

THIRUVANANTHAPURAM
DISTRICT ADMINISTRATION

PROJECT PROPOSAL



PREPARED FOR
START-UPS

PROJECT

BACKGROUND

THE PROJECT TARGETS COMPREHENSIVELY BALANCING PROFITABILITY AND SOCIAL RESPONSIBILITY. THE SCOPE OF CSR IS NOT ONLY TO HAVE A WIDE IMPACT ON SOCIETY AND COMMUNITY AT LARGE, BUT TO ALSO REMAIN COMMITTED TO SUSTAINABLE DEVELOPMENT AND INCLUSIVE GROWTH. THE PROJECT IS CONCEPTUALISED WITH THE OBJECTIVE OF BETTER ACCESSIBILITY, ALLIANCE, AND ACCOUNTABILITY.

WHAT PROBLEM DOES OUR PROJECT AIM TO SOLVE?

THERE ARE MANY PRIVATE PLATFORMS THAT AIM TO BRIDGE THE GAP BETWEEN CSR DEMAND AND SUPPLY BUT THERE IS NO MECHANISM WHERE GOVERNMENT PLAYS A ROLE. DUE TO THE TRUST DEFICIT, MANY CSR CONTRIBUTORS ARE NOT WILLING TO TAKE UP PROJECTS THROUGH THESE PLATFORMS. THE RESULT IS THAT CSR ACTIVITIES BECOME MERE COMPLIANCE-ORIENTED BEHAVIOUR, DOING NO GOOD TO SOCIETY IN REAL TERMS.

PROJECT

BACKGROUND

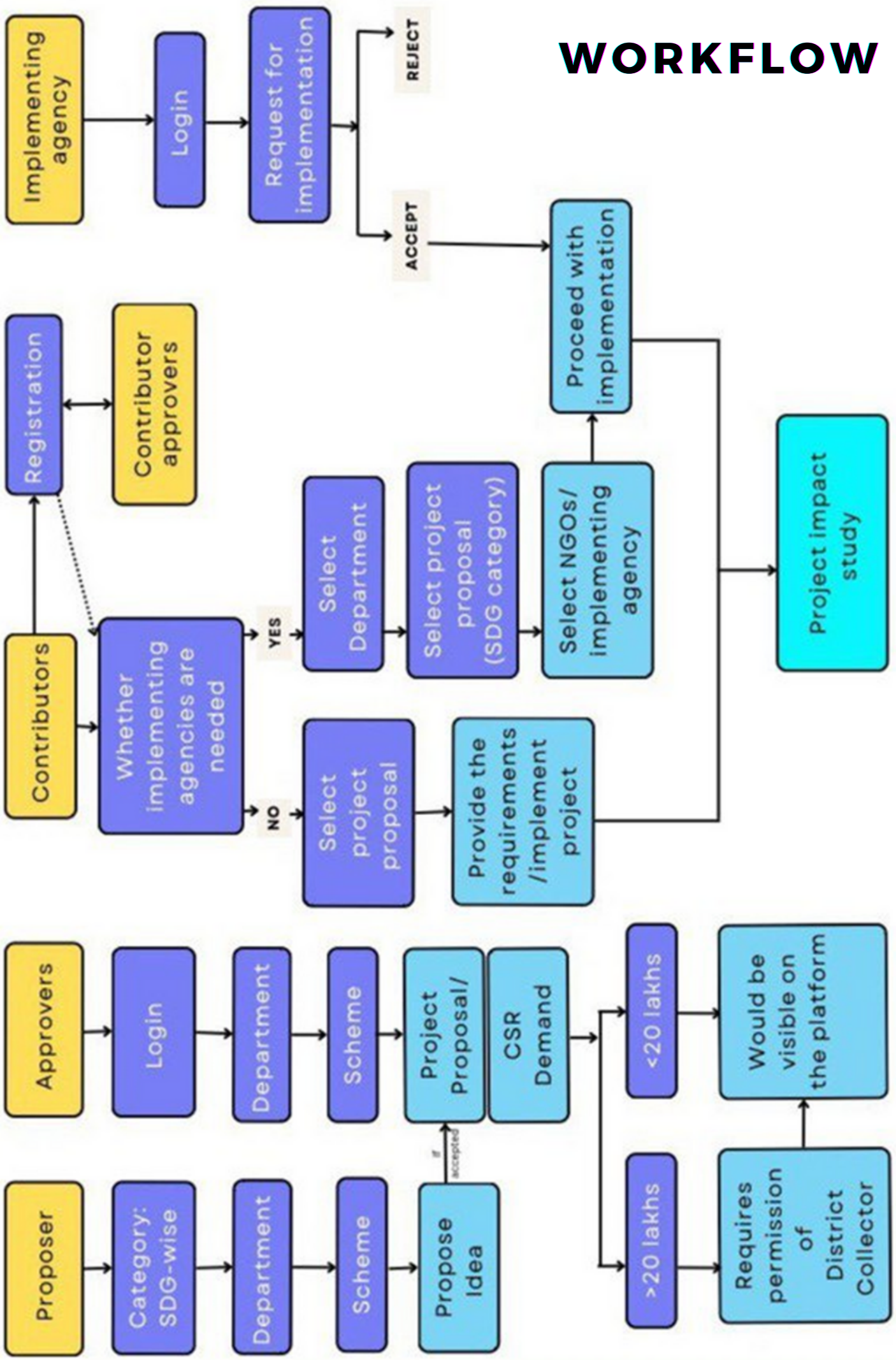
WHY IS IT IMPORTANT TO SOLVE IT?

