KEFRI/F/ICT/01



**KEFRI ICT SYSTEMS DEVELOPMENT**

**Preliminary investigation Report**

Instructions: This report format is to be followed by respective project teams before initiation of any an Information Communication & Technology (ICT) systems development.

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| --- | --- |
| **1. Contact Information for the Senior User of Proposed system** | |
| Name: |  |
| Title: |  |
| Department/Section/ Eco-Region/Center |  |
| Mobile Phone: |  |
| Email address: |  |
| **2. Background**. | |
| Provide a brief description: | |
| **3. Problem** | |
| 1. What problem does the current system have? 2. How will the proposed system be used by the institute/organisation | |
| **4.** **Anticipated Business Benefits** | |
| List the benefits that the division, section unit or centre will get from the proposed system (organize them in priority from most to least important). | |
| **5. Feasibility Analysis:** | |
| Make initial estimates of the costs associated with this proposed system (I.e., equipment, software licensing, consultants, etc.). | |
| **7. Recommendation** | |
| Present a clear recommendation that states whether to begin work on this project, conduct more analysis, or discontinue further work on this project. | |