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

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Approved By: Siddharath Badjatiya

Last modification done : 04-03-2021 12:24

By

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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
- 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)

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

Roles of Serosoft Team Members:

1. Siddharth Badjatiya   (COO & Director) -Overall lead, Policy Matters
2. Sudhendu Kopergaonkar   (VP - Projects) – SRS, Gap Analysis & Documentation
3. Pankaj Kumar Jain   (Manager-Business Analysis) – SRS, Gap Analysis & Documentation
4. Amit Runija   (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 26/07/2012	Introduction and General	30 Minutes
	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:				

_____
Signature by Evaluator

5. Presence Sheet

SN	Name and Role	Contact Details	Signature					
			Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
1								
2								
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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		Module Name:	
Prepared By	**Reviewed By**	**Approved By (At Serosoft)**	**Approved By (At Techno NJR)**

Background:	*<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). >*
References:	*<Provide a complete list of all documents referred to including customer supplied inputs>*
System Perspective:	*<Provide a brief description of the larger system and specify how this module would interface with it. >*
Customer Constraints:	*<Specify all the constraints raised by the customer.>*
General Constraints:	*<Specify General Constraints>*
Assumptions, Dependencies and Risks:	*<Specify the assumptions made, dependencies identified and risks foreseen while documenting the Requirements. These would have been discussed with customer and a consensus might have been arrived at.>*

SN	Requirement ID	Requirement Statement	Full Description	Priority	Flexibility to change

Gap Analysis Doc Version 1.0		Module Name:		
Prepared By	**Reviewed By**	**Approved By (At Serosoft)**		**Approved By (At Techno NJR)**
Background:	*<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 Gap Analysis Report>*			
References:	*<Provide a complete list of all documents referred to including customer supplied inputs>*			

SN	Process ID	Existing Process	Required Process (Describe the Gap)	Priority	Flexibility to change

Software Change Request (SCR) Form	Module Name	SCR # :	Date:
Originator Details: Name Phone Email	**Change Type** # New Requirement # Change in Requirement # Design Change # Others	**Reason** # Legal # Business # Performance Tuning # Defect	**Priority** # Routine # Urgent # Emergency # Date Required ……….
CHANGE DESCRIPTION: *(Detail functional and/or technical information. Use attachment if necessary.)(Attachment 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 Hold		
Signature Originator **Signature Serosoft Representative**			

Change Control Log　　　　　　　　　　　　　　　　　　　　　　　**Module Name:**

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

MINUTES OF MEETING

Type of Meeting:

Module/Project/Subject Name:

Date:	**Venue:**

Participants: From Serosoft   From Tecno NJR

ITEMS DISCUSSED:

1.

2.

3.

4.

ACTION PLAN :

SN	Issue Identified	Actions to be Taken	Responsibility	Target Date

(Signature)   **(Signature)**
On behalf of Serosoft   **On behalf of Techno NJR**

	Document receipt / to be received	Date:

We acknowledge the receipt of following documents / please arrange to submit the documents as mentioned below.

Module/Project/Subject Name:

SN	Document Name	Description
1		
2		
3		
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10		
11		
12		
13		
14		
15		

(Name and Signature)   **(Name and Signature)**
Document collected by Serosoft Representative   **Document given by**

-पंकज पोरवाल
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MINUTES OF MEETING	
Type of Meeting: Kick off Meeting	
Module/Project/Subject Name:	**Academia Overall**
Date: 26/07/2012 10:00 AM to 6:00 PM	**Venue: Techno 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

ACTION PLAN :

SN	Issue Identified	Actions to be Taken	Responsibility	Target Date

(Signature)
On behalf of Serosoft

(Signature)
On behalf of Techno NJR