



Bureau of Corrections

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BUC-STO-PR-026

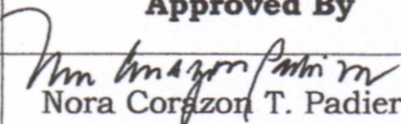
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PREPARATION OF ICT PROJECT

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REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Nora Corazon T. Padiernos

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1. PURPOSE

This procedure defines the requirements for the management preparation of Information Communication Technologies (ICT) projects needed to support the work of the Agency.

2. SCOPE

This ICT projects starts under the supervision of the Planning and Management Division: and MISU and client initiated projects.

3. DEFINITION OF TERMS, ACRONYMS

M.I.S.U.	<ul style="list-style-type: none"> • Management Information System Unit
I.C.T	<ul style="list-style-type: none"> • Information Communication Technology
I.T.	<ul style="list-style-type: none"> • Information Technology
T.O.R.	<ul style="list-style-type: none"> • A document information which covers project requirements and details on implementation
D.F.	<ul style="list-style-type: none"> • A disposition form use to communicate to the head of agency and other Divisions and Offices.
P.R.	<ul style="list-style-type: none"> • Purchase Request
S.D.O.	<ul style="list-style-type: none"> • Special Disbursing Officer
M.R.	<ul style="list-style-type: none"> • Memorandum of Receipt
P.M.D.	<ul style="list-style-type: none"> • Planning and Management Division
O.D.G.	<ul style="list-style-type: none"> • Office of the Director General
BAC	<ul style="list-style-type: none"> • Bids and Award Committee

4. RESPONSIBILITIES

The following are responsible for the Repairs of IT equipment:

- 4.1 BuCor Director General
- 4.2 Chief PMD
- 4.3 Chief and personnel of Management Information System Unit (MISU)
- 4.4 BuCor BAC and BAC Secretariat
- 4.5 End-users



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5. PROCEDURE DETAILS


Activity	Person Responsible	Details/Functions	References
START			
Prepare Project Proposal	C, IT / Staff	<ul style="list-style-type: none"> Initiate the preparation of Project Proposals 	
Request for Approval of Proposal	Chief, IT	<ul style="list-style-type: none"> Prepares Indorsement for approval 	<ul style="list-style-type: none"> Indorsement
Prepare TOR and PR	Staff	<ul style="list-style-type: none"> Prepares documents for TOR,PR 	<ul style="list-style-type: none"> TOR, PR
Project Implementation	Chief, IT/ Staff	<ul style="list-style-type: none"> Supervises project implementation Perform project implementation 	<ul style="list-style-type: none"> Project Implementation Report
Training/ Technology Transfer	Chief, IT/ Staff	<ul style="list-style-type: none"> Conducts training on technology transfer 	<ul style="list-style-type: none"> After Training Report
Turn Over to End User	Chief, IT/ Staff	<ul style="list-style-type: none"> Conducts turn-over to end users 	<ul style="list-style-type: none"> Memorandum of Receipts (MR)
END			

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6. GUIDELINES

Preparation of ICT Projects - designs and develops application/information system based on the needs for the agency requested by the end-users.

- 6.1 The Chief, IT initiates to start with identifying, and understanding the end-user's needs and/or requirements. It present the rationale, objectives, scope, outputs, and timetables of the IT proposed project.
- 6.2 The Chief, IT drafts a project proposal based on the identified requirements then, it should be submitted to the supervising division for initial review.
- 6.3 If the project proposal requires any revision or do not conform to the guidelines the Chief, PMD will give comments and returns the documents to the Chief, IT for necessary changes/revisions.
- 6.4 Once the Project Proposal is final and in order, it is endorsed to the Office of the Director General (ODG) for the Director's approval.
- 6.5 Once the project proposal was approved by the agency head, the Chief, IT initiates to prepare Terms of Reference (TOR) base on the following generic content format:
 - 6.5.1 Project Background
 - 6.5.2 Project Objectives
 - 6.5.3 Issues to be explored and analyzed against certain criteria
 - 6.5.4 Implementation Methodology to be applied
 - 6.5.5 Expertise required
 - 6.5.6 Reporting requirements
 - 6.5.7 Work plan, including activity schedules
- 6.6 The Chief IT together with staff, determines the resources specifications (for procurement purposes) to maintain the standards of IT equipment and ensure its compatibility.
- 6.7 The Chief, IT reviews and signed the TOR and PR, then prepares disposition Form (DF) and submit to BuCor BAC Secretariat for procurement either in the forms of Bidding, Shopping, and Negotiation.
- 6.8 The IT staff photocopies documents and maintains each separate file. And then transmit the original documents to BuCor BAC Secretariat for proper disposition.

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- 6.9 Upon the delivery of the requested IT projects/equipment, the technical IT staff conducts the test and inspections based the specifications before accepting the products.
- 6.10 The Chief, IT together with staff initiates the implementation of the project plan based on the following procedures/guidelines:
- 6.10.1 Prepare the infrastructures
 - 6.10.2 Coordinate with the office involved in implementation
 - 6.10.3 Implement training
 - 6.10.4 Install the production solution
 - 6.10.5 Convert the data
 - 6.10.6 Final verification in production
 - 6.10.7 Implement new processes and procedures
 - 6.10.8 Monitor the solution
 - 6.10.9 The C, IT together with supplier's conducts final inspections and trails for the purpose of replacement of defective units or parts as needed within the warranty period.
 - 6.10.10 The Chief, IT submits a progress and after reports to the head of agency thru the C, PMD.