APPENDIX 1 – SCOPE OF WORK

Project Name:	Trade Promotion Management System (TPMS)
CR Title:	To amend feedback form for Trade Fair and Export Acceleration Mission according to latest ISO document dated 6th June 2016.

System	Modules	Features	Description
TPMS Development	Post Event > Feedback	• Feedback form field o Trade Fair ▪ Immediate ▪ Follow-up o Export Acceleration Mission ▪ Immediate ▪ Follow-up	• To amend/add field and information in the feedback form for Program Type Trade Fair (TF) and Export Acceleration Mission field according to latest ISO document dated 6th June 2016 (MATRADE to provide the latest Feedback Form as references)
	Post Event Report > Event Report	• Report Type o Trade Fair/ Export Acceleration Mission/Trade Investment Mission	• To add column/data on the feedback information according to latest ISO document dated 6th June 2016 in the report as below: (MATRADE to advise on the related report affected)
	Audit Trail	Field	• To display the details on the feedback form field enhancement
	Dashboard	• Overall o Target Sales VS Sales Generated by Programme Type • Impact Sales • ROI	• To display the details on the feedback form field enhancement (MATRADE to confirm on the related graph affected)
	Database		• To advise on the affected table & new table design (MATRADE to perform the database changes)
TPMS Testing	Functionality Test	• Post Event Programmes o Feedback Setup o Immediate/Follow up Feedback form	• To test on basic functionality of Post Event Feedback Setup and Form update

APPENDIX 1 – SCOPE OF WORK

System	Modules	Features	Description

		update – Internal
		  ▪ Trade Fair
		  ▪ Export Acceleration Mission
		  o Immediate/Follow up Feedback form update – External
		  ▪ Trade Fair
		  ▪ Export Acceleration Mission	

	Full-cycle Test	• Promotion - Registration
		• Post Event – Programmes
		  o Event Listing
		  o Feedback
		    ▪ Setup
		    ▪ Update Form
		• Post Event – Event Report
		• Administration - Audit Trail
		• Dashboard
			• To perform a full-cycle testing related to the changes on of Trade Fair and Export Acceleration Mission Feedback form.

Requirement Study & Documentation			• To produce System Design Specification (SDS) related to the changes. (MATRADE to provide User Requirement Specification prior to development start)
User Acceptance Test (UAT)			• To prepare user acceptance test script related to the changes. • To conduct user acceptance test (1 day only).