

Project

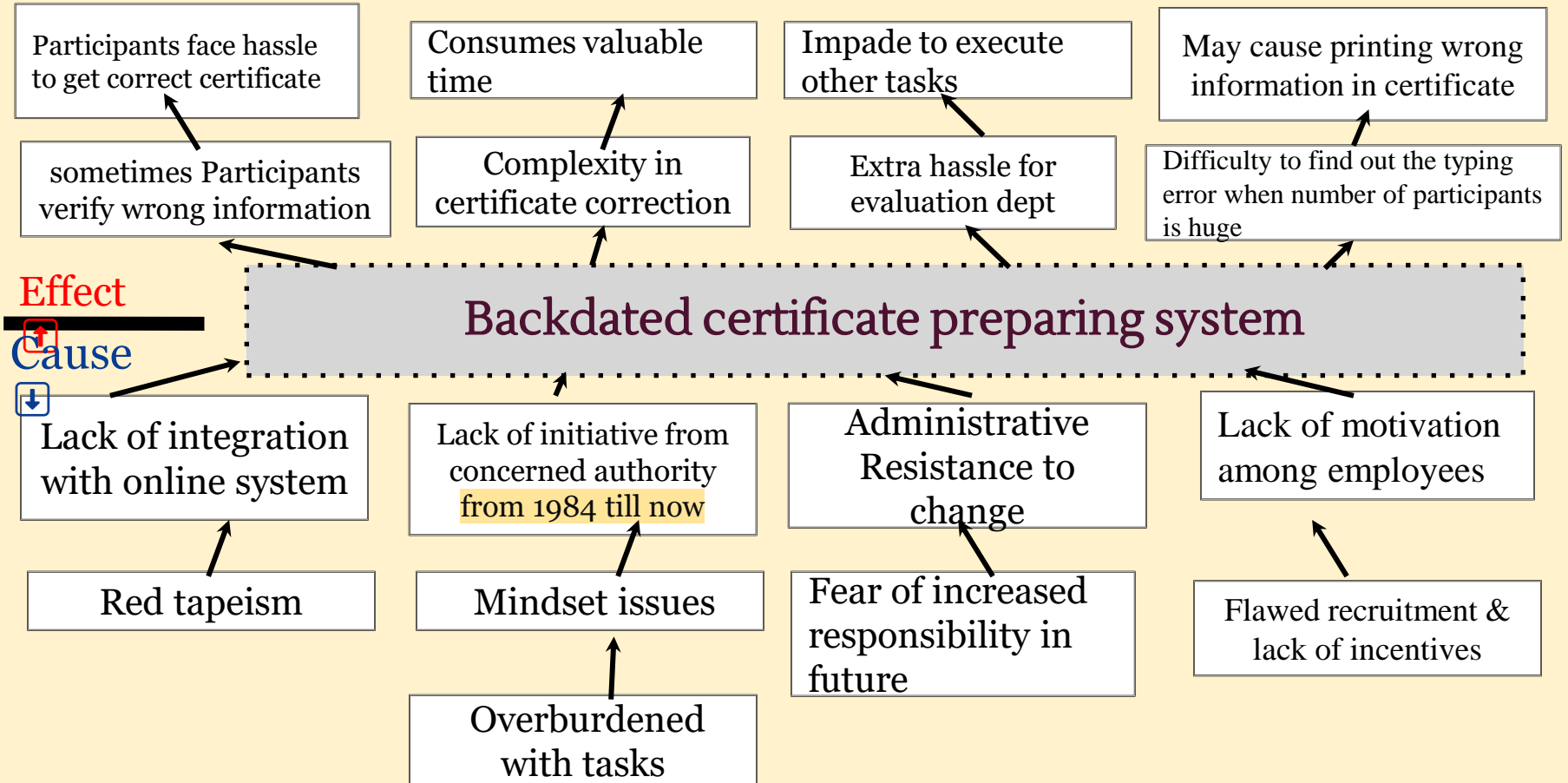
"Introducing online certificate printing system; reducing the dependence on paper-based system and making the process more efficient."

