



# Company Profile of



**STRATEGIC BD LEAD CORPORATION**

*Your Vision. Our Future*



## 1.0 GENERAL INFORMATION

### A. NAME OF THE COMPANY

STRATEGIC BD LEAD CORPORATION

### B. ADDRESS

Corporate Office:

Strategic BD Lead Corporation

Sompriti Bhaban, 27/4 , 4<sup>th</sup> Floor, North pirerbagh,

Mirpur, Dhaka-1216

Tel no: 01836081448

### C. BANKERS

- Premier Bank Ltd  
Rokeya Sarani Branch, Dhaka.  
Account No. 12911100003249  
Strategic BD Lead Corporation
- Dutch Bangla Bank Ltd  
Panthapath Branch. Dhaka  
Account No: 2551102340  
Strategic BD Lead Corporation

### D. TRADE LICENSE

Dhaka North City Corporation

License No: TRAD/DNCC/082873/2022

### F. TIN Number

127445320734

### G. MEMBERSHIP

ISO Certificate Company: ISO 9001: 2015

Certificate Number: QMS -18-11-75



## **2.0 BACKGROUND**

Strategic BD Lead Corporation is an information technology services company founded in 2017. Its business is turning client vision into results through the application of consulting, systems integration and managed operations with a state of art centre based in Dhaka, Bangladesh. SBLC offers world-class offshore outsourcing in IT-enabled services from Bangladesh. This includes IT Outsourcing & Consultancy, Customized Application Development & Maintenance, Business Process Outsourcing, IT Training and testing Service. Bangladesh is a country with high intellectual capital and services are available at affordable prices. Our quality matches international standards in terms of precision and timely executions.

### **The Company:**

STRATEGIC BD LEAD CORPORATION is a premier Information and Communication Technology Services Company that provides real values to businesses and individuals from digital technology. Established in 2017, STRATEGIC BD LEAD CORPORATION offers ICT products, as well as ICT services in areas such as, Android apps, Mobile Games, IT Education/Training, Business Application Development and System Integration and Maintenance.

### **The Management & Manpower Resources:**

A highly skilled management team and well-qualified Board of Directors manage the affairs of the company. All projects in turnkey basis are managed and controlled by a strong project management team comprising of a Project Director, Technical Director, Project Manager and Co-coordinator. In addition to the members of the Board, the management is being supported by a combination of well groomed and skilled IT administration, finance, research and business development/marketing staff members.

Strategic BD Lead Corporation has to continuously update its resources on the latest tools and technologies. Most of the talented, well-trained students from Strategic BD Lead Corporation IT Education are consumed within Strategic BD Lead Corporation or recommended to its clients in order to maintain highest standards of human resources.

### **Business Focus:**

STRATEGIC BD LEAD CORPORATION is working under three different but integrated areas of Information Technology: Application Development, ICT Services and IT Education. We believe that in order to have a sustainable growth in the IT industry in Bangladesh and at the same time cater to the ever-changing demands for IT products and services of our overseas clients Strategic BD Lead Corporation needs to continue to focus on these three areas.

IT Education is directly linked to our business areas of Application Development and ICT Services. In addition to preparing IT experts with the vendor certified training, Strategic BD Lead Corporation is engaged in developing IT work force to match the demand of today's requirement. On the other hand, our ICT Services help our clients to implement the Application Products developed by Strategic BD Lead Corporation and give them post implementation services to ensure reliable and smooth operation of their businesses.

### **A. IT Training:**

STRATEGIC BD LEAD CORPORATION started its journey back in 2017 as computer solution based with the vision of creating a proper IT work force in order to sustain its future activities in IT industry in Bangladesh. Strategic BD Lead Corporation has successfully trained and developed more than 5000 thousands of skilled IT professionals who are currently engaged in the ICT industry in home and abroad.

As one of the major player in the IT Education services in the country Strategic BD Lead Corporation has the unique advantage of organizing a large pool of trained and experienced IT professionals for a given project. Strategic BD Lead Corporation is affiliated with ICT Ministry of Bangladesh, Bangladesh Hi-Tech Park Authority,

Bangladesh Technical Education Board, Health Ministry, Petrobangla, Public works Department, Bangladesh Army, Bangladesh Navy, British Council, Agriculture Ministry, Primary and Mass Education etc and others to provide international standard quality education services in Bangladesh.

## **B. ICT Services:**

Strategic BD Lead Corporation has developed a team of professionals for consulting and system integration work for its clients. Our consulting and System Integration work involves utilization of the widely accepted and tested best of breed technologies and tools.

Strategic BD Lead Corporation Consultants understand both Business & Information Technology. Our Team has years of experience addressing business needs and managing all aspects of turnkey projects. With effective enterprise-wide implementation of best Practices, Standards, Toolkits and Methodologies we are able to help our clients implement the best business solutions using the appropriate technology.

## **C. Product & Application Development:**

One of major focus areas for Strategic BD Lead Corporation is software development service for medium to large enterprises as their IT outsourcing partner. Strategic BD Lead Corporation focuses on overseas market of United States and Northern European Countries. These enterprises are mainly in Internet, Retail, Property Management, Entertainment, Hospitality, Food & Beverage and Construction Industries.

In order to cater to the international market Strategic BD Lead Corporation has prepared a state of the art facility with dedicated high-speed data communications, large development center and qualified IT professionals.

Strategic BD Lead Corporation maintains a staff of highly qualified developers capable of executing a wide range of software development projects using any popular development technology. We are capable of completing projects in any stage of progress. We know how to apply state-of-the-art software practices to produce high quality and cost effective software. All delivered software is fully documented by providing specification; design and test plan documents as deliverables.

### **2.1 Products Mix**

The **"Strategic BD Lead Corporation."** is an IT solution provider company managed by a group of professionals. It is a software developing firm which deals with Web Application Software as well as Desktop Application Software. It offers Automated Business Solution along with Management Consulting Services to its client. **"Strategic BD Lead Corporation."** Will provide the following product and services to its local and international clients:

- Android Application development
- Game Development
- Financial Management system
- HR and Payroll Management System
- Micro-credit Management System
- Inventory Management System
- Point of sale (POS)
- Hospital Management System
- School Management System
- Business Issues in Mobile e-commerce
- Loan Payment Management System
- Hotel Booking & Reservation System
- Share Point Business Solution
- Website Development and Upgrade
- Data Processing

## 2.2 Our Technologies

Language: C/C++/C#, Java, Advanced php, ASP.NET, Action Script, Ajax

OS: Windows, Linux, Mac OS

DB: SQL Server, Oracle, MySQL

Framework: Microsoft .NET, Struts, Flex

Methodology: Agile process,

Mobile application: J2ME, iPhone, i-mode, ezweb, Brew, Flash lite,

## 2.3 Product/Service Users

Strategic BD Lead Corporation has a good number of clients. Some major clients are :

| Name of the Software                                                                          | Users of the Software                           | Organization Type                     |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------|
| Financial management system<br><a href="http://www.bdforestmis.info">www.bdforestmis.info</a> | Department of Forest                            | Government of Bangladesh              |
| Human Resource Module                                                                         | Department of Forest                            | Government of Bangladesh              |
| Record Management Software                                                                    | Border Guard Bangladesh                         | Government of Bangladesh              |
| Hospital Patient Management Software                                                          | Border Guard Bangladesh                         | Government of Bangladesh              |
| Patient Management system                                                                     | National Cancer Research Institute and Hospital | Government of Bangladesh              |
| Database Software                                                                             | Ministry of Agriculture                         | Government of Bangladesh              |
| Data Processing System for re-registration                                                    | Pacific Bangladesh Telecom Ltd. (CityCell)      | Private Business (Tele Communication) |
| Voter List Data Entry and Processing.                                                         | Election Commission Bangladesh                  | Government of Bangladesh              |
| Library Information System Software                                                           | Bangladesh Medical Association                  | Government of Bangladesh              |
| Selected Model Village Data Analysis                                                          | Health Education Bureau                         | Government of Bangladesh              |
| Finance Management Information System                                                         | DG Health                                       | Government of Bangladesh              |
| Hotel Portal                                                                                  | Visicom (Japan)                                 | Abroad                                |
| Loan Payment Management System                                                                | TAM infotech (Japan)                            | Abroad                                |
| Business Issues in Mobile e-commerce                                                          | TAM infotech (Japan)                            | Abroad                                |
| Shop Management System                                                                        | City Life departmental shop Dhanmondi           | Private Business                      |
|                                                                                               | Shahajalal Glass House, Mohakhali               | Private Business                      |
| Doctor Assistants                                                                             | Dr. Shamima Haider                              | Private Business                      |
| SMS based Courier Service System                                                              | Bengal Circle Courier                           | Private Business                      |
| Inventory Management System                                                                   | Kimia Fabrics                                   | Private Business                      |
| <b>Web Design &amp; Development</b>                                                           |                                                 |                                       |
| <a href="http://www.ddm.gov.bd">www.ddm.gov.bd</a>                                            | Department of Disaster Management               | Government of Bangladesh              |

|                               |                                                  |                          |
|-------------------------------|--------------------------------------------------|--------------------------|
| www.safariparkgazipur.info.bd | Department of Forest                             | Government of Bangladesh |
| www.btcci.org.bd              | Bangladesh-Thai Chamber of Commerce and Industry | FBCCI                    |
| www.bagerhatcci.org.bd        | Bagerhat Chamber of Commerce and Industry        | FBCCI                    |
| www.fenikki.org.bd            | Feni Chamber of Commerce and Industry            | FBCCI                    |
| www.newfoodsofindia.com       | Ecommerce(New Foods of India)                    | Abroad                   |
| www.perfumeandwatch.com       | Ecommerce(Perfume and Watch)                     | Abroad                   |
| www.sajetc.com                | SAJ Engineering and Trading                      | Private Business         |
| www.concordcutting.com        | Outsourcing Project                              | Abroad (USA)             |
| www.bestonebuy.com            | Outsourcing Project                              | Abroad (USA)             |
| www.homebazarbd.com           | Digital Online                                   | Private Business         |
| www.theweeklybijoy.com        | The Weekly bijoy                                 | Abroad (USA)             |
| www.jobzonebd.com             | Job portal                                       | Private Business         |
| www.almomenfeeds.com          | Al - Momen Fish Feed & Company                   | Private Business         |
| www.dcon.com.bd               | DCon Design Studio                               | Private Business         |
| www.ilpjp.com                 | Outsourcing Project (Japan)                      | Abroad (Japan)           |
| www.take-law.net              | Outsourcing Project (Japan)                      | Abroad (Japan)           |
| www.sadatsalimassociates.com  | Sadat Salim & Associates Ltd.                    | Private Business         |

#### **D. Products & Services at STRATEGIC BD LEAD CORPORATION:**

STRATEGIC BD LEAD CORPORATION offers Products and Services in Four main areas:

1. Business Application Development
2. System Integration Work
3. Training/Education

#### **E. Business Application Development**

STRATEGIC BD LEAD CORPORATION has designed, developed and implemented number of business applications in Bangladesh. These business applications include products like: Human Resources Management, Accounting Management System, Corporate Finance Management System, Hotel Management System, Multiplex Theater Management System, Customer Relations Management, Warehouse Management System, Shipping Management System, Sales Management System, Asset Management System & Inventory Management, Enterprise Resource Planning, Shop Management System etc.

#### **F. Android Application Development**

STRATEGIC BD LEAD CORPORATION has designed, developed and implemented number of Android Applications in Bangladesh. These business applications include products like: Phone Books or Dairy apps, Ramadan Apps 2017, Tourism BD, Dhaka City Bus Service, Pregnancy Care, Flash Light, Admission Test Seat Plan, Agricultural News, Launch Service, Child Learning, Biman Bangladesh Airlines, Ibollo Virus, PSTU sports, Hospital Service, Kuakata Travel Guide, Intercity Train Schedule.