CSR CONTRIBUTION IS SEEN AS A BURDEN BY MOST COMPANIES. THROUGH THIS PLATFORM, WE AIM TO EASE THE IMPLEMENTATION OF THE PROJECTS. COMPANIES CAN SUPPLEMENT OR CONTRIBUTE TO THE EXISTING SCHEMES OF THE DEPARTMENTS. THESE DEPARTMENTS HAVE A FUND CRUNCH AND WE CAN DEVELOP MORE INNOVATIVE PROJECT IDEAS TO IMPROVE THE SCHEME'S IMPACT. THUS, CREATING A WIN-WIN SITUATION FOR BOTH DEPARTMENTS AND CSR CONTRIBUTORS.

HOW WILL IT HELP SOLVE IT?

CSR PLATFORM IS A PATH TO IMPLEMENT THE PROJECTS IN A SYSTEMATIC WAY IN WHICH THE PROJECT PROPOSALS ARE FILTERED IN THEIR BEST FORM TO SUFFICE THE NEEDS OF THE BENEFICIARIES. THE PROJECTS AND THEIR IMPLEMENTATION ARE THOROUGHLY ASSESSED UNDER THE DISTRICT ADMINISTRATION.

WORKFLOW

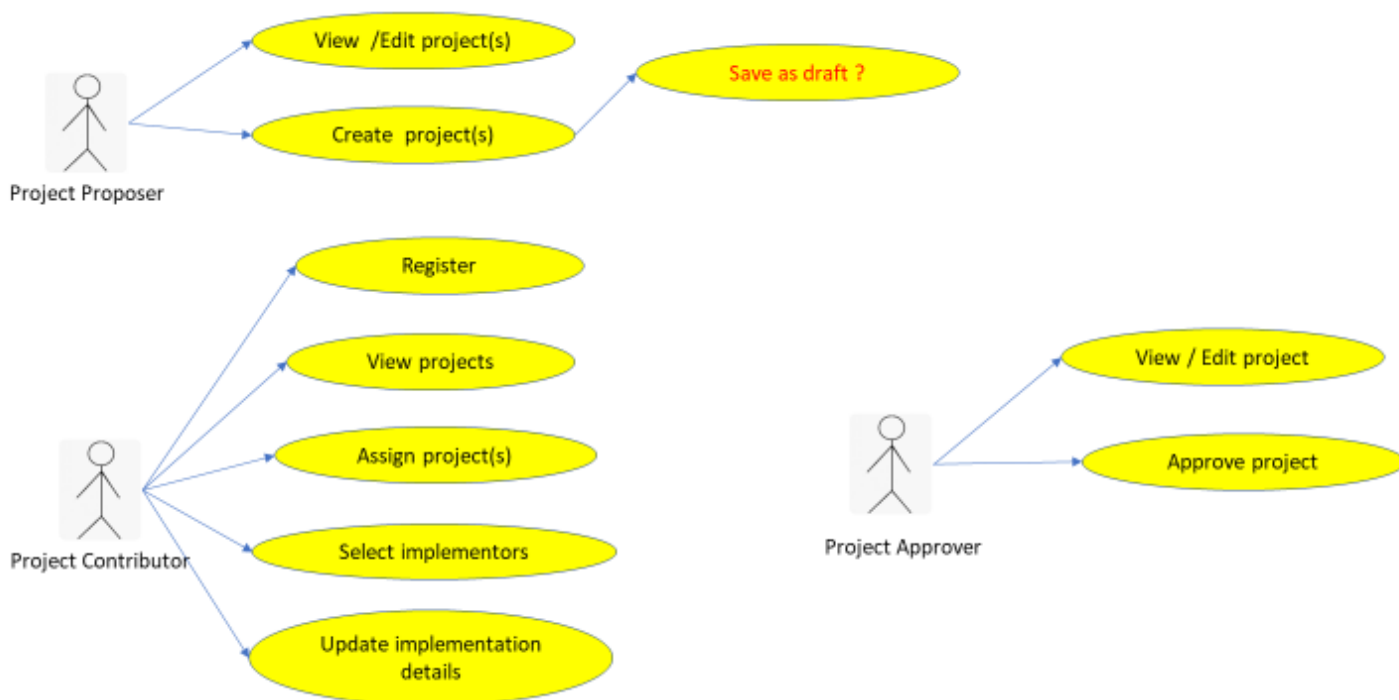


**USER CASE MODEL
&
VISION AND SCOPE**

**PREPARED IN
COLLABORATION
WITH ERNST & YOUNG**

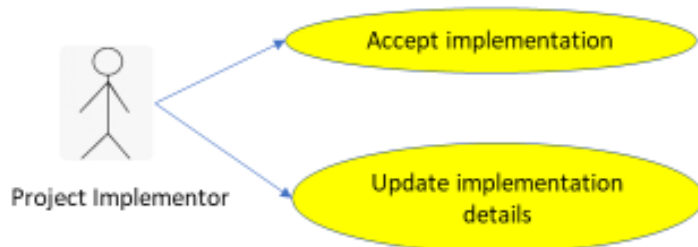
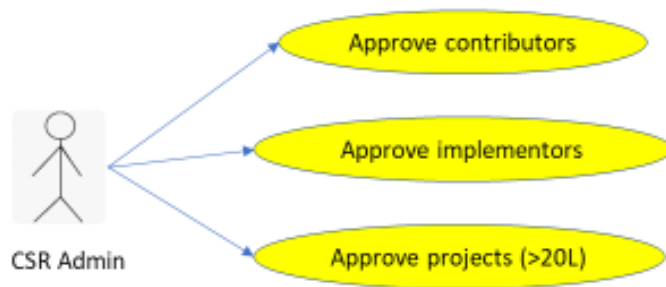
USER CASE MODEL

