

**NEPAL**

**Basic and Primary Education Programme II**

**Publishing Computerisation**

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## **APPENDICES**

**BPMCS Actions Required re Prototype Amendments**

**BPEP Publishing Process**

## 1 INTRODUCTION

Prior to his visit to BPEP, from 11 December 1998 to 23 December 1998, the computer consultant received the bids submitted by the three potential suppliers of the bespoke software for the 'Book Progress Monitoring and Costing System' (BPMCS) for his comments regarding quality, approach, software products to be used and development timescales. The comments were passed to BPEP management to assist them with their selection of the successful supplier.

During the course of the computer consultant's visit he carried out the following tasks:

- Checked the work carried out by the software supplier who won the tender to write the BPMCS.
- Ensured that it was being developed in a suitable manner and it was complying with the system specification.
- Instructed the software supplier, as necessary.
- Reported the progress to BPEP management.

The computer consultant carried out all the required work and is pleased to report that the development of the BPMCS is of excellent quality, the requirements are well understood, progress is presently ahead of schedule, and recommends that BPEP management write to World Distribution Nepal Pvt. Ltd. to 'sign-off' the completed system prototype, as per contract.

A single, major issue remains. The computer consultant recommended in his report from his March 1998 visit that there was a major concern regarding the power supply to the building in which the computer equipment, local network and systems for both the 'Publishing Management System' and the 'Desktop Publishing System' will be located. This issue, if not addressed, will result in considerable system down time, and possibly the loss of data. World Distribution Nepal Pvt. Ltd. are supplying an uninterrupted power supply unit for the server (the main computer) in the network, but nothing else. Mac Support Professionals have not included any power supply capabilities in their Desktop Publishing System hardware configuration. The computer consultant discussed the issue with the BPEP Facilities Specialist who has agreed to investigate the matter in detail and make a proposal regarding its solution.

At the date of the computer consultant's departure all of the computer hardware and capabilities to be supplied for both the Publishing Management System and Desktop Publishing System had been received into the Kathmandu Customs Department, awaiting clearance. The computer consultant requests that BPEP management urge those Ministries that require to handle the necessary paperwork for the release of the hardware and capabilities that this be completed speedily and efficiently in order that there is no delay in the overall computerisation programme.

## **2 CONSULTANCY CARRIED OUT**

### **2.1 Evaluation of Suppliers Bids for Writing the Book Progress Monitoring and Costing System**

This work was carried out in the United Kingdom.

Three bids received by the BPEP for the writing of the Book Progress Monitoring and Costing System (BPMCS) were emailed to the computer consultant for evaluation.

All bids were commented upon in considerable detail in order that BPEP management's task of appointing the successful supplier be made as easy as possible. The bids and their appended comments were emailed back to BPEP management.

The computer consultant was pleased that BPEP management appointed World Distribution Nepal Pvt. Ltd. for three major reasons:

- (a) Their questioning of the computer consultant at the briefing of all potential suppliers during the computer consultant's August 1998 visit was the most professional, as was their understanding of the computer specification.
- (b) Their development methodology, detailed in their bid, was well-structured, professional and mature.
- (c) They were also capable of supplying the required hardware, networking and systems capabilities on which the BPMCS would run. A single vendor for the overall Publishing System requirements was always preferred.

Events and the work carried out to date suggest that the best vendor was selected. A good working relationship has been established between World Distribution Nepal Pvt. Ltd., the computer consultant, and BPEP management.

### **2.2 Evaluation of Work Carried Out by WORLD DISTRIBUTION NEPAL PVT. LTD.**

Having been appointed to write the BPMCS, World Distribution Pvt. Ltd. were due to have completed the development of the system prototype prior to the computer consultant's December visit.

The computer consultant's findings were as follows:

- The system prototype had been satisfactorily completed.

- The quality of the prototype was very high, both in terms of speed of operation and accuracy. It had been developed exactly to specification.
- Having tested the prototype in very considerable detail, and attempted to ‘break’ it, the computer consultant provided World Distribution Nepal Pvt. Ltd. with a list of very minor, yet significant, ‘improvements/amendments’ to be made to the system, most of which had been completed before the computer consultant’s departure. (see Appendix ‘**BPMCS Actions Required re Prototype Amendments**’)
- The development team needed to understand more about both how the system would be used and the publishing administration processes into which it will be incorporated. The consultant prepared a flowchart to help them with this understanding (see flowchart ‘**BPEP Publishing Process**’ attached)

### **2.3 Developing the BPMCS to Manage any ‘Events’ and ‘Projects’**

During the computer consultant’s previous visits to BPEP, mention had been made that, with very little addition or amendment, the BPMCS could cater for the management of an ‘event’ (e.g. conference, training programme, seminar) or ‘project’ (e.g. building a school, preparing a building to accommodate the BPMCS). This would be of considerable benefit not only to BPEP management but also to the Ministry of Education overall.