## **G. System Integration**

STRATEGIC BD LEAD CORPORATION provides services in System Integration Work where we take the challenge to build solutions for our clients with countless technology choices in a constant change of business environment.

Our system integration capabilities enable us to leverage our clients' IT investments, minimize risk and deliver complete system integration services and solutions addressed to the specific business needs. We combine complex technologies together with our proven processes to maximize compatibility, interoperability and enterprise wide information integration.

System Integration Services at SBLC:

- System Architecture
- Software, Data and Hardware Components Integration
- Network Integration
- Enterprise Application Integration
- Web integration

## **H. Training /Education**

STRATEGIC BD LEAD CORPORATION advanced IT Education programs are designed to provide students with the skills they need to successfully begin a career in Information Technology within a short period. The Bangladesh IT sector being a large part of economy plays an increasingly vital role for growth, poverty reduction and employment generation of a developing country. The IT sub-sector in Bangladesh has the potential to become an attractive ICT training which would lead to a rise in export earning as well as creation of employment. Leading corporations including government, public and multinationals choose Strategic BD Lead Corporation as their corporate training partner. Strategic BD Lead Corporation became the leading IT training center in the country through its professional approach & high standards of training.

## **I. World Class Alliances:**

Strategic BD Lead Corporation is the authorized PROMETRIC Testing Center since July 2005 to conduct TOEFL & GRE exams in the country. Further, Strategic BD Lead Corporation has recently been processed to deliver the programs under EdExcel, Pearson and LCCI, UK.

## **J. Prometric Testing Services:**

STRATEGIC BD LEAD CORPORATION equipped with all the technical and logistics support for online exams for IT professionals, has been the authorized Prometric Testing Center from Sylvan Prometric since July 2017. Prometric Testing enables the students to become Certified IT professionals accepted worldwide.

## **K. Local Membership Affiliation:**

STRATEGIC BD LEAD CORPORATION Limited has been registered as a member in professional affiliations such as:

1. Bangladesh Computer Samity (BCS)
2. Bangladesh Hi-Tech Park Authority
3. Department of public Health Engineering
4. LGED
5. PWD

The quality and the dedication to work of our in-house programmers and instructors made it easy for us to take lead in this challenging innovative field.

- High Quality Control



- On Time Project Delivery
- Advanced Infrastructure
- Provide Flexibilities & Cost Effectiveness
- Long Lasting Client Relationships
- Highly Qualified Professionals
- Outsourced Projects @ Affordable Rates
- Extremely Trained Workforce
- Achieve an Accuracy of Over 99.995%
- State-of-The-Art Infrastructure
- Highly Qualified and Experts Professionals

**L. WHY DO WE BELIEVE WE CAN OFFER BETTER PROGRAM THAN OTHERS?**

- Monetary value of time
- Quick completion time
- Courses leading to Professional Certifications
- Latest courseware - to be continuously updated
- Highest value for money (absolutely cost effective course fees).
- Central examination system (ensuring standard quality all over Bangladesh)
- Placement opportunities
- Effective Lab Sessions which will be simulated from real job situations.
- Pragmatic Learning Methodology to ensure practical knowledge as well as conceptual soundness

**M. SPECIAL FEATURES @ SBLC**

- Sophisticated Well-equipped lab Centrally
- Air- conditioned Environment
- Central Monitoring System (CCTV)
- Open in house Lab Practice Facilities
- Cafeteria Facilities at Ground Floor with
- Special discount.
- Full-time Power Supply and Standby
- IPS, Generator
- Free Kit Hand-Bag
- Safe Water Drinking Facilities
- Contemporary Multi-media Film Projection
- All Classes Being Conducted through Online Multi-media Projector

**3.0 SBLC COURSES**

- ☒ Apps Game and Animator Training
- ☒ Apps Monetization and Management Training
- ☒ Basic Computing/office 2013
- ☒ Professional Graphic Design
- ☒ Website Design and Animation
- ☒ Website Design & Development
- ☒ Network & Hardware Professional (A+ Certification)
- ☒ Microsoft Certified Technology Specialist (MCTS)
- ☒ Network Engineering (MCSE / MCITP: Server Admin)
- ☒ Cisco Certified Network Associate (CCNA)
- ☒ Linux Systems Administration
- ☒ MCPD: Web Developer
- ☒ Dynamic Web Site Development Using PHP, MySQL
- ☒ Dynamic Web Site Development Using ASP.Net



- ☑ VB.Net / C#.Net Programming
- ☑ Customized Windows Networking
- ☑ MCITP: Database Developer
- ☑ MCITP: Database Administrator
- ☑ Redhat Certified Systems Engineer
- ☑ Dynamic Web Site Development Using Joomla
- ☑ Android Apps Development
- ☑ IOS Development
- ☑ PLC (programmable logic controller)
- ☑ Search engine optimization
- ☑ Outsourcing
- ☑ Supply Chain Management
- ☑ Management by objectives
- ☑ Knowledge Management
- ☑ Innovation Management
- ☑ Employee Motivation
- ☑ Human resource Management practice in Bangladesh
- ☑ Career Management

## 4.0 Contribution in E-Governance

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### **GOVT. SOFTWARE/TRAINING EXPERIENCE**

Strategic BD Lead Corporation started implementing in-country training programs in Bangladesh from 2017. SBLC has had the privilege to work with the following organization:

- ☑ Ministry of Agriculture (Policy & Planning Support Unit)
- ☑ Chittagong Hill Tracts Development Board (CHTDB)
- ☑ Ministry of Health(Directorate General of Health Services )
- ☑ Ministry of Land (Land Record Management System)
- ☑ Ministry Of Women (EDW Project Jatiyo Mohila Sangstha)
- ☑ Ministry of Education (Non-Formal Education)
- ☑ Ministry of Commerce (Export Promotion Bureau )
- ☑ Bangladesh Air Force HQ
- ☑ Bangladesh Army HQ
- ☑ Bangladesh Police
- ☑ Power Work Development (PWD)
- ☑ Ministry of Environment and forest
- ☑ Bangladesh Bureau of Statistics (BBS)
- ☑ Bangladesh Oil, Gas and Mineral Corporation.
- ☑ Kaliakoir Hi-Tech park/IT parks Project under Bangladesh Hi-Tech Park Authority
- ☑ LICT, Leveraging ICT for Growth Employment and Governance Project Under BCC, ICT Division.

# Experience in Android Application, Game Development, Software Development , Conducting Training and Others Programs on(Year-2017-2022)

## Game Development

| Organization  | Apps Name        | Published app Link                                                                                                                                                            | Downloads/Installed |
|---------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Inflak        | Pinball dynamics | <a href="https://play.google.com/store/apps/details?id=com.awesome.pinball">https://play.google.com/store/apps/details?id=com.awesome.pinball</a>                             | 1,000 - 5000        |
| Lipdroid      | SQUAREit         | <a href="https://play.google.com/store/apps/details?id=com.yahoo.mohdhmunir.SquareGame">https://play.google.com/store/apps/details?id=com.yahoo.mohdhmunir.SquareGame</a>     | 100-500             |
| Lipdroid      | Flappy UFO       | <a href="https://play.google.com/store/apps/details?id=com.yahoo.mohdhmunir.Flappy_Alien">https://play.google.com/store/apps/details?id=com.yahoo.mohdhmunir.Flappy_Alien</a> | 50-100              |
| Lipdroid      | Tiger RUSH       | <a href="https://play.google.com/store/apps/details?id=com.yahoo.mohdhmunir.Tiger_Rush">https://play.google.com/store/apps/details?id=com.yahoo.mohdhmunir.Tiger_Rush</a>     | 100-500             |
| Pixel warrior | Nagordola        | Not Published                                                                                                                                                                 | N/A                 |
| Pixel warrior | Majhi            | Not Published                                                                                                                                                                 | N/A                 |
| Pixel warrior | Dheki            | Not Published                                                                                                                                                                 | N/A                 |

## Android Application

| Organization | Apps Name        | Published app Link                                                                                                                                                  | Downloads/Installed |
|--------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Lipdroid     | Camera Assistant | <a href="https://play.google.com/store/apps/details?id=com.lipu.recipeapp">https://play.google.com/store/apps/details?id=com.lipu.recipeapp</a>                     | 5000-10000          |
| Lipdroid     | Nearby Places    | <a href="https://play.google.com/store/apps/details?id=com.lipu.findnearbyplacesapp">https://play.google.com/store/apps/details?id=com.lipu.findnearbyplacesapp</a> | 5000-10000          |
| Lipdroid     | SMS Timer        | <a href="https://play.google.com/store/apps/details?id=lipu.lipdroid.smstimer">https://play.google.com/store/apps/details?id=lipu.lipdroid.smstimer</a>             | 1000-5000           |
| Lipdroid     | Easy Reminder    | <a href="https://play.google.com/store/apps/details?id=lipu.lipdroid.reminderapp">https://play.google.com/store/apps/details?id=lipu.lipdroid.reminderapp</a>       | 1000-5000           |
| Lipdroid     | Diet Health care | <a href="https://play.google.com/store/apps/details?id=com.lipu.healthmeter">https://play.google.com/store/apps/details?id=com.lipu.healthmeter</a>                 | 1000-5000           |



|                                              |                           |                                                                                                                                                                       |         |
|----------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Lipdroid                                     | E-News                    | <a href="https://play.google.com/store/apps/details?id=lipdroid.onlinenewsportal">https://play.google.com/store/apps/details?id=lipdroid.onlinenewsportal</a>         | 50-100  |
| Lipdroid                                     | Wallpaper S               | <a href="https://play.google.com/store/apps/details?id=lipu.lipdroid.awsomewallpaper">https://play.google.com/store/apps/details?id=lipu.lipdroid.awsomewallpaper</a> | 100-500 |
| Patuakhali Science and Technology University | Phone Book/Dairy Apps     | Not Published                                                                                                                                                         | N/A     |
| US Education Center                          | Ramadan Apps 2017         | Not Published                                                                                                                                                         | N/A     |
| PC NET                                       | Dhaka City Bus Service    | Not Published                                                                                                                                                         | N/A     |
| ASR Tourism Bangladesh                       | Tourism BD                | Not Published                                                                                                                                                         | N/A     |
| Incepta Pharmaceuticals Bangladesh           | Pregnancy Care            | Not Published                                                                                                                                                         | N/A     |
| US Education Center                          | Flash Light               | Not Published                                                                                                                                                         | N/A     |
| Patuakhali Science and Technology University | Admission Test Seat Plan  | Not Published                                                                                                                                                         | N/A     |
| HEQEP Project of PSTU                        | Agricultural News         | Not Published                                                                                                                                                         | N/A     |
| Greentec Foundation                          | Launch Service            | Not Published                                                                                                                                                         | N/A     |
| Bangladesh Book Society Ltd                  | Child Learning            | Not Published                                                                                                                                                         | N/A     |
| US Education Center                          | Biman Bangladesh Airlines | Not Published                                                                                                                                                         | N/A     |
| US Education Center                          | Intercity Train Schedule. | Not Published                                                                                                                                                         | N/A     |
| Patuakhali General Hospital                  | Hospital Service,         | Not Published                                                                                                                                                         | N/A     |
| Patuakhali Science and Technology University | PSTU sports,              | Not Published                                                                                                                                                         | N/A     |

## **DESCRIPTION OF SOFTWARE DEVELOPMENT PROCESS AND QUALITY ASSURANCE METHODS.**

Strategic BD Lead Corporation follows the Structured System Analysis and Design Methodology (SSADM) in designing and developing the software. The basic objective of using this methodology is to make user-friendly software with contributions of the actual users. The following is a brief description of the different stages of the software development.

