

Project Strategy

The Project Strategy for executing the project is; developing consensus on definitions, core requirements, conceptual model, and architectural principles through analysis, information sharing, and discussion. This will then be followed by developing prototypes to demonstrate concepts and validate designs and leveraging off existing work inside and outside of the client environment.

The development consist of different phases. The diagram below (figure 1) provides a broad base overview of the project life cycle with the different phases described below.

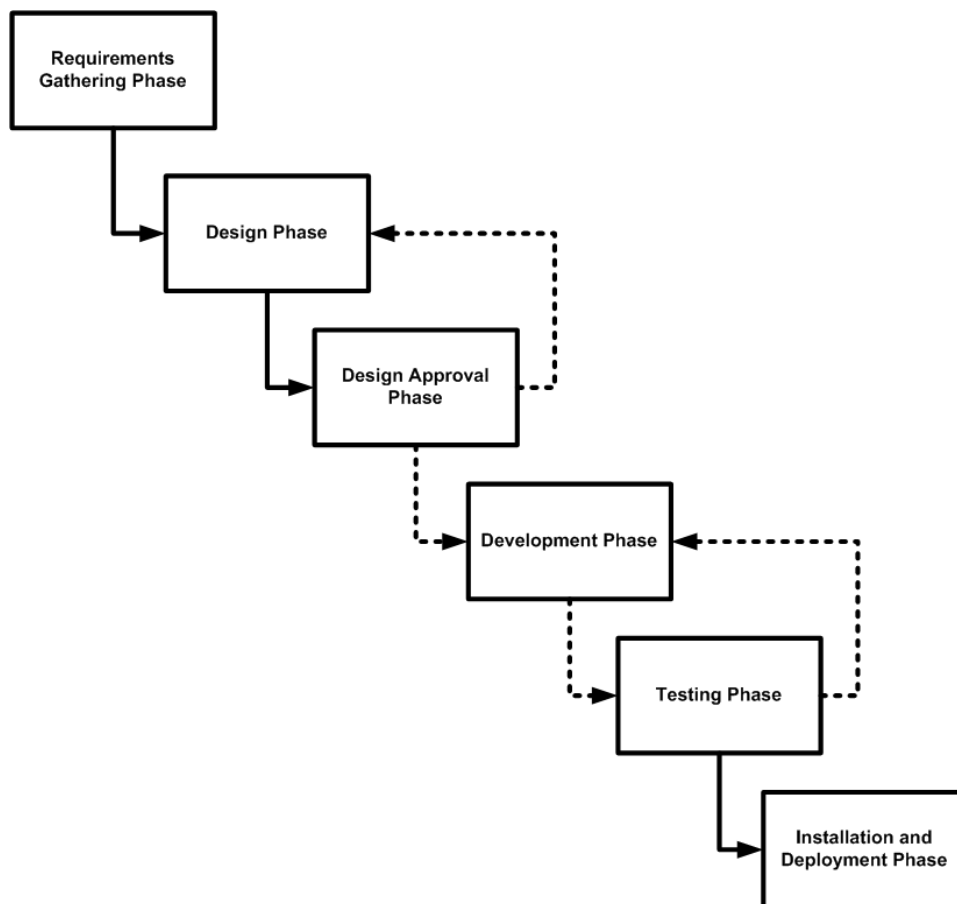


Figure 1 – Project Life Cycle Phases

There are 6 overall phases for the execution of this project. The initial phase is the requirements gathering which allows the project team to first formalize project protocols and procedures along with gathering client requirements and understanding of the system environment architecture that the project will reside in.

After the requirements phase is completed, the project development team will then take the requirements to design a proposal for the client. The design of the system and the design review and approval will be done iteratively. This phase will involve several meetings between the development and user teams to revise the proposed design to meet the project objective and users' requirements.