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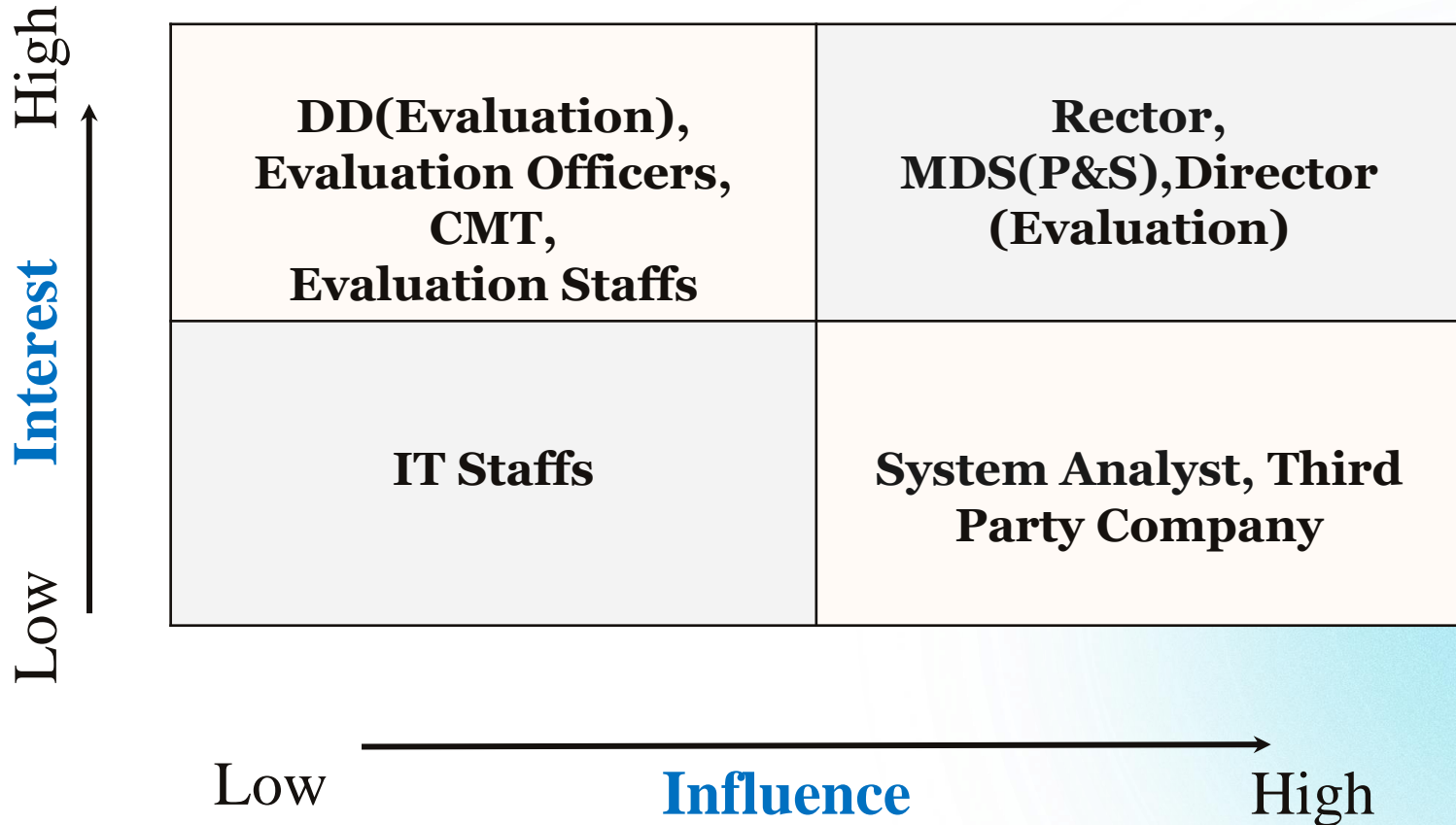
PROBLEM IDENTIFICATION

- **Lack of online certificate printing system:**
 - In present system of printing, some certain staffs type the information of **Draft Certificate** manually, so it's prone to human errors.
 - Typing all the information manually consumes notable time.
 - **After printing the draft certificate**, participants verify their information. This process takes extra time and creates hassle for CMT and Evaluation Department.
 - **Wastage of paper:** Printing the draft copy of certificate, consumes lots of paper. At least **1402 paper sheets** were wasted in **2024 alone**.
 - Estimated 20+ participants applied for corrected certificates in 2024.

PROBLEM TREE



Stakeholder Analysis



O b j e c t i v e

"Introducing online certificate printing system for 118th SSC in BPATC within 20 August, 2025"

Action Plan

SL.	Act	Who will do it	When it will be done	How it will be done
1.	Preparing a online copy of our current format of certificate	Evaluation Department, IT company	1 Month	Analysing current and other formats
2.	Consulting and getting feedback from stakeholders	Evaluation officer	1.5 Months	Consultation
3.	Initiating the file and getting approval from the authority	Evaluation officer	2 Months	Getting approval through file
4.	Providing the approved format to the Third Party Company (who maintains ERP)	Evaluation Department	2.5 Months	Communicating with the company
5.	Implementing the format for a SFTC	Third Party Company (who maintains ERP)	3 Months	Adopting the approved format

SWOT Analysis of RIIAP

	Policy [vision, mission, goals, rules, regulations, SOPs]	Executives [actors' competencies, training, their sufficiency]	Resources [budget, technology, materials, linkage with external organizations]	Culture [actors' behavioral patterns: beliefs, norms, relations, attitude, practice]
S	Digitization policy of Bangladesh Govt		Available budget for development	Institution's push for digitization
W		Lack of motivation		Fear of increased task during modernization
O			Government's willingness to allocate resources for modernization	Social change about adopting modern technology
T	Many organizations have already adopted this kind of policies			

Risk Mapping

Risks	Mitigating Strategy
Resistance from the employees (who will execute the change)	<ul style="list-style-type: none">● Motivating them● Enforcing from the higher authority
Delay to implement the change	<ul style="list-style-type: none">● Regular meeting with assigned team.
Testing the new system	<ul style="list-style-type: none">● Get the prior consent from the higher authority & the concerned CMT