### **Stage-1: Feasibility Study**

Software development is an expensive and labor-intensive work, which should be carefully studied before it starts. SSADM include feasibility study to produce a high level overview on the requirements of data processing including its benefits and cost. This result helps the program managers in taking right decision for development of the software.

### **Stage-2: Requirement Analysis**

Requirements analysis is conducted through identifying the main activities for which information support may be beneficial. The Business Activity Model is used to identify all the important aspects of the working environment- who does what. The following techniques and steps are used in the requirements analysis:

- a) Investigation of Current Environment
  - Investigate and define requirements
  - Investigate current processing
  - Investigate current data
  - Derive logical view of current services
- b) Selection of Business System Options
  - Fact finding
  - Business Activity Modeling
  - Work Practice Modeling
  - Create User Catalogue
  - Produce Project Plan



### **Stage-3: Requirements Specification**

The requirements for software development should be specified through a very careful consideration. In SSADM, this task is done through the several steps. The first steps will detail out the logical view of the current system that has come out through the earlier exercise and update the requirements catalogue to reflect the selected Business System Options (BSO) and level 1 Data Flow Diagram to include additional processing required in the software. It will also verify if the logical data stores are consistent with the entities on the required software and they can support all data flows to and from them.

The second step of this process will update the Logical Data Model (LDM) to include the additional data requirements in the new software, check that the LDM will support the elementary processing in the required software and update the LDM with appropriate non-functional requirements from the requirements catalogue.

In the third step, it will update functions from the Data Flow Modeling (DFM) with the help and guidance of users and check that each elementary process is allocated to at least one function. It will create Input and Output (I/O) Structures and user role and function matrix with specification of service levels for each function.

The fourth and fifth steps will specify basic tasks, allocate tasks to user roles and define job specifications and assign to user roles. It will identify I/O Structure to be normalized and carry out normalization to produce tables. These tables will be used to build a mini LDM and compare with required system LDM to resolve any differences.

In the sixth step, a prototype design of the software will be developed, which will be demonstrated to representatives of the relevant users and updated the requirements specification with the results of the prototyping exercise. Then in step seven, it will develop the Entity Access Matrix along with Entity Life History. It will also cross-check the even data and enquiry triggers with input data on each related function and update the requirements catalogue and LDM to reflect any new requirements identified during Entity Life History analysis.

#### **Stage - 4: Logical System Specification**

At this stage of software development, two important steps need to be completed- (1) define technical system options, and (2) logical design of the software. In the former step, the requirement catalogue, BSO, Project Plan and other strategic documents will be reviewed further to identify constraints on the technical point of view and outline some Technical System Options, which will be discussed with users to select best two. These two options will be further detailed by adding an impact analysis, development plan, cost benefit analysis and again present to the users to select one that will meet their requirements. Finally, an application style guide will be developed for the selected TSO.

The later step of this stage is to produce a set of components by decomposing the products of requirement specifications into units of logical processing. This will state what the system is required to deliver and how it will react to events and enquiry triggers. The major task of this step are: to translate I/O Structure into Dialogue Structure, describe possible navigations through each dialogue in Dialogue Control table, create a Menu Structure for each user role and identify where dialogue level help is required. It will convert each Effect Correspondence Diagram and transform each Enquiry Access Path into a processing structure and allocate operations and conditions to the processing structure based on those from the Enquiry Access path.

#### **Stage -5: Physical Design**

The logical and technical specifications that generated through the exercise of the stage 4 will be mapped into the targeted environment. Throughout this process we will aim to draw a direct mapping as possible between the logical and physical designs. In this regard, we will develop a function Component Implementation Map to help co-ordinate and document the mapping of logical functions into physical function components. The following steps and techniques will be used in development of the physical design of the software:

- a) Prepare for Physical Design
  - Classify the physical environment
  - Specify naming standards
  - Develop physical design strategy
- b) Create Physical Data Design
  - DBMS assumptions
  - Develop physical data design
  - Finalize Data Base Design
  - Integration via Cross-Reference Formats
- c) Create Function Component Implementation Map
  - Create and complete function specifications



- Optimize physical data design
- Complete function specification
- d) Consolidate Process Data Interface
  - Develop Programming Structure (to sub-routine levels) with structural algorithms, Process Diagrams and Decision Trees / Decision Tables
- e) Coding and Reviewing
  - Coding Front-end and Back-end
  - Review the inputs, processes and outputs and handover the modules to Testing Team for debugging.
- f) Identify Security Arrangement
  - Identify internal operational assurance: controls, back-ups etc.
  - Identify external security: user IDs, physical access, virus protection etc.
  - Identify Emergency Procedures
- g) Completion of Software Development
  - Finalizing the Software for delivery as modified through testing and debugging process.
  - Announcement of the task completion.

### **Stage-6: Software Testing and Quality Assurance**

Software testing will be performed according to a predefined test plan that is prepared as part of the project plan and is refined as the testing process continues. For achieving software quality standards, we will adopt a comprehensive test management life cycle. Software test management cycle includes the following phases:

- **Unit Testing** – At this stage each developer tests his/her developed piece of work against design and coding standards.
- **System Testing** – In this stage a tester, test individual sub systems of a larger system on the basis of technical and functional requirements
- **Functional Testing** – Same group of software test specialists ensures that developed system completely satisfies all functional and business requirements.
- **Regression Testing** – If testing team receives a patch for a bug fix, then in addition of verifying the reported bug, it performs regression testing for that patch so that any ripple effect can be detected, which may arise with the fixation of that bug.
- **Integration Testing** – After successful functional testing, all sub-systems are integrated to form the complete system and then it is ensured that whole system works fine and performs all the functionality required by business.
- **Stress/Load Testing** – These special testing forms are more important for those applications that are to be run on either internet or intranet. In Stress/Load Testing, application is tested under extraordinary network load (i.e. increased network load that is created through manual or automated means)
- **Shipment Assurance** – This phase is a final check that everything is smooth and application is ready for shipment.

### **Stage-7: Installation and Delivery**

The major focus of this stage will be introducing the new software product to end-users. USSL prepares a detailed plan for installation of the software at all levels. The following steps are followed in installation and delivery of the software.

#### **a) Database Installation**



- Ensure installation of system software at all levels
- Ensure installation of database servers and software
- Installation of databases, front ends and backend as per requirements

**b) User Acceptance of the Software**

- Interact with user and enter dummy and real data
- Test according to the Acceptance Test Plan and Procedures
- Obtain Acceptance Test certificate

After completion of system installation, the software with CD, manuals and source codes will be delivered to the clients.

**Stage -8: Preparation of Operational Manual**

The main focus of this phase is developing the capacity of the software users to run and administer the software. The Operational Manual will be developed for all users. The preliminary outline of the operational manual may be:

1. Basic Installation Procedure
2. Menu and User Dialogues
3. Data Entry and Reporting Procedures
4. Maintenance and Database Administration Procedures
5. Quick References
6. Report Generation

**Stage-9: Implementation Plan**

The Waterfall model will be followed in implementation of each step of the system analysis and designing. The development process under this model provides a number of design reviews, which can be considered as preconditions to start coding.



The review process will follow the staged delivery approach that facilitate to go through the concept, requirement analysis and architectural design- then implement the pieces, showing them to the clients as the components are completed- and go back to the previous steps whenever required or feasible.

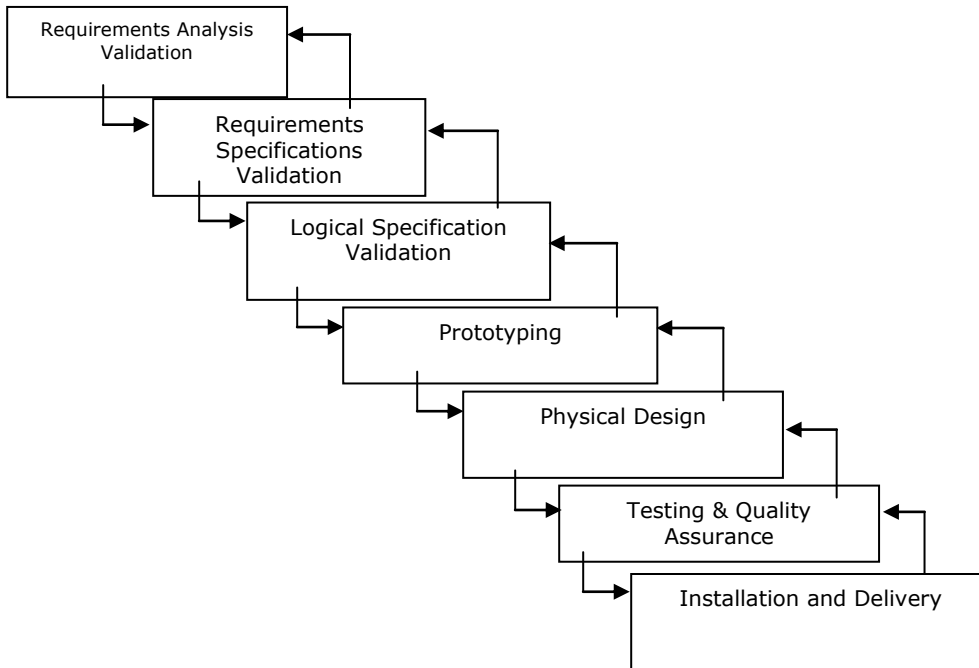


Figure: Software Development Plan

## SBLC In-Country Training Experience at a Glance:

| S.L | Year of Training | Organization Name                                                               | Title of Course                                                            | Total Number of Participant |
|-----|------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------|
|     | 2017             | Ministry of Disaster Management and Relief                                      | Damage and Needs Assessment                                                | 62                          |
|     | 2018             | Bangladesh Technical Education Board (Govt. and Private Polytechnic Institutes) | IT Program Including Outsourcing                                           | 200                         |
|     | 2018             | Bangladesh Technical Education Board (Govt. and Private Polytechnic Institutes) | IT Program Including Outsourcing                                           | 450                         |
|     | 2018             | Bangladesh Technical Education Board (Govt. and Private Polytechnic Institutes) | IT Program Including Outsourcing                                           | 550                         |
|     | 2018             | TMIS (Training Management Information System)                                   | 15 days Computer Training of DMIS (District Management Information System) | 45                          |
|     | 2018             | TMIS (Training Management Information System)                                   | 15 days Computer Training of DMIS (District Management Information System) | 60                          |
|     | 2018             | IST (In Service Training)                                                       | 28 days Basic Computer Training For Employee of MOH&FW/DGHH/DGFP/TTU       | 45                          |
|     | 2018             | TMIS (Training Management Information System)                                   | 15 days Computer Training of DMIS (District Management Information System) | 60                          |
|     | 2019             | CMSD                                                                            | 14 Days Refreshers Computer Training                                       | 30                          |
|     |                  |                                                                                 |                                                                            |                             |
|     | 2019             | Election Commission Bangladesh                                                  | Data Entry (Laksmipur & Chadpur)                                           |                             |
|     | 2019             | Petrobangla                                                                     | Professional Computer training on MS Office 2010                           | 09                          |
|     | 2019             | Policy and Planning Support Unit                                                | Website Development & Management                                           | 08                          |
|     | 2019             | Kaliakoir Hi-tech Park                                                          | Android, Java, C#.NET, Cyber Forensic including Online outsourcing         | 82                          |

| S.L | Year of Training | Organization Name                                                                         | Title of Course                                                           | Total Number of Participant                                                        |
|-----|------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|     | 2017-2022        | Industrial Attachment Training for Polytechnic Institute Computer Technology Departments. | Networking, Web Programming, Android, Java, C#.NE, Online Outsourcing etc | More than 100 Polytechnic Institute 1500 students all over the country every year. |

## Common Infrastructure and Lab

| Facility Type                            | Description                                                                                                                                                   |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No of Software Development/Training Room | 03                                                                                                                                                            |
| Total Office Space                       | 1500 SFT                                                                                                                                                      |
| Capacity of Each Classroom               | 20(Thirty) students with 20 Chairs and table. one computer for one trainee , Windows and IOS Platform.                                                        |
| Facilities inside Classroom              | Computer Table ,Chair, Air conditioned (for Dhaka Center), Well Furnishing, Course wise Computer Hardware, Multimedia projector, White Board, Flip Chart etc. |
| Study materials                          | Handbook, Magazines, Newspaper etc. Sophisticated library (reading room , internet connection, E-books etc.                                                   |
| Washroom Facility                        | Two separate toilets for Male and female Students. Health care facility. Standby Generator facility.                                                          |
| Drinking Water Facility                  | Available                                                                                                                                                     |
| Dinning/Canteen                          | Available.                                                                                                                                                    |

## TRAINING METHOD AND ASSESSMENT

### TRAINING APPROACH AND METHODOLOGY

To implementing this Training project, **Strategic BD Lead Corporation** followed Training Model approach which is basically a generic, systematic, step-by-step framework used by instructional designers, developers and trainer to ensure course development and learning does not occur in a haphazard , unstructured way It is design to ensure- Learners will achieve the goals of the course, allow for evaluation of learner's needs, the design and development of training materials, and evaluation of effectiveness of the training program using processes with specific, measurable outcome.

