

Classified | Internal

PROJECT CHARTER

Road Crash Case Information System (CrashForm)

Prepared by: Tinatini Papashvili | Date: 23.04.2026
Version 1.0

Note: Due to privacy and security reasons, this project has been modified and sensitive information is not displayed.

Start Date:	May 4, 2026
End Date:	October 30, 2026
Duration:	6 months
Project Manager:	Tinatini Papashvili
Project Sponsor:	D. Lomi (Deputy Head, MIA IT Department)
Organization:	Ministry of Internal Affairs, Patrol Police Department

Project Topic

Road Crash Case Information System (CrashForm) - Digital transformation of crash data collection, GPS-based location tracking, and analytical reporting for the Ministry of Internal Affairs Patrol Police Department.

Project Description

The Ministry of Internal Affairs Patrol Police Department currently collects road crash data through manual paper-based forms. Patrol inspectors often fail to record exact crash locations, which prevents the identification of high-risk accident areas (black spots), pattern analysis, and root cause determination.

This project will design and implement a digital Crash Form system (CrashForm) deployed on tablet computers installed in patrol vehicles. The system will integrate with GPS hardware to automatically capture precise crash coordinates, provide structured digital forms with predefined reference catalogs for consistent data entry, and connect to a central analytical platform for data-driven road safety decision-making.

The system will be built as a new module within the existing e-Flow electronic document management system used by the Ministry of Internal Affairs. It will include a tablet application for field data collection, a web-based analytical platform, and integration APIs for external systems such as the Roads Department.

Key Stakeholders

Stakeholder	Role / Department	Interest / Involvement
D. Lomi	Sponsor, MIA IT Dept.	Executive oversight, budget approval, go-live authorization
K. Lazari	Director, Patrol Police Dept.	Primary beneficiary, operational requirements, pilot deployment
B. Kvikvia	Investigation Department	Process validation, criminal case classification
Roads Department Representative	Min. of Regional Dev. & Infrastructure	Analytical data consumer, API integration, road safety planning
T. Papashvili	Project Manager / BA	Day-to-day management, requirements, stakeholder coordination
L. Kadze	Technical Lead, Development	System architecture, development, deployment
Patrol Inspectors	End Users, Field Operations	Primary system users, UAT participants, training recipients
MIA IT Administration	IT Infrastructure & Security	Server infrastructure, network access, IP whitelisting, security

Project Objectives

- Digitize crash data collection by replacing paper-based forms with structured digital forms on tablet computers.

- Automatically capture precise GPS coordinates (N, E) at each crash scene to enable geographic analysis and black spot identification.
- Implement a standardized data structure with 23 predefined reference catalogs to ensure data consistency and completeness.
- Establish a role-based workflow (Registrar, Manager, Analyst, Administrator) with card verification process for data quality assurance.
- Develop a web-based analytical platform with search, export to Excel, and predefined analytical reports for data-driven road safety decisions.
- Deploy the system in a pilot phase in the Tbilisi region before nationwide rollout.
- Integrate with the existing e-Flow system and provide a web service API for external stakeholders (Roads Department).

Project Scope

In Scope:

- Tablet application for crash card registration (Actions A-E: location, vehicles, persons, environment, comments)
- GPS integration for automatic coordinate capture
- e-Flow module for card management, search, and verification
- Web-based analytical platform with search, filtering, and reports
- Role-based access control (Registrar, Manager, Analyst, Administrator)
- Reference catalog administration module
- Web service API for external data sharing
- Excel export functionality
- Pilot deployment in Tbilisi region with 16-56 tablet computers
- Training for patrol inspectors

Out of Scope:

- Hardware procurement (tablets provided by World Bank through Roads Department)
- Changes to the existing e-Flow core system architecture
- Integration with court or prosecution systems
- Mobile network infrastructure improvements
- Nationwide deployment beyond the pilot region (Phase 2)

Project Timeline

Phase	Duration	Target Dates
Phase 1: Planning	3 weeks	May 4 - May 22, 2026
Phase 2: Analysis (Req. Gathering & Elicitation)	5 weeks	May 25 - Jun 26, 2026
Phase 3: Development	10 weeks	Jun 29 - Sep 4, 2026
Phase 4: Testing & Bug Fixing	3 weeks	Sep 7 - Sep 25, 2026
Phase 5: User Acceptance Testing (UAT)	2 weeks	Sep 28 - Oct 9, 2026
Phase 6: Pilot - Tbilisi Region	2 weeks	Oct 12 - Oct 23, 2026

Phase 7: Go Live	2 weeks	Oct 26 - Oct 30, 2026
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Key Risks and Mitigation

Risk	Impact	Mitigation Strategy
GPS signal unavailable in certain areas	Medium	Allow manual GPS coordinate entry as fallback
Resistance from patrol inspectors to digital forms	High	Conduct hands-on training; involve inspectors in UAT for buy-in
Tablet hardware delays from World Bank / Roads Dept.	High	Begin development and testing on available devices; decouple hardware timeline from software delivery
Network connectivity issues in rural areas	Medium	Design offline-capable tablet app with sync on reconnect
Incomplete or inconsistent reference catalog data	Medium	Validate catalogs with subject matter experts during analysis phase

Success Criteria

- System deployed and operational on tablet computers in the Tbilisi pilot region.
- 100% of crash cards include GPS coordinates (auto-captured or manually entered).
- All 23 reference catalogs populated and validated by subject matter experts.
- Patrol inspectors trained and able to complete digital crash cards within 15 minutes.
- Manager verification workflow operational with status tracking (Registered / Verified).
- Analytical reports generating accurate data across all 10 predefined report types.
- Excel export functional for all search results.
- Web service API documented and operational for Roads Department integration.
- Retrospective and lessons learned documented post-pilot.

Approvals

Name	Role	Signature	Date
D. Lomi	Project Sponsor		
K. Lazari	Patrol Police Director		
T. Papashvili	Project Manager		
L. Kadze	Technical Lead		