**Project: electronic Agreement (e Agreement)**

This project acts as an agreement between Client (company which will outsource the project) and Vendor (vendor is also a company which will develop the project received from Client).

**This agreement mainly involves below key process items**

1. User (the person who works on behalf of Vendor) needs to fill all required information before they have an agreement for the project.
2. User needs to provide details about the vendor and the people that are going to work on the project.
3. User needs to provide the sub-contractors (if the project or part of the project is outsourced to other company) information.
4. User needs to provide the quote (cost & hours of the project) information.
5. User needs to provide all legal related information for lawyer review.
6. User needs to select approvers (people who will review the all the information filled by the user) for the agreement.
7. Approver(s) needs to verify all the information provided by User, approver should be able to approve or reject the agreement filled by User with specific remarks.
8. If the agreement is rejected, user needs to modify/provide required information as per the remarks given by approver and need to re-submit for approval.
9. The cycle will continue till the agreement is approved by all the approvers.

Previously all the above process was completed by MS-Word to collect the required data and MS-Outlook to send document from one approver to another approver.

**Problems with existing process:**

1. Process is not automated.
2. It is impossible to know the status of the agreement that where it is in the entire process.
3. There is no reminder to USER or Approver for completed agreements.
4. User need to do enter all the data manually (no functionality of searching for existing results).
5. Approver/user need to send the agreement through mails manually.
6. No easy access for agreement status.
7. User will not know how many agreements that he/she submitted for approvals.
8. Every time the agreement is rejected, user will get a new copy of agreement which will lead to confusion if there are more copies for same agreement.
9. Client (MD or CEO) doesn’t know that totally how many agreements are in process or pending and the status of the agreement.
10. All above things are making the entire process very slow, which leading in project delay.

**Solution:**

So the new system will overcome all above problems and also it will have more flexible user interface to fill the data. This application will automate all the manual effort and it will save lots of time to complete the process. It will give more flexible auditing by providing search feature.