Actors and Use cases



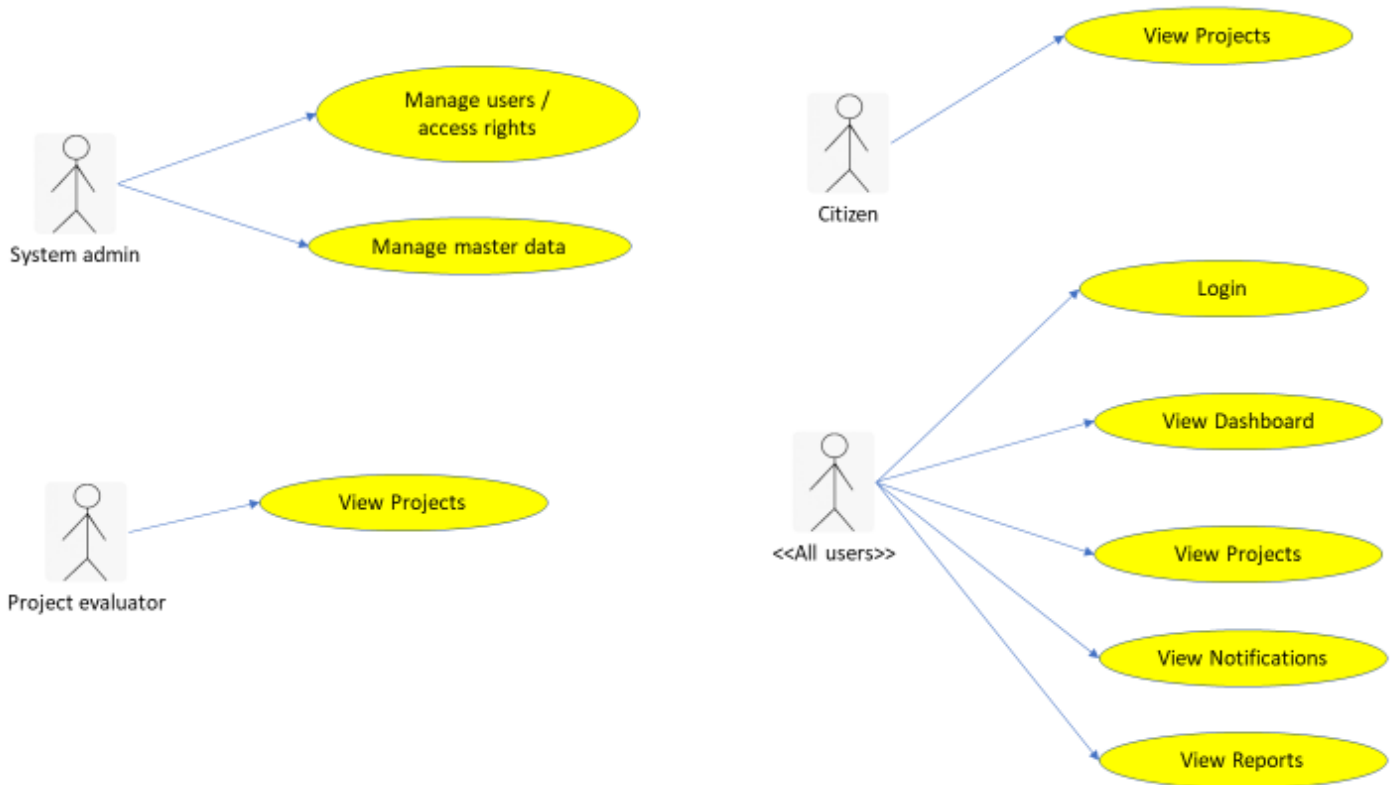
USER CASE MODEL

Actors



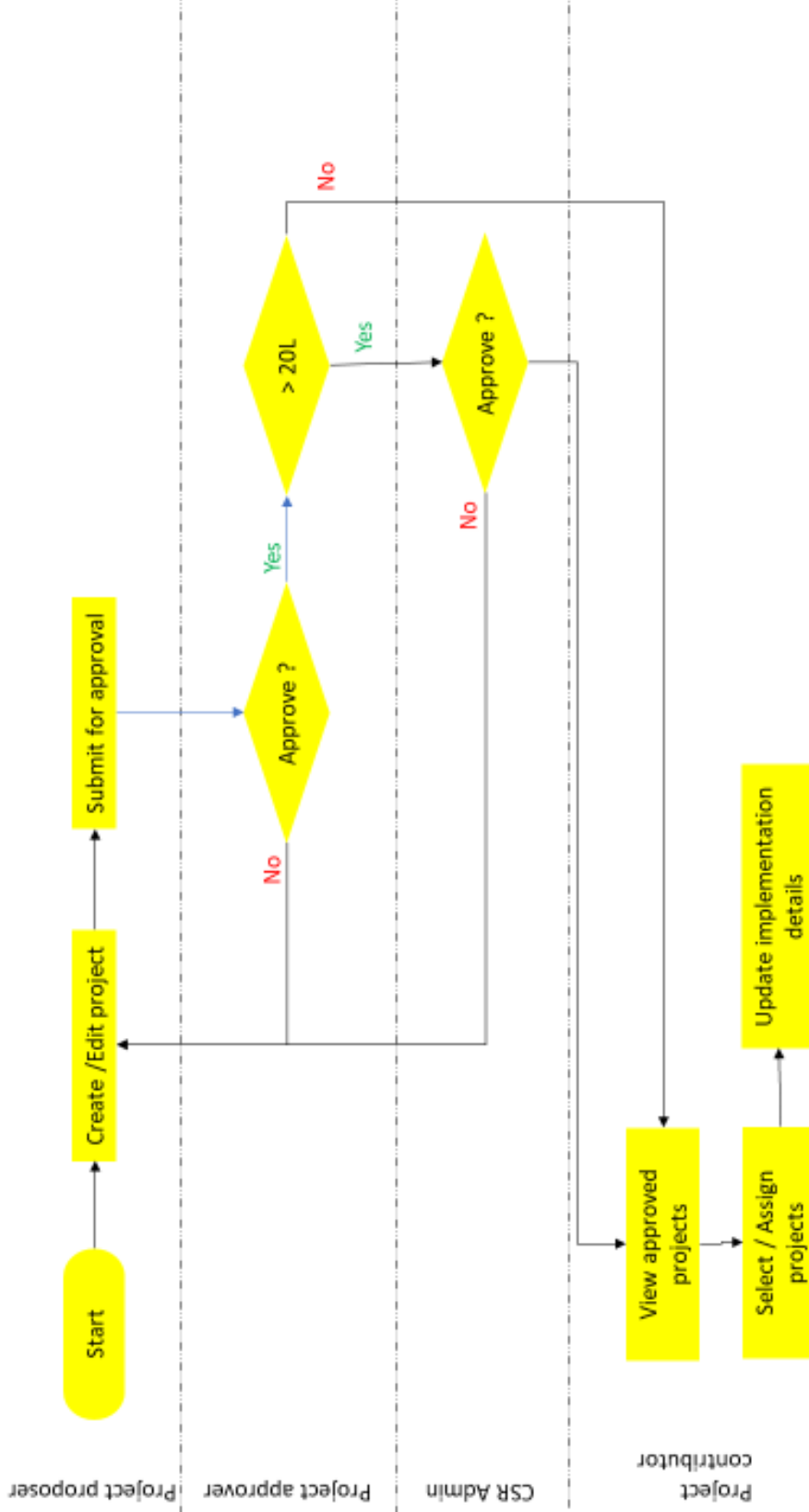
USER CASE MODEL

Admin



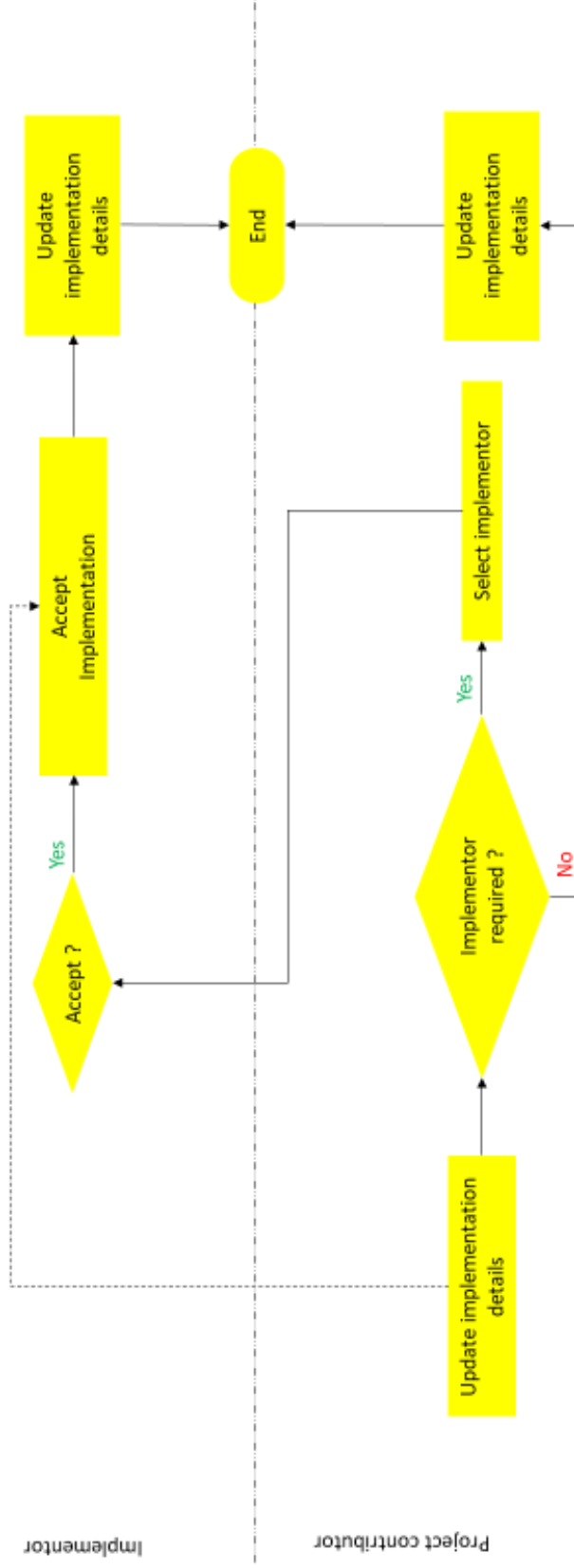
WORKFLOW

Workflow



WORKFLOW

Workflow



STATUS OF A PROJECT

- **CREATED (WHEN PROPOSER CREATES THE PROJECT)**
- **AWAITING APPROVAL (WHEN PROPOSER SUBMITS THE PROJECT FOR APPROVAL)**
- **APPROVED (WHEN THE APPROVER APPROVES THE PROJECT)**
- **AWAITING APPROVAL - CSR ADMIN (WHEN THE APPROVER APPROVES THE PROJECT AND COST > 20L)**
- **REJECTED (WHEN THE APPROVER REJECTS THE PROJECT)**
- **ASSIGNED (WHEN THE CONTRIBUTOR ASSIGNS THE PROJECT TO THEMSELVES)**
