

BUSINESS CASE

**RAMKOLEK: DOCUMENT MANAGEMENT SYSTEM FOR PROJECT DOCUMENTATION PAPERS
SUBMISSION**

**DASALGORITHM
3 HUMABON, MAKATI,
1232 KALAKHANG MAYNILA**

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1. EXECUTIVE SUMMARY

Asia Pacific College (APC) implements Project-Based Learning in their curriculum. These are capstone projects where students learn and apply it to the output. The current process of submitting project papers lacks a dedicated platform for viewing, managing, and submitting documents. Ramkolek provides a centralized project documentation process.

1.1. Issue

The current process of submission for documents online requires the sending of emails and using Microsoft teams. Asia Pacific College with PBL project documentation has no singular platform to use. This results in oversaturating different emails between proofreaders and students of PBL.

1.2. Anticipated Outcomes

This project anticipates deploying Ramkolek for Asia Pacific College in 2024. Ramkolek will be a document management system for APC students and faculty aimed at streamlining project document submission and improving overall efficiency in the PBL process.

In the end state of the project, Ramkolek centers on paper submission and proofreading request processes. It will have an option to archive submissions, proofreading requests, and teams must be available in the system. Users can view the dashboard and get auto-generated reports. The system will also include a team module for professors to create groups for students.

1.3. Recommendation

The current system is recommended to centralize the project documentation process. Storing the documents in a single and organized location is an effective approach in keeping the project documents. This is more accessible for everyone involved. Ramkolek focuses on effectively improving the process of PBL by streamlining the document submission process and improving overall efficiency in the PBL process.

- Ramkolek will provide a system that **streamlines the project document** submission and proofreading requests. This tracks the updates and the progress of the paper. The proposed system will eliminate the need for emailing or messaging the document the updates.
- The proposed system tackles the challenge of time-consuming manual report creations and data collections for group project documentation. It will implement **auto-generation of reports and data-gathering**.

1.4. Justification

The reason why this project should be implemented in the first place is because once the students are done with PBL subjects it's off to be proofread, the problem is that only one member which is the leader of the group is the one and only to get the message of the proofreader only using via private message in Teams or Outlook as there is no guarantee way of knowing when the proofreading process is in work-in-progress or completed, especially that emails tend to be oversaturated with different notification, this caused a communication problem to both parties as these causes delays on viewing the PBL projects causing disorganization on sending the papers to the right people.

2. BUSINESS CASE ANALYSIS TEAM

Role	Description	Name
Team Leader/Product Owner	Manages the project, directs the team, and communicates with stakeholders.	Jeb Vincent Cajayon
Team Member/Scrum Master	Facilitates meetings and works on documentation	Leila Angela Arcega
Team Member	Works on documentation	Jonlord Mirando
Team Member	Works on documentation	Daniella Diana Soquiat
Team Member	Works on documentation	Raina Marie Terania
Team Member	Works on documentation	Lyka Tesorero

3. PROBLEM DEFINITION

3.1. Problem Statement

The current process of submitting project papers lacks a dedicated and organized platform for viewing, managing, and submitting project documentations. Additionally, the process of endorsing complete PBL papers for proofreading to English Cluster Heads suffers from the lack of updates on the side of students, as only one student per group receives notifications, leading to miscommunication among group members and professors, impacting both group and individual PBL participants.

Specific Problems

1. The current process for project submissions along with the proofreading request form makes it difficult to keep track of files and updates because submission is done through email and MS Teams. Managing project submissions and proofreading requests lacks real-time status updates and the file versions are scattered in different locations. Notifications of updates and progress are done within MS Teams and email but can easily be lost among other messages, hindering the ability of the people involved to keep updated.
2. For the PBL professors and PBL coordinator in the current system it needs them to manually create reports and manually gathered data about a group's project, that can be time-consuming for the faculty involved because they must locate and ask for the documents relating to a group's project from the other

PBL professors through email and MS Teams while storing those documents in a team created in MS Teams.

3.2. Organizational Impact

The implementation of Ramkolek will replace the currently used system, which uses Microsoft Teams and Microsoft Outlook as the primary platforms used in submission. It will also automate the process of notifying people in the submission and proofreading process of the current stage that the submission is in. Since the files will not be transferred through email and Teams, individual local copies of files will be avoided.

As for the different roles in the current submission process, roles in the Ramkolek system remain largely the same as the current system as well. Having the same roles as the current system will help the system adhere to the business processes of APC and avoid generating confusion for the users.

3.3. Technology Migration

The system will be developed using the Laravel web-development framework. The Ramkolek system, to be more specific, will use the Filament starter kit uses the TALL stack for faster and more efficient development. The system will be hosted using Amazon Web Service as it is the cloud platform used by APC to host their websites. Account information for Ramkolek will be taken from APC's existing information system.

4. PROJECT OVERVIEW

4.1. Project Description

Ramkolek is a web application that aims to serve as a portal for students to submit their project documentation papers by establishing a centralized and organized environment for uploading the papers and managing the project documents during the submission process. The project will consolidate all the file transfers involved in paper submission into one platform and create a multi-layered submission approval workflow system that will include the actors in the current process for access control.

