Kick Off Meeting, Software Requirement Study and Gap Analysis For Academia ERP at Techno NJR Institute of Technology, Udaipur

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By





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	(SCR)		
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Objective:

Discussion on following points with Techno NJR team :

- Study of needs •
- Preparation of SRS Doc
- Gap Analysis
- Preparation of Gap Analysis Report
- Preparation of Change Document
- TECHNO HIDIA N.R. INSTITUTE OF TECHNOMOCS • Approval of SRS Doc, Gap Analysis Report and Change Document

To achieve above objectives a visit of Serosoft Representatives is planned on 26th July 2012 at Techno NJR Campus, Udaipur

Serosoft will be represented by:

1. Mr. Pankaj Kumar Jain

(Manager-Business Analysis)

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Techno NJR will be represented by Module Coordinators as mentioned in Annexure 1, along with :

1. Mr. Gaurav Ameta (SPOC)

1. Scope

The scope in general of this SRS and GAP is limited to following modules:

SN	Module
1	Pre-admission Management System
2	Student Information System
3	College Degree Management
4	Course Management with Online Portal
5	Time-Table Management
6	Certificates and Document Management
7	Attendance Record Management
8	Mark-Sheet Management
9	Fees Management
10	Human Resource & Payroll Management
11	Hostel Management
12	Library Management
13	Inventory/Store Management
14	Placement Management
15	Alumni Management

2. Roles and Responsibilities

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Roles of Serosoft Team Members:

- 1. Siddharth Badjatiya
- 2. Sudhendu Kopergaonkar
- 3. Pankaj Kumar Jain
- 4. Amit Runija

(COO & Director) - Overall lead, Policy Matters

- (VP Projects) SRS, Gap Analysis & Documentation

(Manager-Business Analysis) – SRS, Gap Analysis & Documentation (Implementation Engineer) - Demos and processes of existing modules, trial data population and assistance in the overall process

Roles of Techno NJR Team Members:

- To provide best possible information, existing documents and formats for each module. -
- _ To provide most accurate trial data for all possible test and trials during this phase.

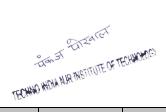
3. The schedule

Day	Activity	Duration
Day 1	Introduction and General	30 Minutes
26/07/2012 Overview of Present Modules		2.00 Hours
	Discussion with module coordinators	2.00 Hours
	Data Requirements	30 Minutes
	Doubts / Queries	30 minutes

4. Evaluation and Acknowledgement

Please provide your feedback in the format given below:

Name



How would you rate the following:	Excellent	Good	Average	Poor
Pre-intimation of schedules and agenda				
Domain Knowledge of Serosoft Representatives				
Communication skills of Serosoft				
Representatives				
Time Management (devotion of enough and				
right amount of time)				
Achievement of objectives				
Group Discussion (if done with you/team)				
Solution of Individual queries				
Overall rating				
Your recommendations:	•			
4	Si	gnature by I	Evaluator	

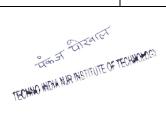
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5. Presence Sheet

SN	Name and Role	Contact Details		Signature					
			Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
1									
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Annexure 1 - Module Coordinators

SN	Module	Coordinators	Contacts	Status
1	Pre-admission Management System			
2	Student Information System			
3	College Degree Management			
4	Course Management with Online Portal			
5	Time-Table Management			
6	Certificates and Document Management			
7	Attendance Record Management			
8	Mark-Sheet Management			
9	Fees Management			
10	Human Resource & Payroll Management			
11	Hostel Management			
12	Library Management			
13	Inventory/Store Management			
14	Placement Management			
15	Alumni Management			



SRS Doc Version 1.0 Prepared By				Module Name:							
		Reviewed By		Approved By (At Serosoft)	Approve	Approved By (At Techno NJR)					
Backg	round:		Give a brief description about the customer and the module. If relevant, specify the people in the customer's organization who have helped in preparing this Software Requirements Specification (SRS). >								
Refer	ences:	<provide a="" all="" complete="" docum<="" list="" of="" td=""><td>nents referred to</td><td>including customer supplied inputs></td><td></td><td></td></provide>	nents referred to	including customer supplied inputs>							
Syste	m Perspective:	<provide a="" brief="" description="" la<="" of="" td="" the=""><td>irger system and</td><td>specify how this module would interface</td><td>e with it. ></td><td></td></provide>	irger system and	specify how this module would interface	e with it. >						
Custo	mer Constraints:	<specify all="" by<="" constraints="" raised="" td="" the=""><td>the customer.></td><td></td><td></td><td></td></specify>	the customer.>								
Genei	ral Constraints:	<specify constraints="" general=""></specify>									
	nptions, ndencies and	<specify assumptions="" dep<br="" made,="" the="">discussed with customer and a const</specify>		fied and risks foreseen while documentii been arrived at.>	ng the Requirem	ents. These would have bee					
SN	Requirement ID	Requirement Statement	Full Desc	ription	Priority	Flexibility to chang					
				and ter							
				-Lan JT EPRATON TECHNO HIDIA NUR THEITUTE OF TECHNOMOLEI							



