STAFF RESOURCE ALLOCATION AND DEPLOYMENT MANAGEMENT SYSTEM

with Mini Staff Profiling System

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OVERVIEW

Staff Resource Allocation and Deployment (SRAD) Management System is the latest Software Application developed by RJCAT with inputs and feedbacks from various schools.

SRAD is SSOE Compliance and it runs on Windows Environment (32-bit and 64-bit). It is an OFFLINE Application and does not require any internet connection (No Security Issues).

The objective of SRAD is to simplify and streamline the process of allocating resources to staff and deploying them accordingly, ensuring that "RELEVANT" periods and hours are assigned to them.

In addition, we also include a mini Staff Profiling System for FREE. It is a module for you to update and keep track of your staff profile over the years. One-Stop Access.

Please refer to Annex A for full details.

Type of JOBS

There are SIX main types of JOBS in SRAD:

- Form Teacher (Periods) Class Form Teachers and Co-Teachers •
- Academic (Periods) -Subject Teachers
 - CCA (Hours) CCA Teacher
 - Committee formed by Schools such as SMC, Steering Comm, Standing Comm Committee (Hours) -
 - School Events such as Speech Day, Anniversary, CIP Projects, Carnivals
 - Others (Hours) -Any other Activities that require Staff Involvement and count their hours

All periods are converted into Hours for the purpose of calculating the TOTAL HOURS allocated to the Teachers.

User Groups

Event (Hours)

There are 4 User Groups identified for SRAD-MS:

•	SRAD Admin	-	They will manage the SRAD master Database, collating all the entries and check the
			overall Resource Allocation and Deployment.
•	Admin Manager	-	They will represent the school leaders in updating the Form Teachers, Committee,
			Event and Others
•	HOD Academic	-	They will manage the Subject Teachers under their respective departments
•	HOD CCA	-	They will manage the Teacher in charge of the various CCA

Data Entry

User may use EXCEL-OPM to input the entries or enter directly into SRAD. Once the SRAD Admin consolidates the entries, all the reports will be available immediately. There is no need to process.

Schedule Price

The retail price for SRAD Management System is \$4800.00. For existing RJCAT customers, the price is \$3800.00.

The package shall include:

- SRAD Installation with Site License (Unlimited of PC Installation)
- Workshop for SRAD Admin (90 minutes)
- Workshop for End Users (45 minutes)
- On-Site Support and Trouble-Shooting
- Free Upgrade for One Year
- Warranty Period of One Year

Annual Service and Support

Once the warranty period is over, there is an optional Annual Service and Support at \$750.00 which shall include:

- Free Upgrades (At least 4 upgrades per year for the initial years)
- On-Site Support and Trouble-Shooting

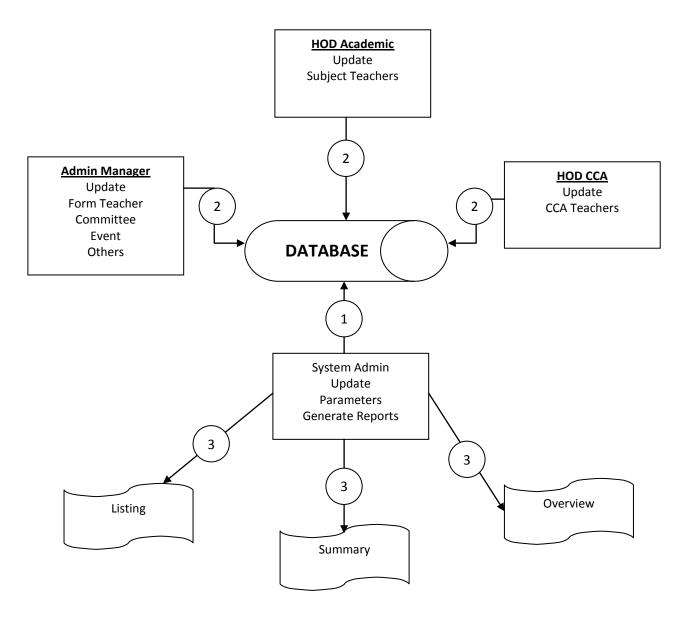
Jonathan Yeo (System Consultant)

M : 97115918

- E : jonathan@rjcat.com
- W : www.rjcat.com

STAFF RESOURCE ALLOCATION AND DEPLOYMENT MANAGEMENT SYSTEM (SRAD)

Work Flow



Sample Reports

Currently, there are 10 reports available for now (More to come as we get more feedback from users).

