**CCA Allocation System (CAS)**

Overview

To develop a computer application to allocate CCA to students based on CCA Parameters and Students’ Choices.

The proposed software MUST be compatible to computer running on Windows SSOE Compliance. It must be user friendly and easy to use.

Data Requirement

1. CCA Table
	1. CCA Table consists of all the CCA the school is offering to students. They are categorize into 4 groups (also known as CCA Groups)
		1. SG - Sports and Games
		2. UG - Uniformed Groups
		3. PA - Performing Arts
		4. CS - Clubs and Societies

Under each CCA Group, there will be a list of CCA. For example, under SG

* + 1. Basketball
		2. Badminton
		3. Netball
	1. Parameters used in Allocation
		1. Maximum number of Member allows
		2. Minimum number of Member allows
		3. Order of Allocation (Niche CCAs are given priority)
1. Class and Pupil Data
	1. Able to convert data from School Cockpit System (Text and CSV Files)

Processes

1. Registration of CCA Choices
	1. Student will login to a website to register their choices
	2. Choice of CCA must meet the school criteria:
		1. Total Number of choices e.g. 5 choices
		2. Type of Choices e.g. at least one of the choices must be from a UG
	3. Additional information such as:
		1. CCA in primary school
		2. Level of Competition
		3. NAPFA Award
2. CCA Teacher Ranking
	1. CCA teacher will update the ranking of their potential members after trial.
	2. The ranking will be considered upon Allocation of CCA to students
3. Allocation of CCA
	1. Allocation must be according to the following order
		1. DSA. Students who are enrolled based on DSA must be allocated the CCA used for DSA
		2. RANK. Students who are ranked by CCA Teachers
		3. CHOICE. Students’ choices of preference
		4. MANUAL. Students left out of CCA Allocation due to MAX limit or late Returns.
	2. There is a MAX for each CCA
	3. There is a MIN for each CCA
4. Reports
	1. CCA List with all the parameters
	2. Class List with Choices and CCA Allocated
	3. CCA Member List
	4. Allocation Statistics
		1. DSA, Rank, Choices and Manual
		2. Percentage of Allocation based on 1st, 2nd 3rd Choices etc
	5. Additional Report may be required upon request.
5. Utilities
	1. Password Access and Control
	2. Backup and Restore Data
	3. Export Data to Excel or Text File

Others

Vendor should provide quotation for the above and state any terms and conditions such as warranty period, onsite services and training. In addition, vendor should also state the maintenance/upgrade fees to be incurred after the warranty period.