1. Add Claim Submission Feature for Lecturers

1.1 Create Claim Model

- Fields: HoursWorked, HourlyRate, AdditionalNotes, SupportingDocuments, Status

1.2 Create ClaimController

- Methods: SubmitClaim, UploadDocument

1.3 Create Submit Claim View

- Form Fields: HoursWorked, HourlyRate, AdditionalNotes

- Buttons: Submit, Upload

1.4 Implement SubmitClaim Method

- Collect data from form

- Validate data

- Save claim to database

- Display success or error message

1.5 Implement UploadDocument Method

- Validate file type and size

- Store file securely

- Link file to claim

2. Add Verification and Approval Feature for Coordinators and Managers

2.1 Create CoordinatorController

- Methods: ViewPendingClaims, ApproveClaim, RejectClaim

2.2 Create View Pending Claims View

- Display list of pending claims

- Buttons: Approve, Reject for each claim

2.3 Implement ViewPendingClaims Method

- Fetch pending claims from database

- Display claims in organized manner

2.4 Implement ApproveClaim Method

- Update claim status to "Approved"

- Display success or error message

2.5 Implement RejectClaim Method

- Update claim status to "Rejected"

- Display success or error message

3. Add Document Upload Feature for Lecturers

3.1 Modify Submit Claim Form

- Add Upload button

- Display uploaded document names

3.2 Implement Secure File Storage

- Validate and store files

- Link files to claims

4. Add Claim Status Tracking Feature

4.1 Modify Claim Model

- Add Status field

4.2 Update ClaimController

- Methods: UpdateClaimStatus

4.3 Display Status on Claim Views

- Use text labels or progress bars

- Update status in real-time

5. Add Unit Testing and Error Handling

5.1 Write Unit Tests for Key Functionalities

- Test SubmitClaim, UploadDocument, ApproveClaim, RejectClaim methods

5.2 Implement Error Handling Mechanisms

- Catch and handle exceptions

- Display meaningful error messages

6. Version Control

6.1 Regularly Commit and Push Changes to GitHub

- Make clear and descriptive commit messages

- Push source code and documentation to repository

7. Documentation

7.1 Add Lecturer Feedback

- Create a Word document with feedback

- Describe how recommendations were implemented