- 1) Listing
 - a) Individual Workload List (Detail)
 - b) Individual Workload List (Simple)
 - c) Non-Academic Workload List
 - d) Individual Staff Profile
- 2) Summary
 - a) Individual Workload Summary
 - b) Department Workload Summary
 - c) Sub-Grade Workload Summary
 - d) Subject Workload Summary
 - e) Class Workload Summary
 - f) Form Class Workload Summary
 - g) Department Academic Summary
 - h) Individual Workload Summary (MOE)
- 3) Analysis
 - a) Overview Profile

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Name : Jonat	han Yeo	Dept	: English Dept	Sub-Grade : SE	01			
Job Type	No	-	Teaching Group		lass Size		Period	
Form Teacher	1	EL1 Module 1 5C/2T	MG 01 SG 02 CoTchg	2	E 38		6.0	3.0
						Sub-Total	6.0	3.0
Academic	1	EL1 Module 1 5C/2T	MG 01 SG 02 CoTchg	2	E 38		6.0	3.0
	2	EL1 Module 1 5C/2T	MG 01 CoTchg	1	B 38		6.0	3.0
	3	E Lit Module 1 5C/2T	MG 01 CoTchg	1	D 38		6.0	3.0
	4	EL1 Module 1 5C/2T	MG 01 SG 01 CoTchg	2	D 40		6.0	3.0
	5	EL1 2C/1T	MG 01 CoTchg	2	F 40		6.0	3.0
	6	EL1 2C/1T	MG 01 CoTchg	3	A 35		4.0	2.0
	7	EL1 2C/1T	MG 01 CoTchg	3	D 35		4.0	2.0
	8	EL1	-	1	A 38		6.0	3.0
	9	EL1		1	C 42		6.0	3.0
	10	E Lit Module 1 5C/2T	MG 01 CoTchg	1	C 42		6.0	3.0
						Sub-Total	56.0	28.0

Individual Workload List (Detail)

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		RJCAT Secondary School		In	RJCAT Secondary School dividual Workload List (Detail) 2			Time	: 06/09/2017 : 01:19:13 : 2 : Listing	
7		Name : Jonathan Yeo		Dept : E	English Dept Sub-Grade :	SEO 1				
		Job Type	No	Job Scope	Teaching Group / Collabration	Class	Size		Period Hours	
		Committee	1	Standing Comm Chairman					3.0	
			2	SMC Member					3.0	
								Sub-Total	6.0	
		Event	1	School Event Treasurer					10.0	
			2	Oversea CIP Chairman					50.0	
								Sub-Total	60.0	
		Others	1	Invigilation Committee Member					10.0	
								Sub-Total	10.0	
								Grand Total	50.0 110.0	
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Page 3

	RJCAT Secondary Individual Workload List (/ School Simple) 2017	Date Time Page Category	: 06/09/2017 : 01:18:54 : 1 : Listing
than Yeo	Dept : English Dept Sub	-Grade : SEO 1		
No Job	Role	Class Size		Period Hou
1 EL1	1 Teacher	2E 38		6.0 3.0
			Sub-Total	6.0 3.0
1 EL1	1 Teacher	1A 38		6.0 3.0
2 EL1	1 Teacher	1C 42		6.0 3.0
		2D 40		6.0 3.0
				6.0 3.0
				6.0 3.0
				4.0 2.0
				4.0 2.0
8 E Li	it Mentor	1A 38		6.0 3.0
			Sub-Total	44.0 22.
				6.0
2 Foo	itball Teacher I/C	80		3.0
			Sub-Total	9.0
	-			3.0
2 SM	C Member			3.0
			Sub-Total	6.0
	nool Event Treasurer			10.
2 Ove	ersea CIP Chairman			50.
			Sub-Total	60.
1 Invi	gilation Committee Member			10.
			Sub-Total	10.
	1 EL1 2 EL1 3 EL1 4 EL1 5 EL1 6 EL1 7 EL1 8 EL1 7 EL1 8 EL1 7 EL1 8 EL1 7 EL1 8 EL1 7 Sta 2 StM 7 StM	than Yeo Dept : English Dept Sub No Job Role 1 EL1 Teacher 1 EL1 Teacher 2 EL1 Teacher 3 EL1 Teacher 4 EL1 Teacher 5 EL1 Teacher 6 EL1 Teacher 7 EL1 Teacher 8 ELit Mentor 1 Netball Coach 7 EL1 1 Netball Coach 7 EL1 1 Standing Comm 1 Standing Comm 2 SMC 1 School Event 1 Schoo	No Job Dept : English Dept Sub-Grade : SEO 1 No Job Role Class Size 1 EL1 Teacher 2E 38 1 EL1 Teacher 1A 38 2 EL1 Teacher 1C 42 3 EL1 Teacher 2D 40 4 EL1 Teacher 2F 40 4 EL1 Teacher 2F 40 6 EL1 Teacher 2F 40 6 EL1 Teacher 3D 35 7 EL1 Teacher 3D 35 8 ELit Mentor 1A 38 1 Netball Coach 25 2 7 Football Teacher I//C 80 80 1 Standing Comm Chairman 1 5 1 2 SMC Chairman 1	No Job Role Class Size 1 EL1 Teacher 2E 38

