

# Proposal Plan for work based project

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<b>Title</b>	<b>Date</b>
Trips and Visits database system for secondary schools	19 <sup>th</sup> December 2007

## 1. Introduction

A brief description of the proposal including the key objectives.

- The project is to develop an on-line database system that will allow teachers and administrators to submit and track proposals for school trips and visits.
- The system will allow teachers to submit a proposal for a trip or a visit and collect the required information from them to enable the member of Senior Management responsible to make a decision on the viability of the trip.
- Once a decision has been made the system will inform the relevant parties concerned with the trip. I.E. The finance department, the caretakers and the teaching staff involved.

## 2. Strategies

Identifying aspects of the Organisational Plan and/or Information Strategy that are addressed.

- The development will ensure that teachers can effectively organise trips and visits to enrich the educational lives of students
- The development will remove extra administrative tasks from teachers that the Unions have agreed that teachers should not undertake.

## 3. Benefits

What are the opportunities and benefits for the Organisation and User(s)?

- The system will stream line the process of booking a trip or visit, thus enabling more trips to be ran.
- The information required by all parties will always be available, as the system will not allow a proposal to be submitted without the correct fields being filled in

## 4. Implications of not undertaking Proposal

What problems will arise if the proposal does not go ahead?

- Information about trips does not get passed to the relevant parties
- Students loose out on trips and visits
- Money gets misplaced and the school opens itself up to disputes from parents and carers who have children who thought they were attending a trip

## 5. Alternatives

What are the alternatives to undertaking the proposed development?

The current systems could be looked at to see if there is a better way to undertake them. However we have already had meetings with the relevant parties (teachers, admin staff and finance) and the idea of a database system that would save teachers time and also cut down on paper work for all involved, was the best solution that all parties agreed upon.

## 6. Organisational Areas Affected

What staff, processes and systems will be affected by the proposed development?

This development will affect:

- teaching staff who run trips and visits
- admin staff responsible for ensuring all risk assessments for trips are completed
- senior managers who authorise trips
- caretakers who prepare rooms and order transport

## 7. Risks

What risks are involved in implementing the proposal and how will they be managed?

The potential risks in implementing this proposal are:

- Once introduced all information regarding trips and visits will be held in one location. Therefore the system will need appropriate back procedures in place to ensure the safety of the data. This will be managed along with all the other back up procedures already in place in the school's ICT policies.
- Staff will require training in using the new system. I intend to develop an on-line help manual with this software that will help new users find their way through the system. One on one training will also be given to the administrators and senior managers who will be using the advanced functionality of the software.

## 11. Timescales/Phasing

What are the timescales and deadlines for the proposed development?

I intend the project to be completed by the end of May, but will need to come to a more final date once the process of project planning and management has been more fully undertaken. The involved parties at the school have expressed a desire to have the system operational as soon as possible.