

## 1.2 Plan and Estimate 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 provided by SDD 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. Attend the preliminary meeting	1. Identify the focal person (Product Owner/Client) from the requesting PSA unit, members of QA team (any ISA III or ISA II, or ISA III from SQAD), Scrum Master (any ISA II or ISA III from SDD), members of the Scrum Team (any ISA III or ISA II or ISA I from SDD) and requesting PSA unit (optional)	None	1 Hour	Head of the Requesting PSA Unit, SDD Division Chief, SQAD Division Chief, ISA III of SDD, ISA III of SQAD
	2. Schedule the kick-off meeting  2.1 Agree on the terms of reference of all members for the special order (SO) for	None	1 Hour	Head of the Requesting PSA Unit, SDD Division Chief, SQAD Division Chief, ISA III of SDD, ISA III of SQAD

	the creation of a project team			
	3. Prepare the special order (SO) for the creation of a project team and the terms of reference of all members  3.1 Prepare the special order (SO) for the creation of a project team and the terms of reference of all members	None	1 Hour	SDD ISA III
	4. Review and recommend the approval of the SO for the creation of a project team	None	30 Minutes	SDD Division Chief
	5. Review and approve the SO for the creation of a project team	None	10 Minutes	National Statistician and Civil Registrar General
<b>TOTAL:</b>		<b>None</b>	<b>3 Hours and 40 Minutes</b>	