Non-Academic Workload List

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	RJCAT Secondary School			RJCAT Secondary School Non-Academic Workload List 201	7	Time	: 05/09/2017 : 22:11:34 : 1 : Listing	
1	Category : CCA							
	CCA	No	Position	Name	Class Size		Period Hours	
	Basketball	1	Teacher I/C	Officer 1023	52		3.0	
		2	Teacher I/C	Officer 1032			3.0	
						Sub-Total	6.0	
	Netball	1	Coach	Jonathan Yeo	25		6.0	
						Sub-Total	6.0	
	Football	1	Teacher I/C	Jonathan Yeo	80		3.0	
						Sub-Total	3.0	
						Grand Total	15.0	
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STAFF RESOURCE ALLOCATION AND DEPLOYMENT MANAGEMENT SYSTEM (SRAD)

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	RJCAT Secondary School			RJCAT Secondary Non-Academic Workload		Date Time Page	: 06/09/2017 : 01:17:26 : 2 : Listing
	Category : Commit	ttee				Category	: Lisung
	Committee	No	Position	Name	Class Size		Period Hours
	Standing Comm	1	Chairman	Jonathan Yeo			3.0
	_	2	Vice-Chairman	Officer 1005			30.0
		3	Vice-Chairman	Officer 1029			30.0
		4	Secretary	Officer 1035			30.0
		5	Committee Member	Officer 1012			15.0
		6	Committee Member	Officer 1040			15.0
		7	Member	Officer 1019			15.0
		8	Member	Officer 1042			15.0
						Sub-Total	153.0
	Steering Comm	1	Chairman	Officer 1005			30.0
						Sub-Total	30.0
	SMC	1	Chairman	Officer 1028			20.0
		2	Vice-Chairman	Officer 1036			20.0
		3	Committee Member	Officer 1011			20.0
		4	Committee Member	Officer 1032			15.0
		5	Committee Member	Officer 1068			20.0
		6	Committee Member	Officer 1069			20.0
		7	Member	Jonathan Yeo			3.0
						Sub-Total	118.0
						Grand Total	301.0
						Grand Fotar	501.0

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Individual Workload Summary

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Department Workload Summary

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Sub-Grade Workload Summary

Subject Workload Summary

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Subject : EL1			Sec 1	1		Sec 2	,		Sec 3			Sec	4		JC1			JC2	,		Tota	
No Name	Role	CL	PDS	Size	CL		Size	CL	PDS		CL			CL	PDS	Size	CL		Size	CL		
1 J. Yeo	Teacher Co-Teacher Teacher Teacher Teacher Teacher Teacher Teacher	1A 1B 1C	6.0 6.0 6.0	38 38 42	2D 2E 2F	6.0 6.0 6.0	40 38 40	3A 3D	4.0 4.0	35 35												
Sub-Total		3	18.0	118	3	18.0	118	2	8.0	70				-			-			8	44.0	306
2 Officer 1032	Teacher Teacher Teacher Teacher Teacher Teacher	1A 1B 1C 1D 1E 1F	4.0 4.0 4.0 4.0 4.0 4.0	35 35 35 35 35 35	-						-											
Sub-Total		6	24.0	210																6	24.0	210
Overall Tota	1	9	42.0	328	3	18.0	118	2	8.0	70										14	68.0	516
		6			3	18.0	118	2	8.0	70											24.0 68.0	

