Aug-19 | |
| **INTEGRATIONS** | | | *Implement integrations with Payments providers(MNOs), Government ID Databases, Credit Bureaus etc.* | | | Completed Integrations | | | ICTPACK | | | | 21 | | | 2-Aug-19 | | | 23-Aug-19 | |
| **DEPLOYMENT/ IMPLEMENTATION** | | | *Writing System Technical & Functional Documentation* | | | Technical Documentation | | | ICTPACK | | | | 2 | | | 23-Aug-19 | | | 25-Aug-19 | |
| *Initial Training to system administrators & customer support staff* | | | Commissioned Digital Finance Solution | | | ICTPACK + VFP | | | | 2 | | | 25-Aug-19 | | | 27-Aug-19 | |
| *Pre-pilot run - To verify integrations and application response* | | | 7 | | | 27-Aug-19 | | | 3-Sep-19 | |
| *Full pilot run - Deploy user applications to App Stores* | | | 5 | | | 3-Sep-19 | | | 8-Sep-19 | |
| *Full deployment & Go Live* | | | 3 | | | 8-Sep-19 | | | 11-Sep-19 | |
| **USER TRAINING** | | | *Onsite training to Systems Administrators* | | | Operational and User Manual, Completed Training | | | ICTPACK + VFP | | | | 3 | | | 11-Sep-19 | | | 14-Sep-19 | |
| *Training to system end users(VFP Users, Management Team, Board Members)* | | | 10 | | | 14-Sep-19 | | | 24-Sep-19 | |
| **MAINTENANCE & SUPPORT** | | | *Provide User Support, Bug resolution and fixing* | | |  | | | ICTPACK + VFP | | | |  | | |  | | |  | |
| *Conduct Post Implementation review& propose future development plans* | | |  | | | ICTPACK | | | |
| *Monitoring System Performance* | | |  | | | ICTPACK | | | |
|  | | |  | | |  | | |  | | | |  | | |  | | |  | |
| **Staffing Schedule** | | | | **PROJECT PHASE** | | | | | | | | | | | | | **TOTAL STAFF INPUT** | |
| **S/N** | **NAME OF STAFF** | |  | **PROJECT INITIATION** | | **REQUIREMENTS GATHERING** | **SYSTEM ANALYSIS & DESIGN** | | **DEVELOPMENT/ CODING** | **TESTING** | **INTEGRATIONS** | | **DEPLOYMENT/ IMPLEMENTATION** | **USER TRAINING** | | **MAINTENANCE & SUPPORT** |
| **ESTIMATED TIMELINE (DAYS)** | | | | **12** | | **8** | **12** | | **37** | **10** | **21** | | **19** | **13** | |  | **132** | |
| 1 | **Stebbins Tugara** | | Team Lead / Project Manager | 1 | | 1 | 10 | | 30 | 5 | 10 | | 3 | 2 | |  | **62** | |
| 2 | | 7 | 2 | | 4 | 5 | 10 | | 16 | 10 | |  | **56** | |
| 2 | **Vitus Renatus** | | Business / System Analyst | 1 | | 1 | 10 | | 30 | 5 | 14 | | 3 | 2 | |  | **66** | |
| 2 | | 7 | 2 | | 4 | 5 | 7 | | 16 | 10 | |  | **53** | |
| 3 | **Denis Frimos** | | Lead Developer | 1 | | 1 | 10 | | 37 | 5 | 14 | | 3 | 2 | |  | **73** | |
| 2 | | 7 | 2 | | 0 | 5 | 7 | | 16 | 10 | |  | **49** | |
| 4 | **Innocent Charles** | | Software Programmer | 1 | | 7 | 10 | | 37 | 5 | 14 | | 3 | 5 | |  | **82** | |
| 2 | | 0 | 0 | | 0 | 5 | 7 | | 10 | 7 | |  | **31** | |
| 5 | **Mary Wakanyi** | | Software Programmer | 1 | | 7 | 10 | | 37 | 5 | 14 | | 3 | 5 | |  | **82** | |
| 2 | | 0 | 0 | | 0 | 5 | 5 | | 10 | 7 | |  | **29** | |
| **TOTAL STAFF-DAYS INPUT** | | | **OFFICE DAYS** | **5** | | **17** | **50** | | **171** | **25** | **66** | | **15** | **16** | |  | **365** | |
| **FIELD DAYS** | **10** | | **21** | **6** | | **8** | **25** | **36** | | **68** | **44** | |  | **218** | |

# **Team Composition**

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| --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME OF STAFF** | **FIRM** | **AREA OF EXPERTISE** | **POSITION** | **TASKS ASSIGNED** |
| 1 | **Stebbins Tugara** | ICTPACK | Software Project Management, System Engineering and Designs, Information Security, Business Intelligence | Team Leader / Project Manager | Overall project oversight, Resource Management, System Architecture Design, Project Reporting, User Acceptance, Deployment |
| 2 | **Vitus Renatus** | ICTPACK | Systems Analysis and Design, Business systems Analysis and review, Information systems management, and Software Development Lifecycle | Business / System Analyst | Provide Consultative Advise on business process to the rest of the team, assist with interpreting customer requirements and aligning client processes in the system design, testing the developed system |
| 4 | **Denis Frimos** | ICTPACK | Java, JavaScript, PHP(Code Igniter, YII, Laravel), XML, J2EE, HTML, TCP/IP, SOAP,JSON, Eclipse, Netbeans, SQL, jQuery, Tomcat, Apache, Yii framework | Lead Developer | Lead the system development team from Core Database and Application Development, Unit Testing, System Integration Testing, Deployment |
| 5 | **Innocent Charles** | ICTPACK | Java(Spring), PHP(YII+Code Igniter) C, Python, JavaScript, HTML, CSS, Linux Administration, OS Scripting | Software Programmer | Core Database and Application Development, Unit Testing, System Integration Testing, Deployment |
| 6 | **Mary Wakanyi** | ICTPACK | Java(Spring), PHP(YII+Code Igniter) C, Python, JavaScript, HTML, CSS, Linux Administration, OS Scripting | Software Programmer | Core Database and Application Development, Unit Testing, System Integration Testing, Deployment |