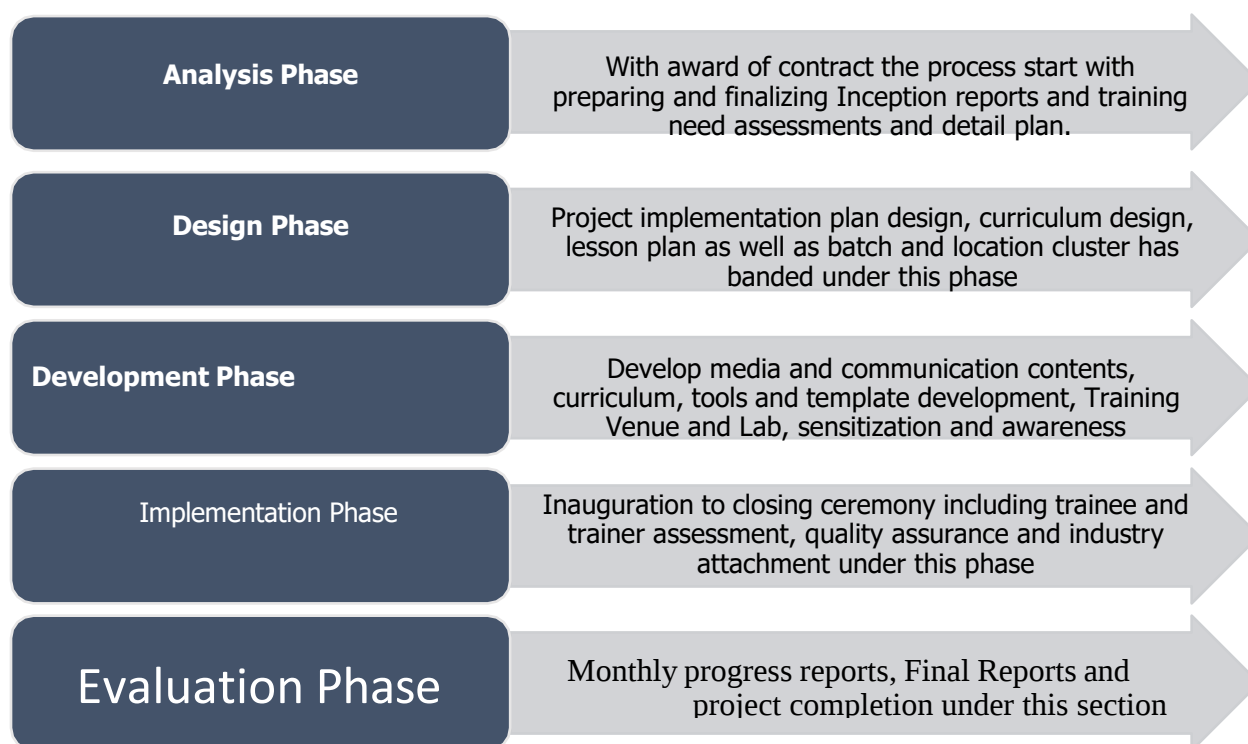
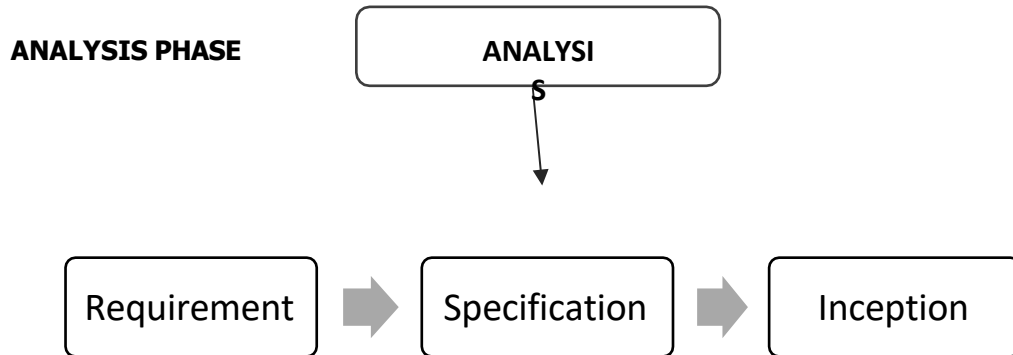


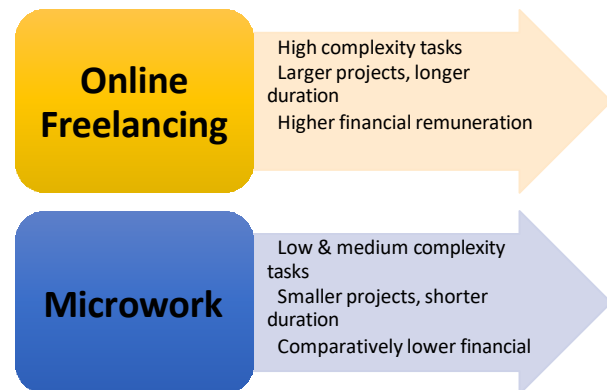
Figure 1: Phase Description



## **ANALYSIS PHASE**

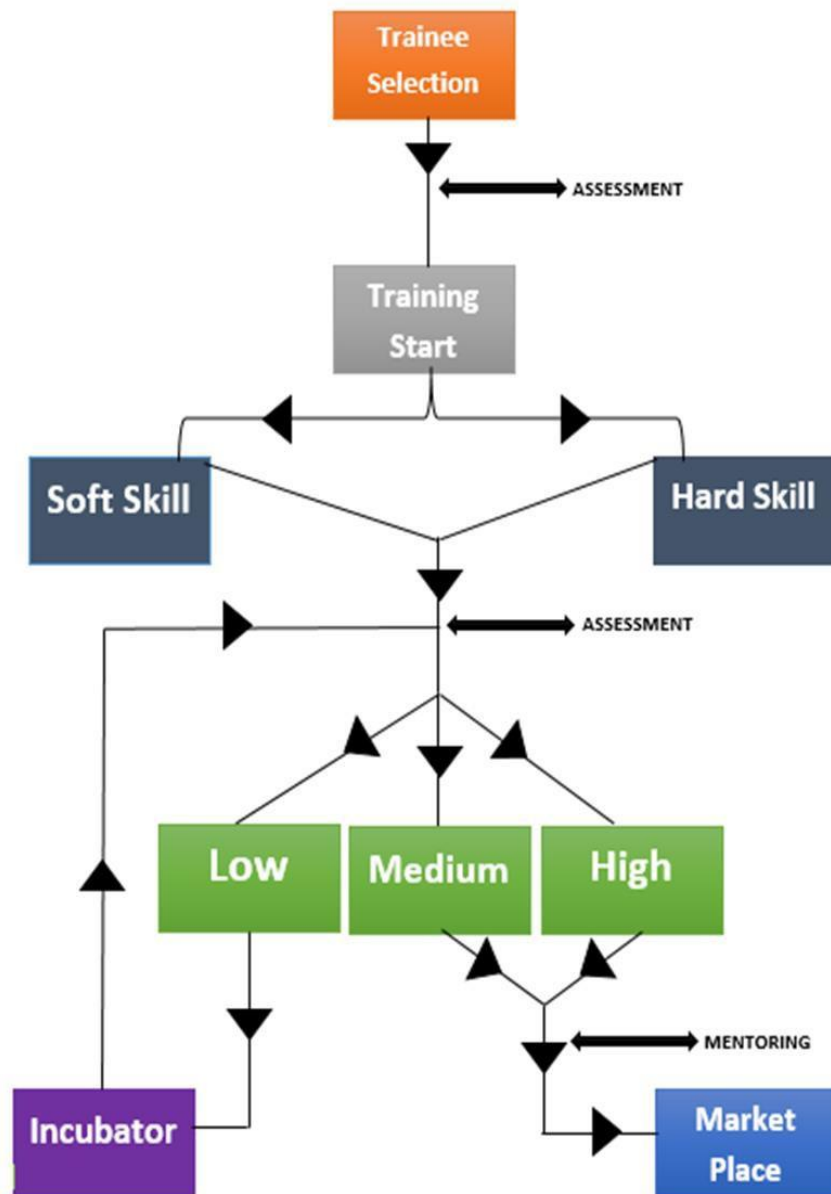


The training will be divided for two often overlapping sub-segments: micro work and online freelancing. Micro work refers to the lower complexity simpler tasks which are essentially components of a large work broken down into simpler and more manageable tasks. One such example of a micro task where complexity is low and repetition exists. Workers involved in micro work are generally paid less and does not require the working individual to have certain education requirement or specialization. However, when online freelancing is concerned, workers require professional and technical skills as they are expected to work for developing larger projects involving substantial monetary sums. Examples of such tasks are web development, graphics design, report writing, etc. These tasks are generally high complexity tasks which demands workers to work for significantly longer hours in exchange for a higher paycheck. The training will be designed to focus more on high complexity tasks as it will comprise 70% of targeted employment as compared to 30% for micro works.



**Training Execution Framework**

- Open Registration
- Online Pre-Assessment & Aptitude Test
- Interview to each candidates
- Successful Participants provide Certificate of Competences
- Unsuccessful Participants - Certificate of Participants
- Training Start



## **Skills and Roles Gap Analysis**

This analysis will be one to identify the specific skill areas where prioritized training will be helpful in tapping the global OO market.

## **Current Demand and Supply matrix**

This matrix will reflex the current OO demand and supply landscape, which includes:

- defining and identifying market place areas
- analysis on growth potential
- identify niches where training should focus

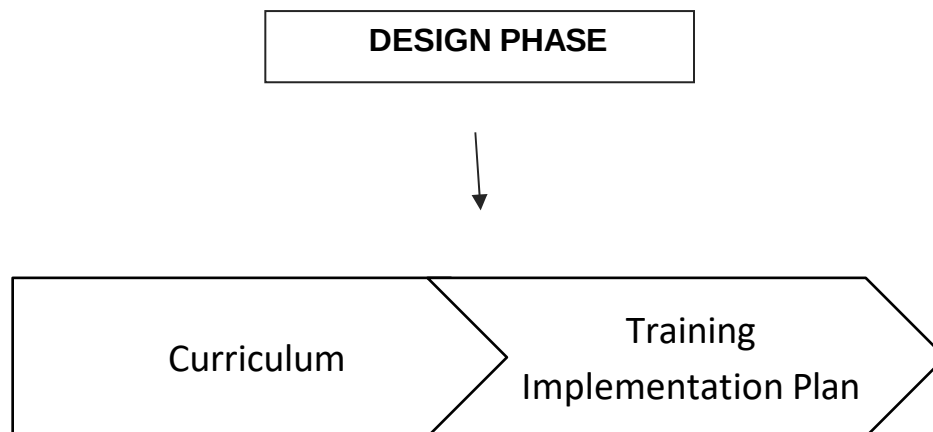
## **Skill Development Framework**

This framework will be used to plan and aid in development of OO training program.

