

	Department of Science and Technology Advanced Science and Technology Institute	Document Code	ASTI-PM 03-02
	<b>PROCEDURE MANUAL</b>	Revision Number	1
Page Number		1 OF 3	
SECTION	OPERATIONS	Effectivity Date	27 APRIL 2018
SUBJECT	<b>IMPLEMENTATION AND DELIVERY OF R&amp;D PROJECTS OR PRODUCTS</b>		

### I. Objective

To ensure that Research and Development projects are properly designed, developed, implemented and monitored according to customer's requirements and of topmost quality

### II. Scope of Application




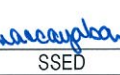


This procedure applies to all activities including GAA and GIA Research and Development projects and products developed and released by DOST-ASTI, may it be software or hardware, from organization of project team up to project termination/conclusion.

### III. Definition of Terms

- Project Team - The project team consists of the regular and project-based staff assigned to work on the deliverables of the project, all of whom will achieve the project objectives.
- Terms of Reference - Statement of tasks and responsibilities and scope of work assigned to a project member or sub-project

### IV. Records

Quarterly Progress Report (GIA)  
 Annual Progress Report (GIA and GAA)  
 Monthly Accomplishment Report (GAA)  
 Quarterly Financial Report (GIA)  
 List of Personnel Involved (GIA)  
 List of Equipment Purchased (GIA)  
 R&D Terminal Report (GIA and GAA)  
 Audited Financial Report (GIA)  
 Project Proposal  
     Project Line-Item-Budget (LIB)  
     Project Workplan file  
     Project Organization  
 Procurement Plan (PPMP)  
 ASTI-FM 01-06 Minutes of the Meetings  
 Partnership Agreement (i.e., MoA or MoU, Letter of Agreement, or Conformance letter)  
 ASTI-FM 03-03 *System* Design Verification Form  
 ASTI-FM 03-04 *System* Design Modification Form  
 ASTI-FM 03-05 *System* Validation Form (*as applicable*)  
 ASTI-FM 03-02 *System* Requirements Specification Templates




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**V. References**

DOST Grants-In-Aid (GIA) Guidelines




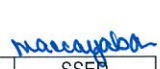


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## VI. Procedures

IMPLEMENTATION AND DELIVERY OF R&D PROJECTS OR PRODUCTS		
FLOW	PERSON RESPONSIBLE	DETAILS
Start		
Pre-implementation	Project Leader Project Team Agency Core KM Staff	<p>Conduct pre-mortem activity to identify and assess risks.</p> <p>Prepare relevant project documents such as project procurement management plan (PPMP).</p> <p>Conduct pre-implementation orientation with ASTI Core group. Prepare minutes of the meeting.</p> <p>Conduct kick off meeting with stakeholders, if applicable. Prepare minutes of the meeting.</p> <p>Finalize project structure, and conduct capacity building, if applicable.</p> <p>Issuance of official documents such as memorandum of instructions, memorandum of agreement, contract, and the likes.</p>
Implementation	Project Leader Project Team	<p>Carry out project activities. If project is hardware or software related, conduct the following activities and prepare corresponding documents:</p> <ul style="list-style-type: none"> <li>Requirements Gathering – Minutes of Meeting, Verification Document, Systems Requirement Specifications</li> <li>Analysis and Design – Mockups, engineering drawing, schematic diagram whatever is applicable</li> <li>Development – software, hardware</li> <li>Testing – Test Plan, Test Cases, Test Report, Validation Document</li> <li>Deployment – Technical Document, User Manual, Training Manual</li> </ul> <p>If R&amp;D:</p> <ul style="list-style-type: none"> <li>Review of Related Literature</li> <li>Identify Methodology and Framework</li> <li>Experimentation</li> <li>Develop Prototype</li> <li>Document Results</li> </ul> <p>Technical Report (narrative report on what has been accomplished, issues&amp;resolution).</p> <p>Perform project evaluation.</p>
Post-implementation	Project Leader Project Team KM Analyst	<p>Conduct maintenance and support activities based on agreed duration.</p> <p>Conduct end of project team evaluation (post mortem activity).</p> <p>Prepare Terminal Report and other related documents.</p> <p>Prepare publishable article if deemed necessary.</p>
End		

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