- **ASSIGNED - NEED IMPLEMENTORS (WHEN THE CONTRIBUTOR ASSIGNS THE PROJECT TO THEMSELVES AND THERE IS A NEED FOR IMPLEMENTORS)**
- **COMPLETED (WHEN THE PROJECT IS COMPLETED)**
- **CANCELLED (WHEN THE PROJECT IS CANCELLED)**
- **ON-HOLD (WHEN THE PROJECT IS KEPT ON HOLD)**

BUSINESS REQUIREMENTS

- **BACKGROUND**

THIS SECTION SUMMARIZES THE RATIONALE FOR PROPOSING THE SOLUTION. THERE IS NO CENTRALIZED INFORMATION REPOSITORY THAT HOLDS THE DATA ON THE VARIOUS CSR PROJECTS EXECUTED IN THE CITY OF THIRUVANANTHAPURAM. THE FUND REQUESTS ARE MANAGED OFFLINE BETWEEN THE NGOS (IMPLEMENTORS) AND THE CORPORATES (CONTRIBUTORS) AND THERE EXISTS LOW TRANSPARENCY ON THE EXECUTION STATUS OF VARIOUS PROJECTS ONCE THE PROJECTS ARE APPROVED BY THE CONTRIBUTORS.

- **OPPORTUNITY**

THE OPPORTUNITY IS TO BUILD A CSR PORTAL TO MANAGE THE CSR PROJECTS EFFICIENTLY AND EFFECTIVELY. THE PORTAL WILL BRING TRANSPARENCY IN CSR ACTIVITIES, AS IT WILL BE EASIER FOR ALL THE STAKEHOLDERS INVOLVED TO TRACK THE IMPLEMENTATION OF THE PROJECTS. THE PORTAL WILL FACILITATE CREATION OF SOCIAL DEVELOPMENT PROJECTS BY THE PROPOSERS. BY BRINGING BOTH CONTRIBUTORS AND IMPLEMENTING AGENCIES ON ONE PLATFORM, THE PORTAL WILL BRING COORDINATION AND MORE TRANSPARENCY IN TRACKING AND EXECUTING CSR PROJECTS.