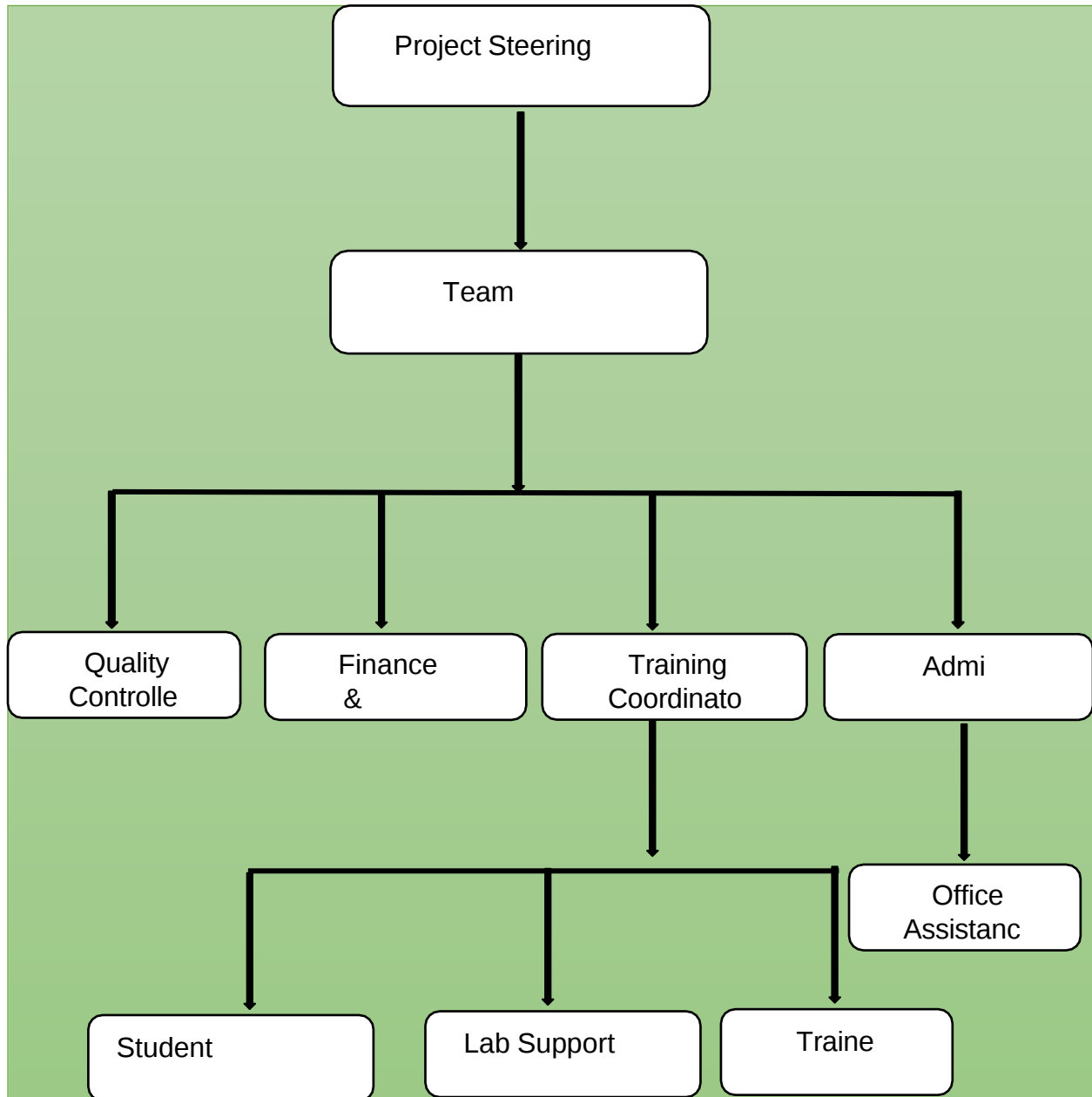


## ***DESIGN PHASE***

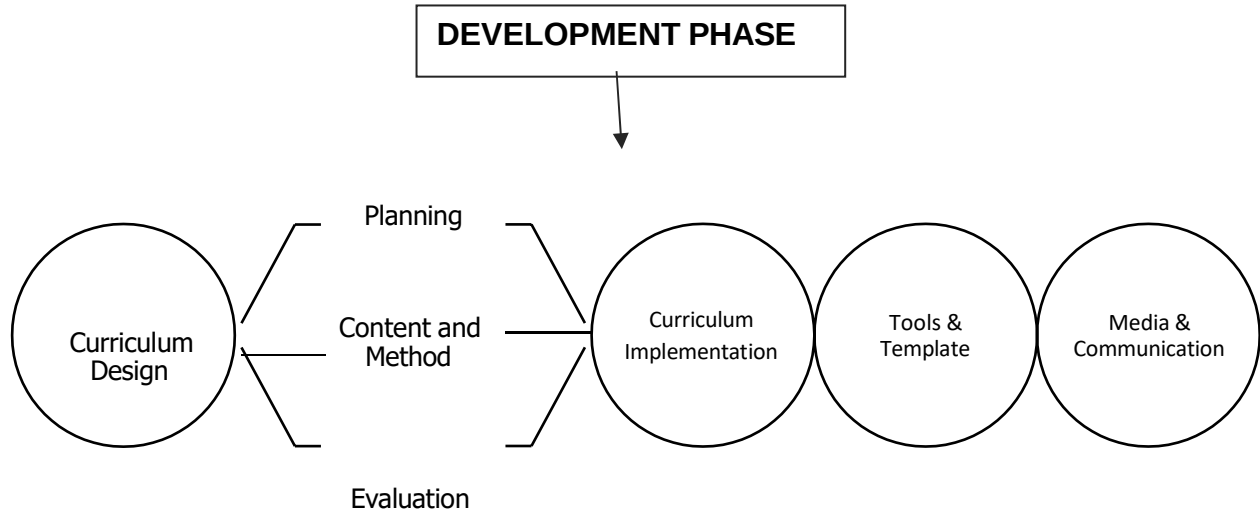
Project implementation plan design, curriculum design, lesson plan as well as batch and location cluster has bided under this phase,



Hyper tag Consortium has proposed an enhanced team plan for effective implementation of the project as per below organogram chart.



## DEVELOPMENT PHASE



## TRAINING DESIGN

The training will be designed to focus more on high complexity tasks as it will comprise 70% of targeted employment as compared to 30% for microworks.





### **Training Composition**

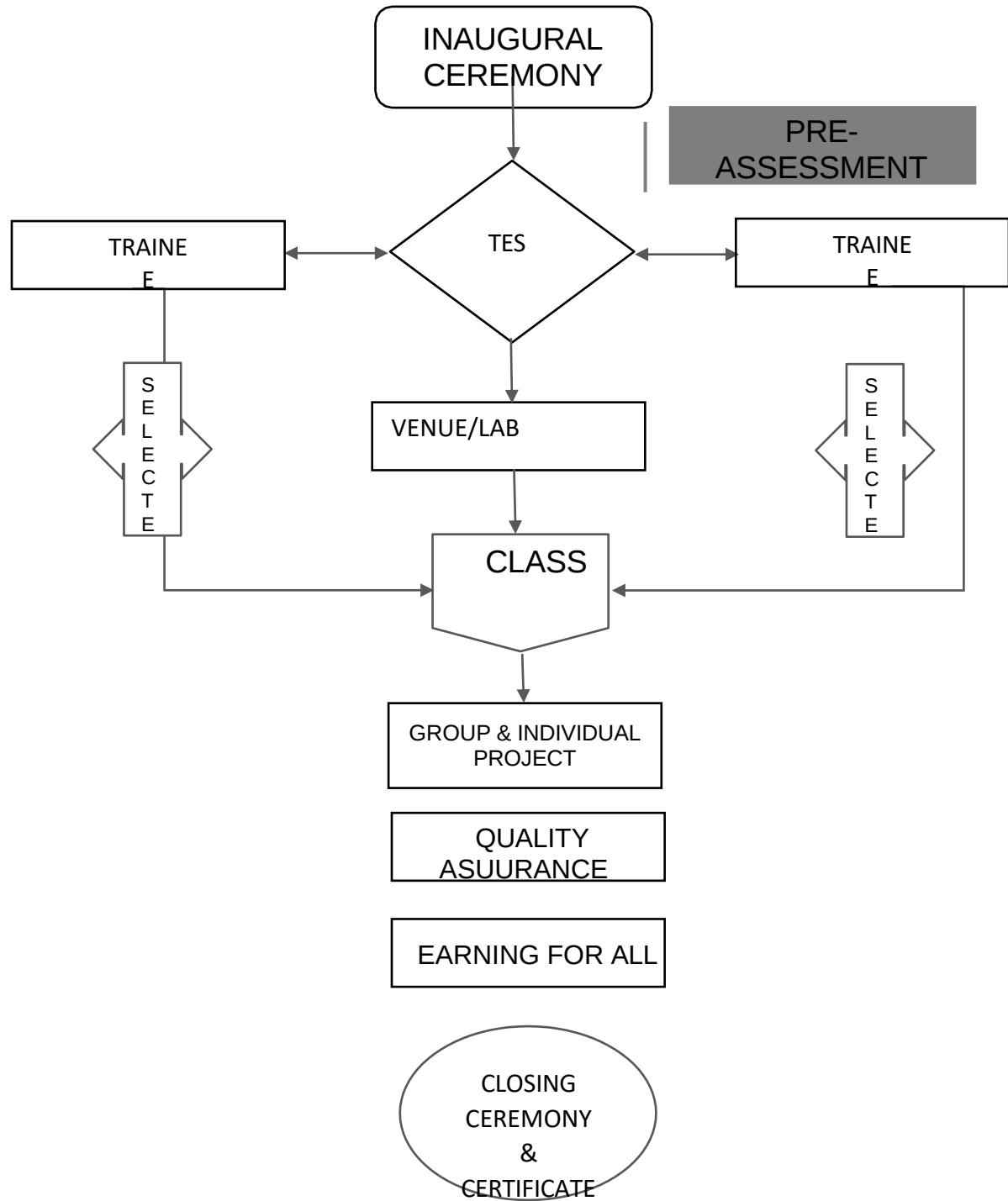
Games animator trainings will be divided into 2 main sections: *technical and problem solving training* and *employability training*.

- **Technical and Problem Solving Training:** this technical training for online free lancers will provide the necessary skills for OO work. This will include courses such Mobile App Development, Web Design & Development, Accounting BPO, Graphic Design Services, Digital Marketing and Analytics and necessary English communication skills. The estimated training duration for this is at least 180 hours (50% online and 50% offline). The training content will be finalized after skill gap analysis.
- **Employability Training:** This segment will provide hands on guidance for participants as only classroom sessions will not be adequate to maintain long run employability in the OO sector. This will not be able to solve the objective of providing long-term income for participants. To introduce and to make trainees more accustomed to real life OO setting, trainers will provide on the job guidance to help workers bid, win and deliver their first few jobs, build a good online reputation, maintain their competitiveness and move up the value chain of tasks for increased earning and career development. The estimated training duration for this segment is 50 hours.
- **Technical and Problem Solving Training:** the technical training for micro workers will provide them with the necessary skills for microworks. The total training for this segment for micro workers training will be 40 hours (50% online and 50% offline). This segment will include courses such as data entry, administrative support, content reviews, blogs/websites/forum comment posting and Basic English for communication. The training content will be finalized after skill gap analysis.
- **Employability Training:** This segment will provide hands on guidance for participants as only classroom sessions will not be adequate to maintain long run employability in the OO sector. This will not be able to solve the objective of providing long-term income for participants. To introduce and to make trainees more accustomed to real life OO setting, trainers will provide on the job guidance to help workers bid, win and deliver their first few jobs, build a good online reputation, maintain their competitiveness and move up the value chain of tasks for increased earning and career development. The total estimated training for this segment will be 30 hours.



