Format for Project Submitting Proposals Under

TVA - Tamil Computing Fund

1.Introduction

The introduction section should contain the present scenario of The Computing tool proposed to be developed and outlines of the project proposal document.

1.1 Purpose of the Proposal

This subsection should describe the need for the proposed The Computing tool and its relevance to the public use.

1.2 Overview of the Developer

This section should provide an overall view of the Developer including their size, management team and capabilities.

1.3 Background of the Project Proposal

This section should provide information about the background of the Product / Project. It can also specify when the project is Product oriented / Research oriented / Prototype / Proof of concept. This section can also provide information about the objective of the project.

1.4 Scope of the project

This section should provide information about the scope and product of the project. The various activities that will be performed in the Software Engineering Life Cycle will also be listed out in this section. The duration of Warranty / Maintenance (if any) will also be mentioned under this section. The assumptions in respect of the scope should be mentioned here. This section can also lists the items that are not included in the scope of the project.

2. Work Management

2.1 Stages and Deliverables

This section should deal with the project plan and management of the work to be accomplished which includes the following factors:

Development phases to be defined clearly with estimates.

The functional requirements of the product are to be well defined.

The entry and exit criteria, inputs and outputs and reviews proposed to be done at each stage should be provided in detail.

The following are to be covered in this section of the proposal:

2.1.1 All details of the stage in which the development is expected to take place. For each phase, details:

All the important milestones and quality checkpoints occurring in the project should be indicated. (Could be management milestones like review or sign-off dates.)

Overall view of activities taking place at each stage.

2.1.2 Project Deliverables

All the items to be delivered to Tamil Virtual Academy (TVA), delivery dates and locations, quantities terms of the project agreement should be specific. (This is a detailed re-statement of the project objectives, break ups into finer details). Both the inclusion and the exclusion list must be clearly specified.

2.1.3 Duration - The duration of each phase / activity should be specific.

2.1.4 Resources - The resource requirement in each phase should be specific.

3. Methodology / Architecture

This section should highlight the proposed methodology and architectural framework for the project.

4. Project Team Organization

This section should identify the departments or groups constituting the project team organization and, their responsibilities. If there are other vendors / sub contractors involved, their responsibilities should also be clearly spelt out.

This section should identify all organizational units participating in or responsibilities for any project-related activity. It also states the reporting relationships and interfaces governing the functioning of these organizational units. These relationships could be direct or indirect (dotted line reporting),

explicit or implicit. A suggested format to depict the project team organization in a hierarchical chart may also be given.

5. Development Environment

This section should specify the computing systems, team structures, development and conversion methodologies, programming languages, tools (internal and external), techniques and methods to be used.

6. Standards, Conventions and Guidelines

This section should outline the standards, conventions and guidelines applicable for various activities in the project. Since most of these are expected to be covered in detail, in appropriate manuals, all that is required is an identification of the company standards that are being followed, along with a listing of deviations from these standards and reasons for the same.

7. Assumptions, Dependencies and Constraints

This section should specify the assumptions on which the project is based, the issues on which the project is dependant upon, and the constraints under which the project is to be conducted. The entire focus should be on the project as a whole, and not on any activity or phase within the project.

8. Risk Management

Risk management identifies and assesses the risk factors associated with the project. If possible, it should also prescribe mechanisms for tracking the various risk factors and implementing contingency plans. Risk factors that could be considered are:

Technological risks

Schedule risks

Risks due to the size and complexity of the product

Risks due to requirements changes

9. Monitoring, Controlling and Reporting Mechanisms

This section should specify the mechanisms used to monitor adherence to the work schedule involving the vendor and Tamil Virtual Academy (TVA). It should define the following:

Report mechanisms, formats and frequency

Procedure for requesting changes to the work schedule

Information flows, review and audit mechanisms

10. Acceptance Criteria

This section specifies the acceptance criteria of the Software Product to be delivered. The criteria typically covers the following:

- o Procedure for evaluating the product
- o Software and hardware environments and resources
- o **Source Code-** Source code of the project proposal will be made available open to anyone, so that free accessibility will ensure further development.

Director