Gap Analysis Doc Version 1.0 Prepared By Background:				Module Name:				
		Reviewed By		Approved By (At Serosoft)	Approve	Approved By (At Techno NJR)		
		< Give a brief description about the customer and the module. If relevant, specify the people in the customer's organization helped in preparing this Gap Analysis Report>						
SN	rences: Process ID	Existing Process		Process (Describe the Gap)	Priority	Flexibility to change		
				· · · · ·				

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Software Requirement Study (SRS) and Gap Analysis by 🄀 Serosoft

Software Change Request (SCR) Form	Module Name	SCR # :	Date:
Originator Details:	Change Type	Reason	Priority
Name	# New Requirement	# Legal	# Routine
Phone	# Change in Requirement	# Business	# Urgent
Email	# Design Change	# Performance Tuning	# Emergency
	# Others	# Defect	# Date Required
CHANGE DESCRIPTION: (Detail functional a	nd/or technical information. U	se attachment if necessary.)(At	tachment Y/N)
Evaluation By (at Serosoft)	Date of Receipt	Assigned To	Date Assigned
	•		
Impact On:			
# Requirement Specifications			
# System Design Specification			
# Test Plan			
# Training Plan			
# User Manuals			
Time Estimations: (Hrs)			
# Analysis / Design			
# Coding and Testing			
# Acceptance			
Status	Accepted Rejected	ed Hold	
Signature Originator S	ignature Serosoft Representa		
Software Requirement Study (SRS) and Gap Analy	ysis by 灯 Serosoft	-ZERS ST CT 2000 TECHNON WENN NUR INSTITUTE OF TECHNON	Page 10

Change Control Log

Module Name:

SN	Unique No.	Change Description	Suggested By	Approved By	Received By	Effort Estimation	Impact	Level of Change	ls Essential	Start Date	Closure Date	Accepted / Rejected
						(Hrs/Days)		(Major/Minor)				



MINUTES OF MEETING							
Туре	of Meeting:						
Mod	ule/Project/Subject Name:						
Date	:	Venue:					
Parti	cipants: From Serosoft		From T	Геспо NJR			
<u>ITEN</u>	IS DISCUSSED:						
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3	8.	- culling	HONA NUR INSTI	TUTE OF TECHNOMOLES			
4	l.	1 Bourn					
<u>ACTI</u>	<u>ON PLAN :</u>						
SN	Issue Identified	Actions to be Taken		Responsibility	Target Date		
(Sign	ature)		(Signatu	ıre)			
	ehalf of Serosoft			alf of Techno NJR			

SEROSOFT - TECHNO HIDA N.R. INSTITUTE OF TECHNOMOS

Docu	ment receipt / to be received	Date:					
	We acknowledge the receipt of following documents / please arrange to submit the documents as mentioned below.						
Mod	ule/Project/Subject Name:						
SN	Document Name	Description					
1							
2							
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(Nan	ne and Signature)	(Name and Signature)					
Docu	ment collected by Serosoft Represent	ative Document given by					

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MINUTES OF MEETING					
Type of Meeting: Kick off Meeting					
Module/Project/Subject Name: Academ		ia Overall			
Date: 26/07/2012 10:00 AM to 6:00 PM Venue: T		echno NJR, Udaipur			
Participants: From Serosoft		From Techno NJR			
Pankaj Kumar Jain					
Agenda 1. General Introduction of Serosoft, Team Serosoft, Welcome note 2. Explanation of Day wise schedule, formats etc 3. A brief introduction of Academia, Web-guru and Placement 4. A formal inauguration of process 5. Vote of thanks					
S Issue Identified Act	ctions to be Taken		Responsibility	Target Date	
N					
(Signature) (Signature)					
			n behalf of Techno NJR		

- Jon ST EITZAICAT TECHNO HIETA NIR INSTITUTE OF TECHNOMOS