The following amendments and enhancements will be made, at no additional cost, to the BPMCS in order that it will cater for the management of events and projects:

- Split the ‘package’ into ‘Books/Materials’ (BPMCS) and ‘Projects/Events’ as separate sub-systems
- Provide a **separate ‘Task List’** for selection
- Use ‘Subject’ for ‘**Project/Event Type**’ – e.g. Conference; Meeting; Workgroup; Project; Training Course; Research & Development Project
- Use ‘Type of Book’ for ‘**Project Manager/Organiser**’
- Use ‘Authors’ for ‘**Project Team/Committee**’, by making it into a ‘**Staff List**’, to accommodate all personnel. It may be necessary, perhaps at a later stage, to accommodate ‘**Job Title**’ in this table
- Use ‘Office’ for ‘**Department/Division/Group**’
- Use ‘BPEP Code’ for ‘**Project/Event Reference Number**’

- Why not allow the user to define the names of the above fields as user-defined options when setting up the system? This will make the user feel that the 'package' is directed at his business/operation rather than being totally generic.
- Close off the 'Book/Materials Statistics' screen/capability. It will not be required for 'Events' or 'Projects'
- Use the 'Book/Materials Costing' screen for '**Project/Event Costs**' – The split between 'Pre-Production Costs' and 'Production Costs' probably will not be required. However, why not offer a 'split' of the costs but let the user determine what they are called, as a user-defined option? (e.g. 'Direct Costs' and 'Indirect Costs')
- Management Reports by:
  - Project/Event Type (use 'Subject')
  - Department/Division/Group (use 'Office')
  - Project Manager/Organiser (use 'Type of Book')
- In order that the system may accommodate **all** possibilities, it will be necessary to develop an '**Event Bookings**' capability, incorporating details of all attendees, as follows:

Name  
 Job Title  
 Company Name  
 Address (Office/Home)  
 Telephone Number  
 Fax Number

Email Address

This capability will allow the system to produce the following:

Invoices  
 Credit Notes  
 Badges  
 Delegate Lists  
 Signing-In Sheets

It is recommended that this capability be added in the **future**.

### Business Benefits

- System may be implemented in any part of BPEP, or indeed the Ministry of Education regardless of size, structure or location
- Improved administration efficiency and effectiveness

- Improved teamwork in a single working environment
- Considerably improved management control due to easy-to-run, easy-to-understand, focused management information that highlights those areas of a business/organisation that require management action, for example:

Tasks running late

Tasks to be completed by a date, specified by management (e.g. "What tasks must be completed by 31/03/1999?")

Areas within the administration of the business that are regularly causing problems and bottlenecks

- Provides maximum efficiency without any further investment
- Results in immediate benefits
- Enables early decision-making and management action
- Has no affect on planned time scales
- Easy to implement
- Easy to train non-computer-literate personnel
- May be used either as a stand-alone system on a single PC, in a department, or on a national or international network, regardless of the number, location and time zones of its users

### 3 **FUTURE PLANNING**

It has been agreed that all of the following documentation, produced by World Distribution Nepal Pvt. Ltd. will be forwarded, by email, to the computer consultant in order that any corrections, amendments or suggestions may be made. The continuation of this process will ensure that the project continues to be professionally managed in terms of the quality, accuracy and timeliness of its deliverables:

- System Design Description
- System Acceptance Plan
- Quality Plan
- System Testing Standards
- Definition of Test Data Formats
- System Test Plans
- User & System Manuals

The computer consultant has discussed the contents of these at considerable length with World Distribution Nepal Pvt. Ltd. They must not constitute 5cm thick volumes, in which case they will never be used. The 'User Manual' will be produced in the form of an *aide memoire* providing the user with 'bullet points' leading him/her through each system routine. This methodology is very efficient, effective and easy-to-use.

- Post Acceptance Plan

It is very important that the computer consultant works with both the supplier and the users through the testing and implementation processes for both the BPMCS and Desktop Publishing System.