Class Workload Summary

RJCAT Secondary School									ondary Id Sumn										Date Time Page Catego	: (
Class : 1A			6 A			6			6			6 I			104			100			Tete
No Subject	Name	CL	Sec 1 PDS	Size	CL	Sec 2		CL	Sec 3 PDS	Size	CL	Sec 4		CL	JC1 PDS	Size	CL	JC2	! Size	CL	Tota PDS
1 FT	Officer 1007	14	2.0	38	02	. 55	512.6	02		0420	02	. 55	0120	UL.	. 55	0120	02	100	0120	02	100
2 EL1	J. Yeo	1A	6.0	38										-						-	
	Officer 1011	1A	6.0	35																	
	Officer 1032	1A	4.0	35																	
3 Chinese	Officer 1014	1A	6.0	30	-						-			-			-			-	
4 E Lit	J. Yeo	1A	6.0	38	-						-			-			-			-	
	Officer 1023	1A	6.0	42																	
5 Geog	Officer 1037	1A	4.0	35	-						-			-			-			-	
6 Hist	Officer 1051	1A	4.0	35	-									-			-			-	
7 M(SP)	Officer 1023	1A	4.0	5																	
8 Physics	Officer 1011	1A	8.0	30																	
-	Officer 1021	1A	4.0	35																	
9 Chemistry	Officer 1049	1A	4.0	35																	
10 Sci(P/C)	Officer 1026	1A	6.0	30																	
11 Art	Officer 1016	1A	4.0	25																	
12 F&N	Officer 1037	1A	4.0	25																	
Overall To	al	16	78.0	511																16	78.0
10 Sci(P/C) 11 Art 12 F&N	Officer 1049 Officer 1026 Officer 1016 Officer 1037	1A 1A 1A 1A	4.0 6.0 4.0 4.0	35 30 25 25																16	78.0

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Form Class Workload Summary

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No 1	Class 1A	E Lit [6.0] J. Yeo [6.0] J. Yeo [6.0] Officer 1023	EL1 [6.0] J. Yeo [4.0] Officer 1023 [4.0] Officer 1032					
2	18	[6.0] Officer 1029	[4.0] Officer 1032					
3	1C		[6.0] J. Yeo [4.0] Officer 1032					
4	1D		[4.0] Officer 1032					
5	1E		[4.0] Officer 1032					
6	1F		[4.0] Officer 1032					
No	Class	E Lit	EL1					
1	2A	[6.0] Officer 1025 [6.0] Officer 1029						
2	2B	[6.0] Officer 1025						
3	2D	[6.0] Officer 1025 [6.0] Officer 1025	(6.0) J. Yeo					
4	2E	[6.0] Officer 1025 [6.0] Officer 1025	(6.0) J. Yeo					
5	2F	[6.0] Officer 1025	[6.0] J. Yeo					
No	Class	E Lit	EL1	Malay				
1	3A		[4.0] J. Yeo	[3.0] J. Yeo				
2	3B	[6.0] Officer 1029						
3	3C			[6.0] J. Yeo				
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5	3E	[6.0] Officer 1029		[6.0] J. Yeo				
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Mini Staff Profiling System

The Mini Staff Profiling System is a special Add-On module provided by RJCAT for Free. It is a module to track Staff Profiles over the years.

Type of Profiles

There are TEN different of Profiles you can define. For example:

- Qualifications
- Work Experiences
- Training (Local)
- Training (Overseas)
- Awards
- Performances
- Memo Log

Unused Profiles are reserved for future use.

Profile Values

Each Profile can have its own set of possible Categories which is also user-defined. For example, for Qualification:

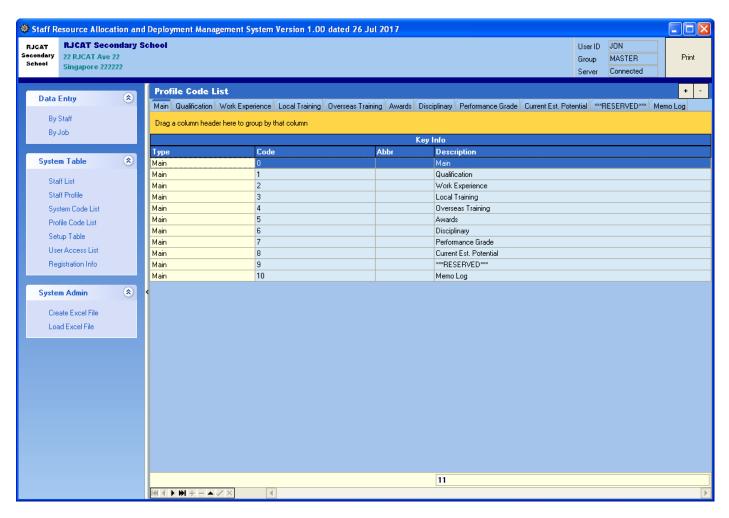
- GCE 'O'
- GCE 'A'
- Bachelor
- Master
- PHD
- Professional

Basically the list is unlimited.