The proofreading request process and submission approval workflow will be based on the process used by the current system, except file transfers and the movement of the submission along the process will be done through the system. The project submission data will remain updatable before it gets the final approval from the professor to allow the users to make changes during the submission.

As a dedicated platform, it will serve as a hub for students, faculty, and the library to access and manage the submitted papers, streamline the submission process, and reduce the amount of data encoded by the librarian.

4.2. Goals and Objectives

The objective for this project is to create and develop Ramkolek for a unified platform for submitting and proofreading PBL papers to replace the current system that utilizes Microsoft Teams and Outlook.

The goals for that project are:

- Develop a web application for all members of APC to streamline project documentation, and proofreading requests so that every member will have a better way to get updates on the paper in a form update by proofreaders and notifications in the site.
- Develop a module for reports to view metadata and status reports for submissions.

4.3. Project Performance

Ramkolek aims to streamline processes, improve data management, ensure security and accessibility, and enhance communication within our academic community. To evaluate the performance of Ramkolek, the following measures could be considered:

1. Assess how effectively Ramkolek simplifies project submission and proofreading processes, reducing manual tasks, and improving overall efficiency.
2. Evaluate the system's ability to automate report generation and data gathering, providing valuable insights into project submissions and proofreading requests.
3. Determine the system's effectiveness in enhancing security and accessibility by centralizing project documentation and providing role-based permissions.
4. Measure the system's impact on communication between students, faculty, and librarians, focusing on real-time updates and notifications.

4.4. Project Assumptions

Here are the preliminary assumptions for the proposed system:

1. The users of the system are familiar with basic computer operations and can navigate the web application with minimal guidance.
2. Users have access to stable internet connections for seamless use of the web application.
3. The APC information system can provide necessary user data for account management and authentication.
4. Users adhere to the file format requirements for project documentation submission (Word and PDF).
5. Ramkolek will be hosted using APC's AWS subscription.
6. APC's Information Technology Resource Office will assist the development group in the deployment of Ramkolek.

7. The ITRO (information technology resources office) will also handle the system's maintenance after deployment.

4.5. Project Constraints

Here are the preliminary constraints for the proposed system:

1. The system will only accept files up to 50MB in size for submission.
2. Project documentation papers must adhere to specific formatting and content guidelines.
3. The system will focus exclusively on PBL subjects within this school, limiting its usage to specific courses.
4. Users must download files from the system to make changes, which may introduce versioning challenges.
5. Access to the system requires valid APC credentials.
6. Teams that have completed the project submission process will be archived, limiting ongoing access to historical data.
7. Users cannot change their passwords within the system directly, requiring additional administrative steps for password management.

4.6. Major Project Milestones

Major milestones	
Milestone 1 (April 21, 2023)	Project Milestone
Milestone 2 (May 4, 2023)	First Client Meeting
Milestone 3 (Nov 23, 2023)	Finalizing the system's design and function.
Milestone 4 (March 11, 2024)	Prototype Presentation
Milestone 5 (July 15, 2024)	Development (Software Coding)
Milestone 6 (September 23, 2024)	Deploy System
Milestone 7 (October 9, 2024)	Project Complete

5. STRATEGIC ALIGNMENT

Asia Pacific College aims to provide business and the information and communications technology industry in the Philippines and in the global community lifelong learning graduates who are anchored on the principles of integrity and professionalism. The school prides itself on its industry-based learning, which is the core of their project-based learning

approach. Ramkolek directly supports APC's strategic plan as the system is built for the purpose of automating some aspects and streamlining the PBL documentation submission process. The system will serve as a platform that will assist users in managing PBL and proofreading documents in a more organized manner, enhancing the experience of handling PBL projects.

6. COST BENEFIT ANALYSIS

Benefits:

1. This automates report generation and data gathering, providing valuable insights.
2. A centralized platform that enhances communication through real-time updates and notifications.
3. The system provides a secure platform with role-based permissions, ensuring accessibility for authorized users.
4. It streamlines project documentation submission, saving time and effort for students, faculty, and librarians.

Costs:

1. Initial cost of labor for include software development, infrastructure setup, and integration with existing systems is ₱ 1,593,000.00.
2. Hosting of the system will cost ₱ 1,300.79.
3. Maintenance and updates of the system may require additional labor from the ITRO.

7. ALTERNATIVES ANALYSIS

Outlook. Outlook is Microsoft's email service provider. Because APC uses Microsoft 365, Outlook is the software used by students, faculty, and library for communication.

MS Teams. Teams is a collaboration platform developed by Microsoft. It provides a centralized hub for team communication and collaboration, allowing users to chat, hold video meetings, share files, and work on documents together in real-time. The professor uses Microsoft Teams to post the final copies of the student's paper to the Ramkolek Teams. This ensures that the document is securely stored in a specific location and easily accessible to all relevant parties involved.

APC Wikis. APC Wiki is an open-source system, wherein students can encode the content of every section of their project thesis/paper before submitting the final version of its documentation.

Alternative methods like outlook, MS Teams, and APC Wikis were considered but were found lacking in terms of organization, security, or accessibility, making Ramkolek the preferred solution.

8. APPROVALS

Approval for the project will come from Mr. Manuel Sebastian Sanchez, the Project Sponsor, and a key stakeholder for the system.