

Ministry of Education
Educational Management Solution Evaluation Tool
Version 1.1
15-Nov-06

This evaluation tool is intended for reviewing Educational Management Software/Solutions for use in Namibian Schools, developed by The Educational Management Working Group of the ICTs in Education Steering Committee.

To use this tool, the following steps should be taken:

First, section "1.0: Mandatory Requirements" should be completed by potential software/solution providers. If all questions can be answered "Yes", then the remaining sections should be completed. If any questions are answered "No", then the software/solution should not be reviewed further.

Second, section "2.0: Functionality and Ease of Use" should be completed by an approved team created by the Educational Management Working Group. Scores should be assigned according to the following scale:

- 5 - exceeds requirements
- 4 - fully meets requirements
- 3 - partially meet requirements
- 2 - generally does not meet requirements
- 1 - does not meet requirements

If the total of all scores for this section is less than 35, the remainder of the evaluation should not be completed.

Third, section "3.0: Total Cost of Ownership" should be completed using data available from vendors and/or service providers. Due diligence must be performed by the evaluation team during this step.

Fourth, the evaluation team should review and recommend software/solutions to the Steering Committee for endorsement based on a comparison of costs and scores.

Finally, the ICTs in Education Steering Committee must endorse all recommendations .

1.0 Mandatory Requirements

1.1	Platform neutrality	Does solution operate with Linux (LSB 2 distros) and Windows (XP with SP2)? Optional: Is your system designed using Open Standards	Y/N
1.2	Database format	Is the database stored in Oracle-compatible format (or can it easily be converted)?	Y/N
1.3	Data export requirements	Can data be easily exported to Microsoft Office or OpenOffice applications for statistical purposes?	Y/N
1.4	Data import requirements	Can data be easily imported from Microsoft Office or OpenOffice applications for statistical purposes?	Y/N
1.5	Archiving requirements	Is data archived for 10 years?	Y/N
1.6	Password	Can at least 50 users per site create unique password-protected IDs using a strong password policy and modular permissions?	Y/N
1.7	Upgrades, updates and version control	Regular updates, patches and versions will be available	Y/N

NB: If all "Mandatory Requirements" are not met, the rest of this evaluation should not be completed.

Desired Requirements

1.8	Handling of links to ancillary information	Meet requirements in handling of links and hyperlinks to external records and information.	Y/N
1.9	Country of Origin	Namibian - Desired, but not obligatory	

2.0 Functionality and Ease of Use

2.1	Ease of access to reports	Reports are easily accessed and found on the system.	1-5
2.2	Customisable reports	Users are able to modify existing reports and save them as additional reports.	1-5
2.3	Formats of reports	Data is able to be displayed graphically.	1-5
2.4	Admin module	Solution has a usable administration module for all levels of users with little assistance.	1-5
2.5	The look and feel of the application	Solution follows standard GUI (Graphical User Interface) processes and procedures.	1-5
2.6	Searching and filtering friendliness	When searching for data, several intuitive ways are available.	1-5
2.7	Ease of implementation	Consider the work required to implement the software. Is it just installing, or mapping a drive, or requires lots on-site consulting?	1-5
2.8	Simple login process	Login is achieved quickly and effortlessly. Single-sign-on functionality is optional but recommended	1-5
2.9	Overall ease of use	Program is suitable for users with multiple levels of ICT proficiency.	1-5
2.10	File Sharing	Administator/Users such as Teachers/Students and instructors can upload any files to a shared library and can share content from their personal folder with others.	1-5
2.11	HELP	The system provides an online help or an online course to help users such as teachers, how to use the system, provides an online guide and covers how to access the system help and supported by a help desk.	1-5
Total score			0.00

NB: Total score for "Functionality and Ease of Use" should be at least 35 in total. If not, the rest of this evaluation should not be completed.

3.0 Total Cost of Ownership (over 3 years)

3.1	Initial Cost of software	What are the initial costs of for software licences per school deployment?	Cost
3.2	Potential future costs	Are there any future costs involved?	Cost
3.3	Implementation costs	E.g. installation of software and consultancy.	Cost
3.4	Training costs	How significant is training costs with implementation of this application?	Cost
3.5	Cost of customisation	Are there any significant costs involved in customising the application for our requirements?	Cost
3.6	System maintenance	How much maintenance is required by the system?	Cost
3.7	Service level agreement	Level of future service and support. What does it cost for the level of service that we may require?	Cost
3.8	Provision of customisation	Do vendor offer these services and what is cost involved? Is software user customisable?	Cost
3.9	Upgrades	Do vendor offer upgrades and what is costs of these upgrades?	Cost
Total Cost of Ownership			0.00