

# CENSUSES AND TECHNICAL COORDINATION OFFICE

## INFORMATION TECHNOLOGY AND DISSEMINATION SERVICE (ITDS)

### SYSTEMS DEVELOPMENT DIVISION AND SYSTEMS QUALITY ASSURANCE DIVISION

#### 1. Development of Quality Information Systems

##### 1.1 Project Initiation of QIS

<b>Office or Division:</b>	Systems Development Division and Systems Quality Assurance Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government Agency/Employee/Official			
<b>Who may avail:</b>	All Subject Matter Divisions (SMDs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Request for Systems Support (RSS)		Softcopy Template provided by SDD to be accomplished by SMD to be accomplished by SMD		
Business Process Flow		SMD		
User Stories with Acceptance Criteria		Template Template provided by SDD to be accomplished by SMD to be accomplished by SMD		
Data Entry Specifications		Template provided by SQAD to be accomplished by SMD		
Data Validation Specifications		Template provided by SQAD to be accomplished by SMD		
Table Formats		To be provided by SMD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for a softcopy of an RSS through email, and fill out form	1. Provide the needed RSS through email	None	5 Minutes	SDD Division Chief
2. Request for new application / revision of an existing application by emailing a signed softcopy of the RSS or routing the filled-	2. Release data	None	5 Minutes	ITDS ANS

out RSS to the ANS of ITDS				
	<p>2.1 Evaluate the request</p> <p>2.2 Assign the project to a systems analyst for further coordination with the PSA unit if approved, otherwise, RSS will be returned to the client with explanation, reason and offer of possible alternative actions on how the request can be realized</p>		30 Minutes	SDD Division Chief
	3. Schedule a preliminary meeting	None	20 Minutes	SDD ISA III
<b>TOTAL:</b>		<b>None</b>	<b>1 Hour</b>	