- **OBJECTIVES AND SUCCESS CRITERIA**

KEY OBJECTIVES INCLUDE:

- ▶ **BUILDING A WORKFLOW ENABLED PORTAL FOR THE EFFICIENT MANAGEMENT OF CSR PROJECTS IN THE CITY OF THIRUVANANTHAPURAM**
- ▶ **BRIDGE THE GAP BETWEEN CSR SUPPLY AND DEMAND**
- ▶ **BALANCE PROFITABILITY AND SOCIAL RESPONSIBILITY**
- ▶ **IMPROVE ACCOUNTABILITY OF ALL THE STAKEHOLDERS INVOLVED IN THE PROJECT(S)**

BUSINESS REQUIREMENTS

Success of the product will be defined as follows:

Success criteria	Value provided	Measurement
More than 80% of the CSR projects in Trivandrum are enabled through this portal	Efficient tracking of CSR projects	Percentage of CSR projects getting created, approved, and implemented through the portal
Proposers can successfully raise fund requests (projects) through the portal	Bridging the gap between CSR supply and demand	

VISION OF THE BUSINESS SOLUTION

User Story	Actor	Acceptance Criteria (To be elaborated further during design / implementation)
Create Project(s)	Proposer	<ul style="list-style-type: none">Proposer can create a new projectProjects can be created only by users assigned to the role "Proposer"Project(s) shall have a unique project ID (System generated)Proposer can select the Category, Department and Scheme while creating the projectRefer mock screen for the fields to be selected as mandatory while creating a project (To be refined during the design phase)Status of the project will be "Created" when the project is created by the proposer
View Project(s)	All Actors	<ul style="list-style-type: none">List of projects can be viewed by all users in the system only after the same is approved by the "Approver"Citizen(s) will not be able to view projects marked as confidential by the approvers
Edit Project(s)	Proposer	<ul style="list-style-type: none">Proposer can edit only the projects created by them (Will not be able to edit projects created by other proposers)Projects cannot be edited by the proposer once the same is approved by the approverProjects rejected by the approver can be edited and re-submitted again by the approver
Submit for approval	Proposer	<ul style="list-style-type: none">Proposer can submit a project for approvalProposer can update notes / comments while submitting the project for approval

VISION OF THE BUSINESS SOLUTION

User Story	Actor	Acceptance Criteria (To be elaborated further during design / implementation)
		<ul style="list-style-type: none"> Projects submitted for approval cannot be edited by the proposer Approver (based on the department) will be notified via email and through the notifications in the portal once the project is submitted for approval Status of the project will change to "Awaiting approval" when the project is submitted for approval
Approve project	Approver CSR Admin	<ul style="list-style-type: none"> Actor can approve the projects created for their department (Refer workflow) Projects with cost > 20L will go for a second level approval by CSR Admin Approved project(s) will be visible to all stakeholders Approver can edit the project details and add comment(s) while approving the project Status of the project will change to "Approved" when the project is submitted for approval Status of the project will change to "Awaiting approval – CSR Admin" when the approver approves the project and cost > 20L Actors will be notified via email and the portal when the status of the project changes
Reject Project	Approver CSR Admin	<ul style="list-style-type: none"> Actor can reject the projects with a comment for the proposer Status of the project will change to "Rejected" when the project is rejected by the actor Actors will be notified via email and the portal when the status of the project changes
Cancel project	Approver CSR Admin	<ul style="list-style-type: none"> Actor can cancel a project during any phase of the project Status of the project will change to "Cancelled" when the project is cancelled by the actor Actor will be required to input comment while doing this action
Keep project on hold	Approver CSR Admin	<ul style="list-style-type: none"> Actor can keep a project on hold during any phase of the project Status of the project will change to "On-hold" Actor will be required to input comment while doing this action

VISION OF THE BUSINESS SOLUTION

Mark as confidential	Approver CSR Admin	<ul style="list-style-type: none">• Actor can mark a project as confidential while editing / approving projects
Register as contributor	Contributor	<ul style="list-style-type: none">• Contributor can do self-registration by filling in and submitting a registration form• CSR admin gets notified via email and portal while a new registration is submitted for approval
Register as implementor	Implementor	<ul style="list-style-type: none">• Implementor can do self-registration by filling in and submitting a registration form• CSR admin gets notified via email and portal while a new registration is submitted for approval
Self-assign project(s)	Contributor	<ul style="list-style-type: none">• Contributor can search and assign "approved" projects• Status of the project will change to "Assigned" once the project gets assigned to a contributor• CSR Admin / Approver / Proposer will get notified while a project gets assigned to a contributor
Select implementors	Contributor	<ul style="list-style-type: none">• Contributor can choose whether implementor is required for the assigned project• Contributor can search for and choose an implementor (if required)