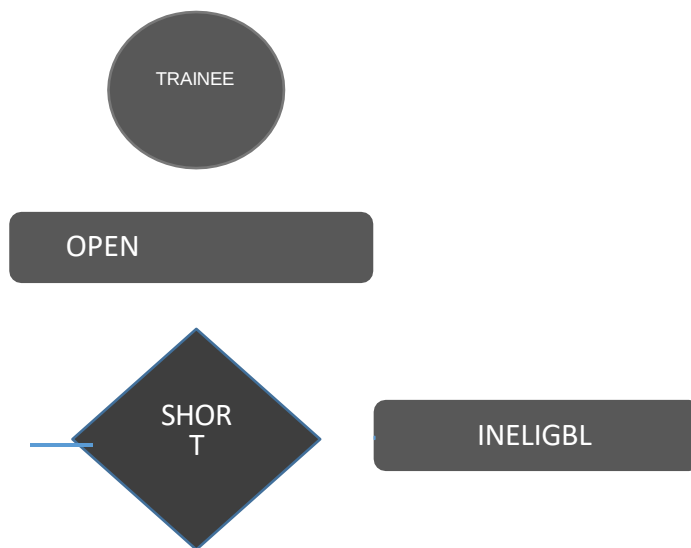
IMPELMENTATION PHASE

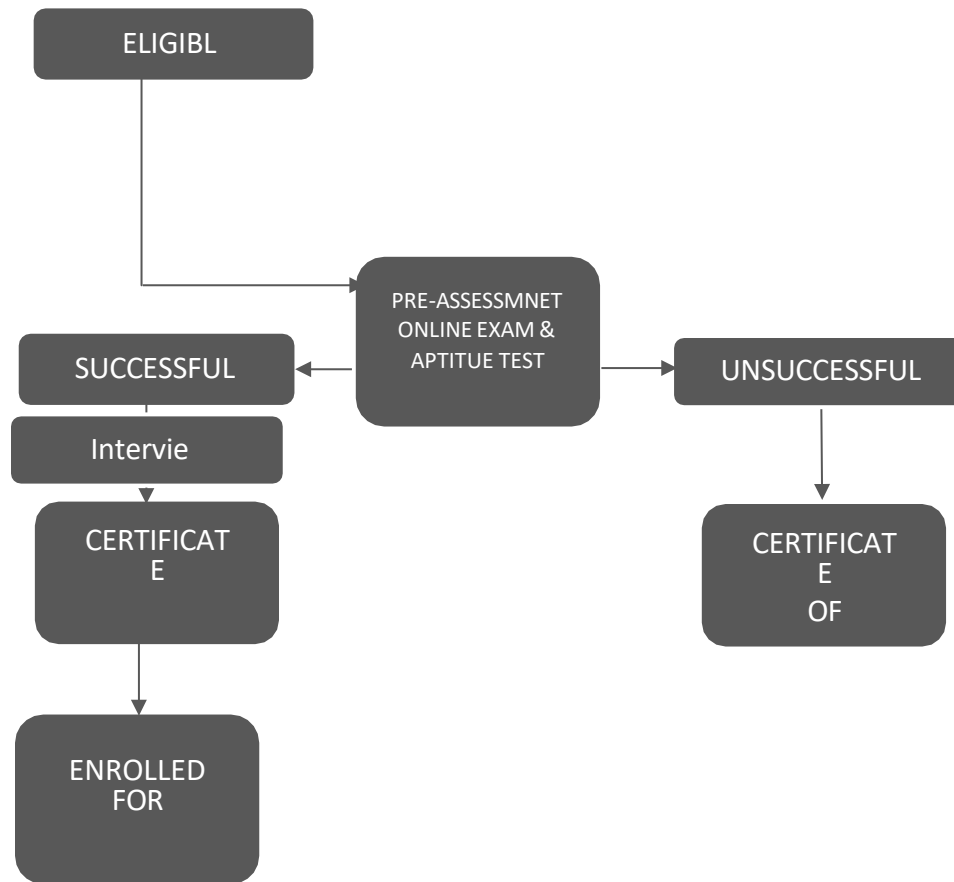
IMPLEMENTATION PAHSE



## TRAINEE SELECTION PROCESS

The training process will be start with online assessment and aptitude test of trainees at all the locations to check the readiness of the students. A short-listed candidate will be called for interview for final selection. After finally selecting the group, technical and employability training will be held followed by aptitude test. This test will identify the low, mid, and high leveled group in terms of their expertise. Only the mid and high leveled group will go through the mentorship program, while the low leveled group will be kept in incubator for re-taking the test. After the incubation, the low leveled group will take the test again for mid or high leveled group registration. After successful mentorship program, the students will be taken to both online and offline market place for job placement.







Consortium team will maintain a quality process to enroll every students in proper structure, whereas open registration will be communicated in all popular media including, print, social media and outdoor activity.

**Open Registration:** Registration will remain open for eligible candidates and will be communicated accordingly, there will sensitization campaign. Registration will be happen in online and offline media.

**Shortlist:** Team will shortlist the candidates upon eligibility

**Eligibility:** Primary eligible candidates called for appearing Pre-Assessment test through online and interview

**Pre-assessment Exam:** There will be online pre-assessment exam and aptitude test for eligible candidates

**Enrolled for Training:** After interview candidates will be enrolled and registered to start their training.

## TRAINER SELECTION PROCESS

Trainer is one of the key parameter of success the project objective to create game animator expert resources for domestic and international demands. Our primary target to manage best knowledgeable on subject matter and delivery competences.

We'll be maintain 4 step to selection a good trainer-

### **STEP 01 – Identify Trainer Competencies**

The competencies are the foundation upon which trainer candidates are evaluated, selected, and trained. These competencies can be used as is, or can be customized to fit your organization's particular

### **STEP 02 – Behavior based Interview with HR**

Trainer candidates will participate in a 45-60 minute interview with Human Resources. During this initial interview, candidates will respond to behavior-based questions that relate directly to the identified trainer competencies, we've behavior-based interview questions that align with the seven core trainer competencies, or the behavior-based questions can be adapted for customized competencies.

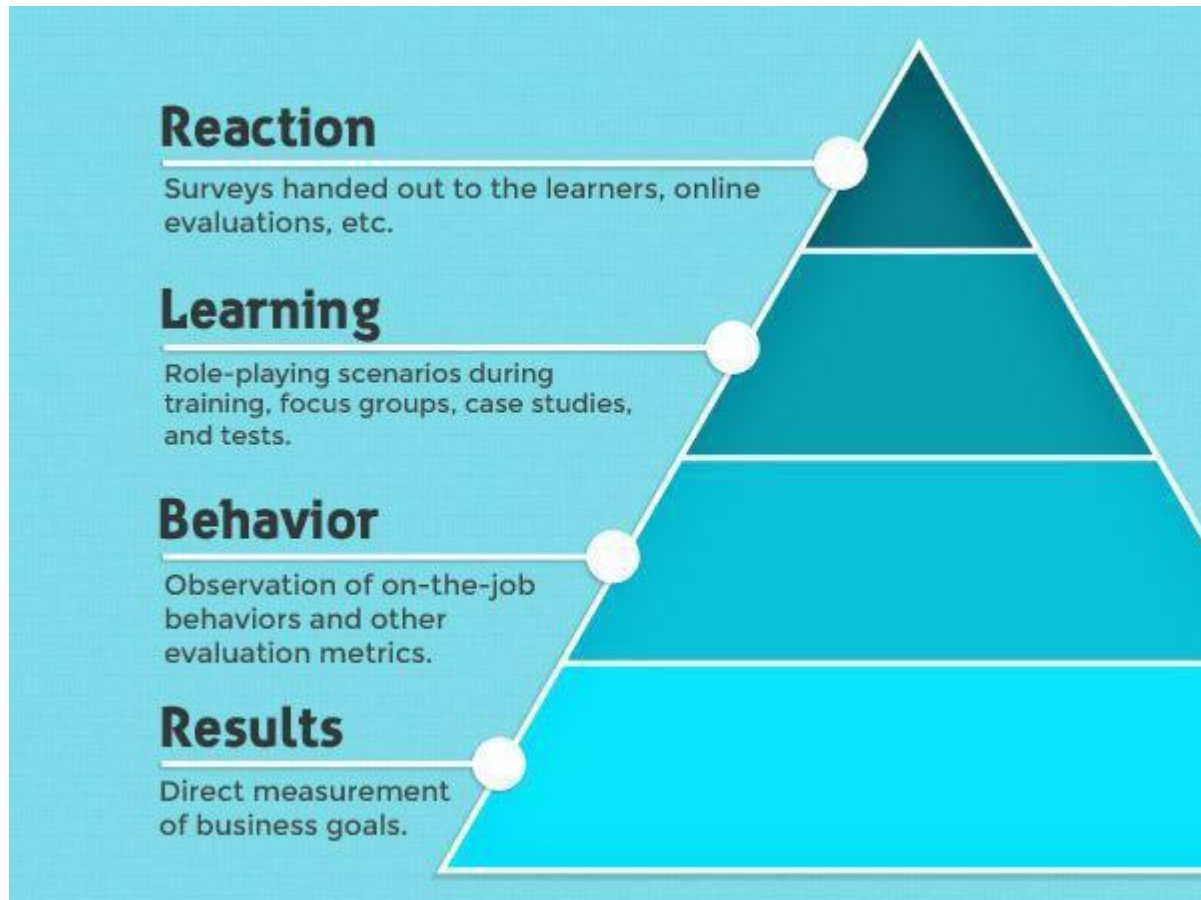
### **STEP -03 Candidate Presentation**

All candidates who pass the Behavior-Based Interview with HR will proceed to the next phase of the interview process – the presentation. The candidates will be required to present a 15-30 minutes section of a training module to a panel of no more than four internal interviewers. Also they have to go through practical assignment on animator

**Selection:** Based upon the results of the Behavior-Based Interview and the Candidate Presentations, the qualified candidates are selected and sent on to the next Phase of the process – Train-the-Trainer Instruction.

## MONITORING AND EVALUATION

The purpose of conducting learning & earning training to create the expert resource pool for national highest interest to become next freelancing destination, this is so important is to ensure sustainability and provide a basis for possible future expansion. Assessing training effectiveness often entail using the four level model developed by Kirkpatrick, according to the model, evaluation should always being with level one and then as time and budget allows should move sequentially through level two, three and four. Information from each prior level serves as a base for the next level's evaluation. Thus, each successive level represents a more precise measure of the effectiveness of the training program. We're following this model for better understanding and proper evaluating the training outcome.





### **Level 1: REACTION**

This level measures how the trainees (the people being trained), reacted to the training. Obviously, we want them to feel that the training was a valuable experience, and you want them to feel good about the instructor, the topic, the material, its presentation, and the venue.

It's important to measure reaction, because it helps you understand how well the training was received by audience. It also helps you improve the training for future trainees, including identifying important areas or topics that are missing from the training.

### **Level 2: LEARNING**

We will measure what trainees have learned. How much has their knowledge increased as a result of the training? When it's planned the training session, we hopefully started with a list of specific learning objectives: these should be the starting point for our measurement. We can measure learning in different ways depending on these objectives, and depending on whether interested in changes to knowledge, skills, or attitude.

