



10 Things to Check Before Building a School or College Management System

Use this checklist before you speak to any developer. It helps you decide what you need, protect your data and avoid common mistakes.

Define your goals

- ☐ List the problems you want to solve (for example slow fee tracking, lost records, late reports).
- ☐ Agree who will use the system: administrators, teachers, accountants, students or parents.
- ☐ Decide which modules you need first: records, fees, hostel, library, reports.

Prepare your data

- ☐ Gather your current records and decide who will clean them.
- ☐ Agree the required fields and a unique ID for each student or member.
- ☐ Plan how old data will be imported and checked.

Plan security

- ☐ Define roles: what each person can see, add, change or delete.
- ☐ Plan backups and decide who can restore them.
- ☐ Decide password rules and use two-step verification where possible.

Plan the rollout

- ☐ Plan staff training and a trial period before full launch.

Questions to ask your developer

- ☐ Who owns the data, and can we export all of it at any time?
- ☐ How are backups done and how often?
- ☐ What support is included after launch, and what does it cost?
- ☐ Does the system work well on phones and slow connections?

General guidance only. Adapt it to your institution and local regulations.