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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