It's important to measure this, because knowing what our trainees are learning and what they aren't will help to improve future training.



### **Level 3: BEHAVIOR**

At this level, we evaluate how far our trainees have changed their behavior, based on the training they received. Specifically, this looks at how trainees apply the information and learning during training on particularly gaming animation.

It's important to realize that behavior can only change if conditions are favorable. For instance, imagine our skipped measurement at the first two Kirkpatrick levels and, when looking at our group's behavior, you determine that no behavior change has taken place. Therefore, we assume that our trainees haven't learned anything and that the training was ineffective. Maybe they've learned everything you taught, but they have no desire to apply the knowledge themselves.

### **Level 4: RESULTS**

At this level, we analyze the final results of our training. This includes outcomes that they have applied their knowledge or getting job after learning, good for the employees, or good for the bottom line.

## **TRAINEE EVALUATION**

The material in this module is intended to help facilitate training in monitoring and evaluation in the results framework. The materials include getting feedback from trainee regarding courses, facilitator, venue including others query regarding overall quality in different numbering system i/e bad, average, good and excellent, the session notes and agendas for conducting training sessions ranging for one hour. Reference materials that the facilitator will need are mentioned but not part of this package, as they are available elsewhere both in the printed form and online. This guide could be used by trainers who are new to their role in facilitating training activities but have significant experience with the concepts. Instructions to the facilitator on how to conduct the sessions are provided as well as instructions to participants; also included are discussion points and answers to questions in the exercises. For easy reference the material is color coded. Instructions to the participant are to be copied and handed out before each activity

## **PERFORMING MONITOR**

The Representatives of the project authority and the Service Provider shall meet at the management level at least once every two months or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that have been deployed for the service

## 1. Work Progress Streaming, Record and Reports

The service provide has to ensure online live streaming (e.g. Facebook Live, others) of every training class.

The service provider needs to produce three types of regular reports:

- **Monthly work progress report:** The service provider will submit work-progress report on a month by month basis in prescribed format including the batches and date details.
- **Batch completion report:** The service provider will submit batch completion report in prescribed format including the batches and date details.
- **End-of-Contracts Reports:** The service provider will submit contract completion report in prescribed format including the batches and date details.

## PROGRESS MONITOR

The Project Authority shall designate an officer/consultant from the Project office who is involved in managing projects.

Progress meetings are meant to review on the services provided to the organization as a whole and they are not meant to substitute the regular consultations and meetings that are usually held at ground level for day to day matters.

The scope of work of the designated officer shall be for:

- (a) Reviewing major shortcomings that have occurred on the sites in the past months and measures taken thereon;
- (b) Taking cognizance of complaints made by the Project Authority's representatives and action taken by the Service Provider;
- (c) Attending to weaknesses in respect of facilities deployed by the Service Provider on the sites and need for improvement;
- (d) Assessing the arrangements made by the Service Provider in terms of human resource and logistics; and
- (e) Attending to other matters related to contractual obligations of the Service Provider.

Appropriate records of the Progress Meetings shall be kept by the officer Performance of Service Provider will be certified by this officer which shall be the basis for phase by phase payment to the Service Provid

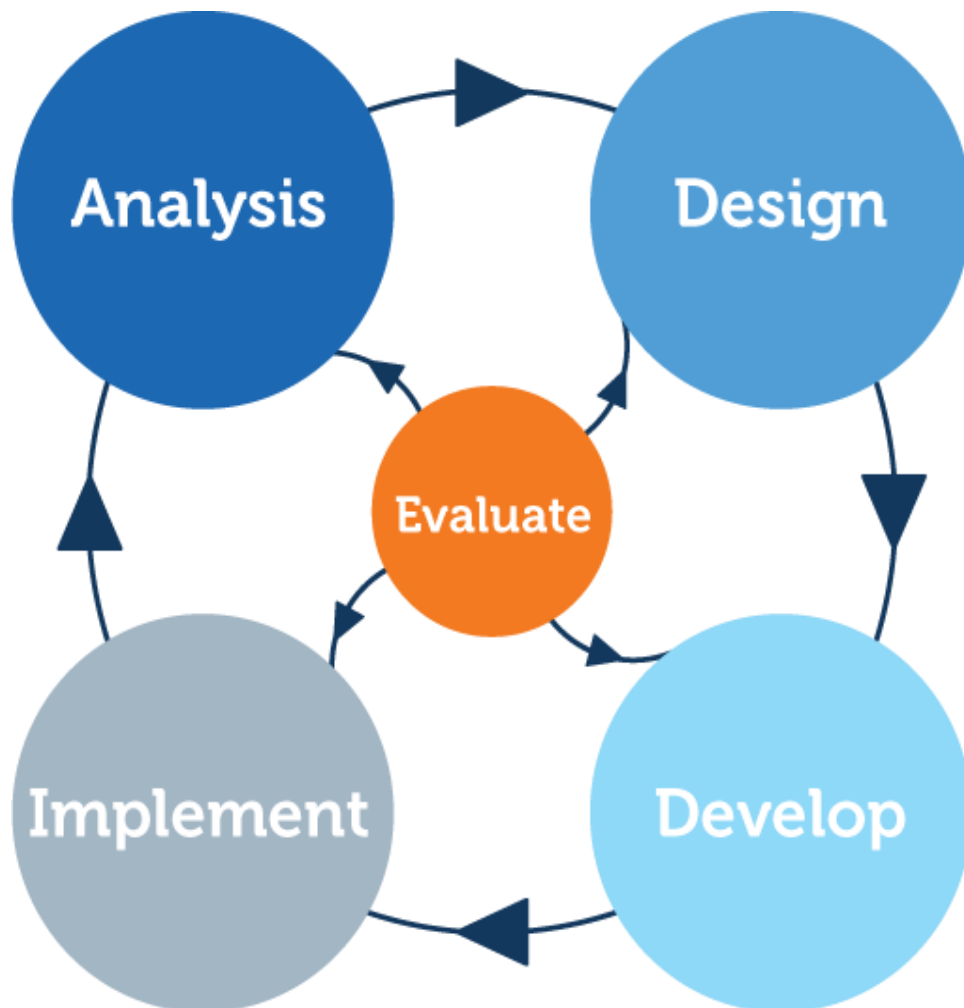


## **TRAINING DELIVERY METHOD AND ASSESSMENT**

### **TRAINING METHOD**

The process of creating Learning & Development resources at our firm. Follows an acclaimed instructional system design framework – ADDIE – whose focus is utility. ADDIE maintains the advantages of sequential development, with carefully chosen means being employed to reach the identified goals. At the same time, it offers the many benefits of iterative prototyping through continuous and multidirectional revision and evaluation.

#### **The ADDIE Model**



**Analysis:** The scope cover anything from target audience and learning objectives to course structure and assessments. From the onset, consideration is given to the outcome



**Design:** In this phase, decision are taken on the most effective design to achieve the desired outcome. A plan is created with the key learning activities and how these will be assessed. The resulting storyboard serves as a starting point for creation of content.

**Development:** In this phase the prototyping component becomes most evident, as consecutive instances of content deployment are created.

**Implementation:** Once the content has been developed, it's time for end user access. A carefully prepared implementation is facilitated if the initial stages correctly executed.

**Evaluate:** This occurs on multiple level. Formative evaluation takes place throughout the project so that improvements can be made at any stage. However, the final evaluation is formal way of testing whether the training has resulted in the desired level of retention.

### **Creating a user-centric experience**

The more anchors connecting the end-user to the learning agenda, the more likely they are to engage with the course material. Therefore, it is important to create a setting that relates to users' experiences, reflects their work environment and even mimics the relationship with a real client. When faced with a training task, participants are also provided with the real-world context, which goes in line with the Contextual Teaching and Learning approach.

To evaluate if a training program has been a success, the design must allow for the collection of measurable, comparable data. Successful training programs are designed to ensure that key stakeholders are made aware of the progress employees have made in training. It is also possible to evaluate onsite with trainers. Not only assisting, but also appraising performance on-location.

To ensure that your organization's workforce is adequately trained and prepared for a go-live with a new software solution, an integrated approach is necessary. For our clients, we have designed a complete framework for user training in an implementation project. Our training framework has a clearly developed timeline and digitized resources every step of the way, to complement classroom training and in-person consultations, as illustrated below:



| Project Phase         | Training Stream Deliverable                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scoping & Preparation | <ul style="list-style-type: none"> <li>* Key Player's education</li> <li>* High level training &amp; support plan</li> </ul>                                                                                                                                                                                |                                                                                                                                                                                                                                 |
| Analysis & Design     | <ul style="list-style-type: none"> <li>* Refined training &amp; support plan including role-specific training plans</li> <li>* Train the Trainer(TTT) guidelines and content</li> </ul>                                                                                                                     |                                                                                                                                                                                                                                 |
| Build & Test          | <ul style="list-style-type: none"> <li>* Detailed training &amp; support plan</li> <li>* Courses and materials development and training roll-out</li> </ul>                                                                                                                                                 |                                                                                                                                                                                                                                 |
|                       | <b>Individual learning</b> <ol style="list-style-type: none"> <li>1. Course modules covering major processes, containing interactive software simulation</li> <li>2. Processes documentation</li> <li>3. Video presentation</li> <li>4. Desk instruction manuals</li> <li>5. Sandbox environment</li> </ol> | <b>Instructor-led</b> <ol style="list-style-type: none"> <li>1. Short modules for basic processes (class-room based or online)</li> <li>2. Large workshops for cross-department process, involving all process roles</li> </ol> |
|                       | <ul style="list-style-type: none"> <li>* Knowledge and skills assessments</li> <li>* Electronic performance support system (EPSS) configuration and development</li> <li>* Ongoing reporting of progress and risk</li> </ul>                                                                                |                                                                                                                                                                                                                                 |
| Acceptance Test       | <ul style="list-style-type: none"> <li>* Upon completion of end-user training, all education and EPSS resources are available for practicing.</li> <li>* Available space for ad hoc activities.</li> </ul>                                                                                                  |                                                                                                                                                                                                                                 |
| Post Go-live          | <ul style="list-style-type: none"> <li>* Ongoing improvement of training plans, education resources and EPSS</li> </ul>                                                                                                                                                                                     |                                                                                                                                                                                                                                 |

### Maintaining cost-effective training

In order to keep costs in check, there are two further issues companies should consider. Firstly, training design and delivery models are often deliberately conceived so that they can be applied to as many contexts and scenarios as possible. For skill development training, these methodologies should be simplified and customized to clients' needs.

Secondly, in the process of creating L&D deliverables, multiple roles are assigned to ensure the respective tasks are addressed by the right people. Typically, L&D specialists supporting an implementation project include:

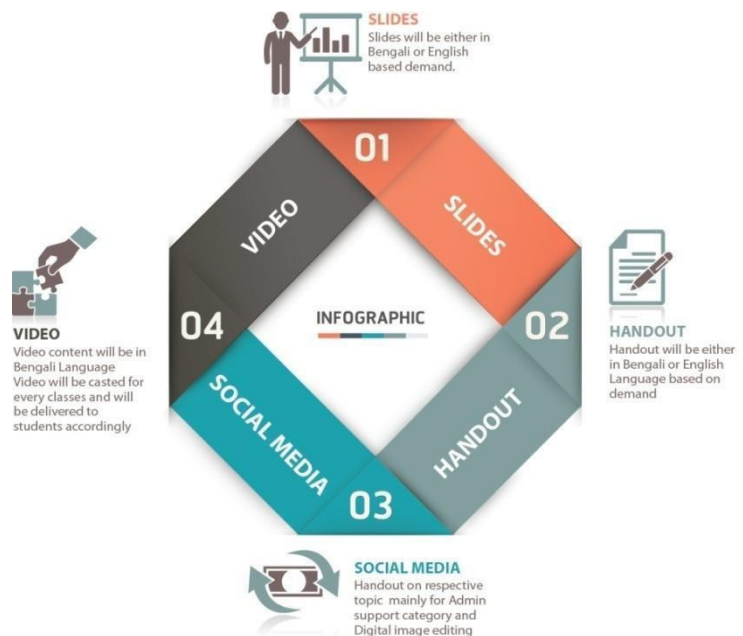
- Training Coordinators
- Subject Matter Experts (SMEs)
- Classroom Trainers
- Instructional Designers
- Learning Specialists

Experience shows that while these roles can be taken on by different individuals the scope of their activities has to overlap to some degree. Therefore, added value is generated when multiple roles are assumed by a single specialist to bring greater training efficiency and cost-effectiveness.