Profile Type

There are up to 10 Profile Types you can define.

The sequence of the Profile Types will be used in the reporting. As such, order them in term of "importance".



Profile Categories

Each Profile Type has its own set of categories you can define.

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Updating Staff Profile

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Sample Report 🏶 Ace Viewer Options Navigate File A Page Width Page: 1/4 B Ŧ 14 A. <u>C</u>lose ۶I ы 100.0% Date RJCAT RJCAT Secondary School Time Individual Staff Profile 2017 Secondary Page School Category: Listing Name : Mr Jonathan Yeo NRIC No : S1234567Z Dept : Eng Dept Birth Date : 22-Jul-1962 : HOD Date Joined 01-Feb-1993 Position Contact : 97115918 EMail : jonathan@rjcat.com Qualification Year Date Category Description 1968 01-01-1967 - 31-12-1968 Others PAP 1974 01-01-1969 - 31-12-1974 PSLE Peck Seah Primary School 1978 01-01-1975 - 31-12-1978 GCE 'O' Gan Eng Seng School 1980 01-01-1979 - 31-12-1980 GCE 'A' Hwa Chong Junior College 1988 01-09-1983 - 31-03-1988 Bachelor Computer Science (NYU) Double Major (Actuarial Statistics) 1993 01-09-1991 - 31-03-1993 Master System Information (Baruch NY) 2002 10-09-2002 - 12-09-2002 Professional **DISC Profiling** Work Experience Year Date Category Description 1991 15-04-1988 - 08-08-1991 Local Great Eastern Life Actuarial Work 1993 15-04-1993 - 10-10-1993 Local Great Eastern Life Actuarial Porgramming MOE 1997 01-01-1994 - 31-12-1997 ABC Primary School Education Office 2001 01-01-1998 - 31-12-2001 MOE ABC Secondary School HOD 2005 01-01-2002 - 31-12-2005 Local Karang Guni Pte Ltd 2008 01-01-2006 - 31-12-2008 Overseas Karang Guni Overseas Enterprise 2017 01-01-2009 - 10-09-2017 MOE XYZ Primary School Education Office Local Training Year Date Category Description 2008 04-05-2008 - 06-05-2008 Internal Presentation and Writing Skills 2009 04-09-2009 - 09-09-2009 Internal Personal Grooming Facilitator 2012 01-07-2012 - 02-07-2012 External Speech Technics Overseas Training Year Date Category Description 1998 05-06-1998 - 12-12-1998 MOE Exchange Programme (China) Awards

Year	Date	Category	Description
2002	22-04-2002	Bronze	NE Award
2006	06-05-2006	Silver	Outstanding Teacher Award
2012	03-02-2012	Gold	LKY Distinction Teacher Award

RJCAT	RJCAT S	econdary School	Date : 10/09/2017
econdery School	Individua	l Staff Profile 2017	Time : 23:07:42 Page : 2 Category: Listing
Name : Mr Jonathan '	Yeo NF	RIC No : S1234567Z	
Dept : Eng Dept	Bi	rth Date : 22-Jul-1962	
Position : HOD	Da	te Joined 01-Feb-1993	
Contact : 97115918	EN	vlail : jonathan@rjcat.com	
Disciplinary Year Date	Category	Description	
1988 10-09-1988	Yellow Card	Hammer student	
1995 20-12-1995	Red Card	Hammer Parent	
2017 10-09-2017	Send to Jail	Hammer Principal	
Performance Grade			
Year Date	Category	Description	
2000 10-09-2000	E		
2001 10-09-2001	E		
2002 10-09-2002	D		
2003 10-09-2003	D		
2004 10-09-2004	C		
2005 10-09-2005 2006 10-09-2006	C B		
2008 10-09-2008		Constict Assessed	
		Special Award	
Current Est. Potential Year Date	Category	Description	
2005 10-09-2005	GEO 1A2	Description	
2009 10-09-2009	GEO 1A4		
2012 10-09-2012	SEO 1A1		
Memo Log	I		
Year Date	Category	Description	
2000 09-09-2000	Normal	General Coffee Session	
2005 09-09-2005	Work Review		
2010 04-07-2010	Counselling	Hammer Student	