VISION OF THE BUSINESS SOLUTION

User Story	Actor	Acceptance Criteria (To be elaborated further during design / implementation)
		<ul style="list-style-type: none"> Selected implementor, Proposer, Approver, CSR Admin will be notified once an implementor is selected
Update implementation details	Contributor	<ul style="list-style-type: none"> Contributor can edit and add more details of the project (Fields to be decided) once the project gets assigned
Approve contributor registrations	CSR Admin	<ul style="list-style-type: none"> CSR Admin can approve or reject contributor self-registrations Contributor will be notified via email upon approval or rejection
Approve implementor registrations	CSR Admin	<ul style="list-style-type: none"> CSR Admin can approve or reject implementor self-registrations Implementor will be notified via email upon approval or rejection
Approve projects	CSR Admin	<ul style="list-style-type: none"> CSR Admin can approve projects costing > 20L
Accept implementation	Implementor	<ul style="list-style-type: none"> Implementor can accept or reject an implementation request (based on the selection by contributor) Proposer, Approver, CSR Admin, Contributor will be notified when the implementor acts
Update implementation details	Implementor	<ul style="list-style-type: none"> Implementor can update implementation details for a project they are part of
Upload proof of implementation	Implementor	<ul style="list-style-type: none"> Implementor can upload picture, video, documents as proof of implementation for a project
Manage users / roles	System admin	<ul style="list-style-type: none"> System admin shall manage roles / access rights or users
Manage master data	System admin	<ul style="list-style-type: none"> System admin shall manage all master data required (E.g., master list of schemes, departments, categories)
View reports	All actors based on access rights	<ul style="list-style-type: none"> Ability to generate reports <ul style="list-style-type: none"> Note: Five low to medium complexity reports (Report details to be defined later)
View portal	All actors based on access rights	<ul style="list-style-type: none"> Welcome home page Dashboard (E.g., Summary of projects, corporates, fund requests by sector etc) News / Events Custom dashboard view for NGO, Corporates, Admin, Citizen Reports Notifications Help & FAQs Contact us

ASSUMPTIONS AND DEPENDENCIES

THE FOLLOWING ASSUMPTIONS WERE MADE WHEN WRITING THE VISION AND SCOPE DOCUMENT:

- ▶ IMPLEMENTOR CAN VIEW THE DETAILS OF ONLY THEIR RESPECTIVE PROJECT.**
- ▶ CONTRIBUTORS CAN VIEW ALL THE APPROVED PROJECTS. HOWEVER, ONCE A PROJECT IS ASSIGNED TO A CONTRIBUTOR, ONLY THE RESPECTIVE CONTRIBUTOR CAN VIEW THE PROJECT DETAILS MOVING FORWARD.**
- ▶ ONE USER CAN BE ASSIGNED TO MULTIPLE ROLES.**
- ▶ CITIZEN WILL ONLY HAVE READ ACCESS TO THE PORTAL.**

SCOPE AND LIMITATIONS

SCOPE OF CURRENT RELEASE

- ▶ TO BE DISCUSSED AND AGREED DURING THE DESIGN AND PLANNING PHASE**

SCOPE OF SUBSEQUENT RELEASE

- ▶ TO BE DISCUSSED AND AGREED DURING THE DESIGN AND PLANNING PHASE**

LIMITATIONS AND EXCLUSIONS

- ▶ ALL FINANCIAL TRANSACTIONS (TRANSFER OF FUNDS) ARE OUT OF SCOPE OF THE PROPOSED SYSTEM.**
- ▶ PORTAL IS NOT INTEGRATED WITH ANY OTHER SYSTEMS.**

**THANK
YOU**

FOR ANY QUERIES CONTACT-
RIYA SINGH IAS (ASSISTANT COLLECTOR (U/T),
THIRUVANANTHAPURAM)
MOBILE NO.- 8547610090

Email-id - riyasingh.2598@hotmail.com