KEFRI/F/ICT/03



**KEFRI ICT SYSTEMS DEVELOPMENT**

 **TERMS OF REFERENCE**

For

System Name: ………………………………………………………………..

Instructions: This form is to be completed by respective project teams before initiation of any an Information Communication & Technology (ICT) systems development. All sections completed should be based on information that is currently available.

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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. Duration.** |
| Enter Duration in months |
| **4. Scope of Work:** |
| Provide a brief description e.g.: * Define requirements through user interviews, document analysis, requirements workshops, business processes’ descriptions, user cases, scenarios, business analysis, task and workflow analysis
* Develop functional requirements (Business Requirements Document), Use Cases, GUI(Graphical User Interface), Screen and Interface designs
* Develop/Procure and Install the associated software and hardware requirements in accordance with Minimum hardware and software requirements
* Liaise between the business units, technology teams and support teams
* Develop training material and conduct trainings and workshops on the deployed system.
* Provide best practices quality control and customer services
* Provide best practices project management services
* The system must have the ability to provide at least the following administrative reports [*Provide report type*] on demand and also be able to email them on set schedule to selected recipients.
 |
| **5. Approach and Methodology** |
| Provide a brief description e.g.: include use of tools, software and other multimedia techniques to leveraged on: |
| **6.** **Deliverables** |
| Tick all that apply: * Project Initiation document
* Cost Benefit Analysis Report
* Software requirement specification document
* Design document specification
 | * Prototype, documentation report, and user manuals.
* Defects and issues document, Interoperability Analysis report
* Acceptance Report, Deployment Issues
 |
| **7. Budget** |
| Provide a brief description e.g.: Amount and associated Cost Center |

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| **Revision History** |
| **Date** | **Version** | **Description** | **Author** |
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| **Document Approval History** |
| **Approver Name** | **Designation** | **Signature** | **Date** |
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| **Distribution List** |
| **Name** | **Title** |
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