Our firm provide a blended method to your software implementation project, enabling staff to be supported while obtaining the required knowledge and skills needed. This provides a higher return on learning investments and brings faster results with lower risk.

### TRAINING TOOLS/AID

- **Slides:** Lead trainer/Chief executive in association with the other trainer will prepare slides in respective topic.
- **Handout:** Trainee will get handout after every class prepared by lead trainer/chief executive.
- **Video Content:** Open source video content will be provided to the students on respective topic. Moreover each class will be video casted so that students can avail those video at any time they want to learn. Moreover such type of video content will be uploaded in respective YouTube channel so that trainee can avail those video at their convenient time.
- **Website/Social Media Group:** Each student will get access into Facebook group to discuss among themselves to solve their problems related to skills and job.



### TRAINING EQUIPMENT

Mainly two categories of people will be involved in the training process: facilitator and trainer. The equipment list for both the facilitators and the trainers are listed in the diagram below.

## Facilitators

Projector  
White board  
Laptop  
Internet connection  
Presentation pointer  
Video casting tools

## Trainees

One computer per  
trainee  
Internet connection  
Desk for each training

### ***TRAINING TECHNIQUE***

The consortium will utilize the following techniques for implementing the project efficiently. These techniques are as follows:

- **Talk:** Lecture/discussion with maximum trainee participation through questioning and relating of personal experience.
- **Student Demonstrations:** Allow students who “know” or are proficient in a specific area (Maestro/Master) and allow that person the opportunity to show their proficiency by allowing five minutes to demonstrate skill.
- **Peer Coaching:** One-on-One: observe work and give positive feedback.
- **Guided Discussion:** The guided discussion pedagogy is an active learning technique which offers many benefits to the students. MCC will follow such technique to make the trainee efficient to cope up with the outsourcing marketplace.

### ***TRAINING PERFORMANCE***

Trainee performance will be monitored weekly based on assessment, oral test, practical test etc. After monitoring, appropriate action will be taken accordingly.

### ***MENTORSHIP PROGRAM***

The mentors will guide the trainees to higher value-added tasks. The mentorship period can be available for at least a period of 1-3 months after completion of basic training. There will be sufficient number of female mentors for female trainees.

## RISK MANAGEMENT

| RISK MATRIX |                                                                                                       | Severity                                                                                                |                                                                                                                      |                                                                                                |                                                                                                                                     |
|-------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|             |                                                                                                       | NEGLIGIBLE<br>small/unimportant;<br><br>not likely to have a major effect on the operation of the event | MARGINAL<br>minimal importance;<br><br>has an effect on the operation of event but will not affect the event outcome | CRITICAL<br>serious/important;<br><br>will affect the operation of the event in a negative way | CATASTROPHIC<br>maximum importance;<br><br>could result in disaster/death; WILL affect the operation of the event in a negative way |
| Probability | LOW<br><br>This risk has rarely been a problem and never occurred at a event of this nature           | LOW (1)                                                                                                 | MEDIUM (4)                                                                                                           | MEDIUM (6)                                                                                     | HIGH (10)                                                                                                                           |
|             | MEDIUM<br><br>This risk will MOST LIKELY occur at this event                                          | LOW (2)                                                                                                 | MEDIUM (5)                                                                                                           | HIGH (8)                                                                                       | EXTREME (11)                                                                                                                        |
|             | HIGH<br><br>This risk WILL occur at this event, possibly multiple times, and has occurred in the past | MEDIUM (3)                                                                                              | HIGH (7)                                                                                                             | HIGH (9)                                                                                       | EXTREME (12)                                                                                                                        |

| Explanation of Risk Ranking |        |                                                                                                                                                                              |
|-----------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LOW                         | MEDIUM | If the consequences to this event/activity are LOW / MEDIUM, your group should be OK to proceed with this event/activity. It is advised that if the activity is MEDIUM, risk |

|         |  |                                                                                                                                                              |
|---------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |  | mitigation efforts should be made.                                                                                                                           |
| HIGH    |  | If the consequences to this event/activity are HIGH, it is advised that you seek additional event planning support.                                          |
| EXTREME |  | If the consequences to this event/activity are EXTREME, it is advised that you <b>do not hold</b> this event without prior consultation with Risk Management |

| List All Activities | Associated Risk(s)<br><i>Risk(s) associated with the activity</i>                                                  | Severity<br><i>Level of impact on the trip and students</i> | Probability<br><i>The chances of that risk happening</i> | Risk Score<br><i>Risk score, found by combining impact and probability on the risk matrix</i> | Method(s) to Manage the Risk<br><i>A list of methods we will use to minimize the chances of the risk happening and/or the resulting damages of risk</i>       |
|---------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dropout             | I) Students may get sick<br>II) uninterested to attend classes<br>III) Unavoidable Situation                       | 1. Marginal<br>2. Marginal<br>3. Critical                   | 1. Low<br>2. Medium<br>3. High                           | 1. Medium(4)<br>2. Medium(5)<br>3. High (9)                                                   | I) we can consider to take extra classes for sick students<br>II) We'll motivate and take personal counselling to help him<br>III) we may consider as dropout |
| Trainee Performance | In case if the students fail to show better performance in class and cannot adopt or understand the class lecture, | Marginal                                                    | Medium                                                   | Medium (5)                                                                                    | Prevention is better than cure, we'll try to pick best and attentive student via assessment and face to face interview                                        |

|                     |                                                                                           |          |        |            |                                                                                                                                                                                          |
|---------------------|-------------------------------------------------------------------------------------------|----------|--------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trainer Performance | Some trainer is really good and resourceful but may not be classroom performance          | Critical | Medium | High (10)  | As per recommendation we're trying to pick the best Trainer in multiple vetting and classroom experiences, if still persist, we can change the teacher and adjust lesson delivery plan   |
| Quality Assurance   | Overall quality may fall including trainee, trainer, logistics, delivery and lesson plan. | Marginal | Medium | Medium (5) | From day one, we'll be focusing on Quality including all parameter to follow by professional Quality Control Manager, We'll measure all issues to address and resolve by expert auditor. |
| Industry Attachment | Finding related industry for games animator                                               | Marginal | Medium | Medium (5) | As per project every trainee should get industry attachment after completion of training.                                                                                                |

#### TRAINEE SELECTION AND EVOLUTION:

- Check the All CV after shortlist Qualified Student.
- Must Check all Educational Document.
- First take written Exam with viva.
- Each question has between 2 and 8 options. You have to choose one or more correct answers.
- There are no penalties for incorrect answers. So attempt all questions.
- There is no partial marking! If any question have more than one correct answers, you have mark all correct answers
- Unanswered questions will be count as wrong answers.
- You must answer all questions before the time duration shown on the top.
- You can give this exam again if you failed after 3 days.
- Full Name Must be match with your NID/Birth Registration Number.
- Email address, identification number and phone number must be valid and unique.
- All other information must be valid and it will check before training start.
- One participant can create only one account.

- Participant must pass his/her exam to do this training.

### ***KNOWLEDGE TRANSFER (HANDOVER) PLAN***

Learning and Earning Development Project Training, knowledge transfer is the practical problem of transferring knowledge from one part of the organization to another. Like knowledge management, knowledge transfer seeks to organize, create, capture or distribute knowledge and ensure its availability for future users.

#### **Technical documentation:**

- Training Document plan.
- Training course plan with practical knowledge.
- Terms of Service tasks, use cases.
- Team's technical debts.
- All technical findings and proposals regarding the existing system.

#### **Delivery and environment system:**

- User Manual
- Course Outline.
- Test infrastructure
- Build versions

#### **Processes and a list of decision makers (DM):**

- Procedures and a list of DMs connected with daily routines
- Procedures and a list of DMs connected with closing a sprint / iteration / work stage
- Procedures and a list of DMs connected with planning a new release / iteration
- Procedures connected with handling Change Requests, and a list of DMs
- Procedures and ceremonials connected with issuing a new release

#### **Testing, quality assurance team:**

- Necessary to get access to all test script databases of Trainee.
- Necessary to get the description of release issue procedures

### ***EXPERIENCE SHARING METHOD***

Experiences are personal – but there is a lot of learning that can be derived from them as well. Learners too are much more open to sharing experiences as they do not have to do any background study or extra work for it. It happens during the course of work and when you share it, it helps your fellow learners. Sharing experiences also comes with a sense of pride, so this type of social sharing comes

most naturally to most learners. There are various ways to encourage social sharing and derive learning from it.

**1. Sharing through Discussions:** Discussions take place within a social learning platform in a lot of ways – through discussion boards, live chat, and virtual classrooms and so on. Instructors often play the role of facilitators, to make sure that the discussions are relevant. To sharing experience Hyper tag use platform names 'huddle'. This session can be solely focused on each individual or team discussing the learning acquired over the week. It can be accomplishments that have made their endeavors successful. It can also be lessons learnt in 'what not to do'. This helps fellow learners take inspiration from their successes as well as learn from their mistakes. Since these discussions are not part of any formal sessions, learners are more inclined to share freely and bring out the true nitty-gritty of work into the learning space.



**2. Sharing Photos:** Even the most basic models of mobile devices now have cameras and this can be utilized to take pictures. Learners can be encouraged to share a bit of their experiences from time to time through pictures. For instances, retail sales teams who go on regular market visits can take pictures of shelves that are duly set or point-of-sales material well displayed in an outlet. The pictures can be shared with others on the social platform – to compare as well as to learn from. Each sales personnel can point out pictures that stand out and the ones that are not up to the mark.

**3. Sharing Audio:** Learners can also record findings and experiences through the audio recorded in their mobile devices. The short audio recording may record first impressions of a client or a strategy that worked with a particular customer. To maintain the usefulness of audio recordings, instructors can ask the learners to keep the recordings within a decided time limit. One or more such recordings can be played together to form a 'lesson'. Instructors can utilize audio recording as a precursor for debates and discussions as well.

**4. Sharing Video:** Videos are a powerful mode of learning. We best remember something that we actually 'see'. Videos taken on the course of work do not have to be well shot. They should essentially relay what the learner has done or accomplished, and how. It can be 'talking head' video where the learner talks about his experiences. Or alternatively, the learner can actually demonstrate a skill or technique and share it with his peers. This is an impactful way of learning and an inexpensive one as well. Professional videos require larger budgets, but sharing videos can be made by the learners themselves.

## DELIVERABLE

|                                                    |
|----------------------------------------------------|
| Project Inception And Management Report            |
| System Requirement Specification (SRS)             |
| Complete Source DOC.                               |
| Detail Source Code Documentation                   |
| Test Plan With Test Scripts And Testing Reports    |
| Training Plan And Reports                          |
| Training Materials And User Manuals                |
| Integration Plan And Reports                       |
| Audit Log                                          |
| Training topic                                     |
| Training Report month ways.                        |
| UAT Report                                         |
| Maintenance, Agreement & SLA                       |
| Hosting Requirement Specification, Plan And Report |
| Implementation Plan And Report                     |
| Progress And Review Repots                         |