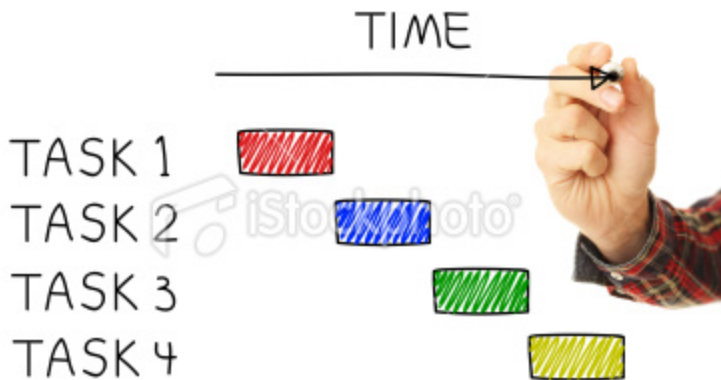
Once the conceptual design has been reviewed it will then be followed up with approval from the system owner and user steering committee for final approval please refer to section 4 under Documents to be review and approved for more details. Once approval is agreed upon, this will allow

the development team to proceed on to the Project Development. Any other changes to the agreed approve design may require additional scoping.

During the Development phase users may be involved in review sessions to confirm certain developed elements. The development and testing of the system will be conducted iteratively. The developed features may undergo validation and verification testing and the results of the test will inform the development of the system

Once the developed product has been reviewed and approved by the client, the system will then be migrated and installed on the client environment for final deployment and commissioning.

Project Execution Work Flow



SIMSYS understands our client's needs for quick delivery and time constraints. To achieve this goal proposes a multi track and multi phase Commissioning plan which we believe may meet the client's requirements.

SIMSYS will deploy the modules according to the phases specified in this Proposal

The project will be executed as defined in the above-mentioned phases with multiple tracks. The project will consist of 6 main tracks that will be part of the different phases. The six tracks are; Project Track, IA/UE Track, Technical Track, the Application and Functional Development Track and the Integration / Installation and Deployment Track. The figure 2 details the six different tracks in all phases and their dependencies. The diagram also provides a broad overview of the expected timeframe for the project.

The critical path is a chain of dependent tasks that affects the overall schedule of the project. The critical path is determined by the task dependencies from the first task that is dependant of one task to the last dependant task before commissioning.

Project Flow

As indicated the project will be carried out in two phase commissioning. Below details the different tracks and the work involved for the project.

Project Track

The purpose of project track is to ensure that the project is managed effectively and executed in an organized manner. At the start of the project, the Project Management teams from both the client side and vendor side will decide and agree on the Project Implementation Plan, the Project Execution framework and how the project will be managed. The project schedule comprising the schedule, timeframe and resource name of each task is also discussed and determined during this period.

This task will be executed in all phases till the end of the project. There will be scheduled meetings to review the overall progress of the project as well as a session to discuss on issue and problems that have been identified. There will be periodic meetings to track the overall project progress. Bi-monthly meetings will be conducted to update senior management of progress and to ensure that the project priorities are aligned.

Site Design Track

The Site Design track is designed to ensure that all Information Architecture (IA) and Usability Engineering (UE) requirements are met. The execution of the Site Design track will be carried out in several phases throughout the project lifecycle.

Below describes the different phases in the Site Design Track

Planning and Analysis (IA)

In this portion the existing site content and the documents will be analyzed and high-level interviews will be conducted to get an understanding of the existing structure and how the users use the intranet. From these findings, the IA consultant will be able to draft the strategies and plan for delivering the IA work for the website. The IA Study Plan will be prepared by SIMSYS. The client will review and approve the Plan, which will highlight how the IA track will be executed. The IA Study Plan will be developed based on best practices reported in the literature, organizational objectives as derived from the organizational documents, existing site content indicating areas that need reorganization, and comments from end users about problems encountered and potential areas for improvement.

User Needs Study (IA)

The first focus group session will be conducted to get the users' input on the proposed navigation structure (site structure), to identify the users' information needs that will be supported by the website and the main use cases and scenarios that indicate what user tasks the website will support and the interaction sequence needed to accomplish the task. The proposed new navigation structure will be reviewed and approved by the Client.

Content Mapping (IA)

With the new navigation structure (site structure), the IA team will map the existing content in the website and any new contents according to the new proposed navigation structure (site structure). Client will review to ensure all the necessary content has been mapped to the new navigation structure (site structure) and approve the content map.

Once Content Mapping begins the content freeze period begins, Client will need to start keep a log to track changes made to the Client's content.

IA Interaction Design (IA)

With the navigation structure (site structure) confirmed, the IA team will develop the wireframes to indicate how the content will be laid out on a webpage. This IA Interaction Design comprises some parts of the Usability engineering track (UE track). With the completion of the IA tasks, the IA design style guide will be developed. This will specify the rationale, principles and patterns used for organizing the Internet. The patterns would include taxonomy facets that underly the navigation structure (site structure) and indicate how the navigation structure (site structure) could be expanded in the future.

Prototype Design and Execution (UE)

The wireframes for the site and the applications will be developed by SIMSYS and released to the Client for review and feedback. Users will run through the wireframes and scenarios during the requirements gathering. Once this is completed, SIMSYS will then proceed to draft a design mock up which SIMSYS will walk-thru with the Client to review and approve. Once the Client has approved the design mock up, SIMSYS will develop then translate the mock up into a development design template to be applied during the development track.

Application and Functional Development Track

The Application and functional Development Track is carried out after the design requirements have completed. Once all requirements are agreed and the System Design / Environment Layout are finalized, the development work for the application will commence on the development server. This includes the Content Templates Development for the CMS, Configuration of the Work Flow and the Development of the agreed application functions. Once the Templates are ready, content population/migration for the site will be carried out.

Once the development is completed, this will be followed by the User Acceptance Test (UAT). The UAT will be conducted on the development server. The main aim of the UAT is to ensure that all business requirements are met before migration to the Production Site. Site Integration and Performance Testing will be conducted during the Integration / Installation and Deployment Track to ensure the developed system performs and functions in the actual environment..

The functional UAT will be carried out first to ensure the system is functioning properly, during this period; problems identified will be logged and rectified, during this period additional item(s) may be identified as enhancements to the system, these enhancements may require separate scoping.

The Usability UAT will be carried out once the functional UAT is completed. Problems and issues identified will be logged and rectified to ensure conformance to good IA and UE design guidelines and framework. Should there be a requirement to enhance or make changes to the IA and UE design guidelines and framework, this would be reviewed, evaluated and re-scoped for if required.

Once the UAT is completed and the developed system is approved by the system owner, the next step would be the Integration / Installation and Deployment Track.

Technical Track

The Technical track is designed to ensure that all Technical and System aspect of the requirements for the project are met. The execution of the Technical track will be carried out in several phases throughout the project lifecycle.

Technical Functional Requirements Gathering

The initial start of the Technical track is the requirements gathering phase. During the period, there will be several meetings to gather requirements regarding System requirements and Environment requirements. The purpose of this phase is to a) understand the Hardware and Platforms that will be deployed in the project, b) Understand the Environment Layout, Architecture and identify any issue and limitations that might concern the Client. This is to ensure the Hosting Environment clearly meets all Client requirements.

Technical Design Proposal Phase

After the requirements gathering phase of the technical track is completed, the SIMSYS Project Team will draft a proposal that defines the Overall System. The project teams from both sides will review, update and agree on the proposal.

Technical Design Approval Phase

Once the proposal is agreed and signed off (The System Architecture the Development Team will then create a similar Infrastructure Setup to simulate the actual environment at the Development Site. The development team will also install and configure a copy of the solution that is to be deployed for the project. This will be used as the Development Site Environment for the project development team to develop and implement their project as defined in the Application and Functional Development Track.

Site Installation Phase and Testing Phase

When the development team has completed the simulation of the synchronization, they will be ready to test this out on the actual environment. Before testing can commence on the actual environment, the Production Site must be prepared first, this includes the deployment and site installation of the Procured Hardware and Software. This includes the installation the Server Software such as Operating System and Application Software and their configuration. Once the installation is completed, configuration of the software and environment is required (e.g. IIS, .NET framework, DNN etc).

When Site Preparation is completed, site performance testing will be conduct to ensure connectivity and speed performance requirements are met. Also during this period, synchronization testing will be conducted to ensure data synchronization is properly created.

Integration / Installation and Deployment Track

After the successful completion of the Technical Track and the Application and Functional Development Track, the next track will be the Integration / Installation and Deployment Track which is within the Installation and Deployment Phase.

When the Project Environment is ready, the developed and approved application / system will be installed, migrated and deployed. Site integration testing and configuration will be conducted to ensure the developed system functions performs as defined in the requirements.

Once the Site Testing is completed, the system is ready for commissioning. For commissioning the Facility Management Team will be required to ensure that the URL points to the new system. The project will then move on the System Maintenance and Warranty Track / Phase.