PROG6212 POE PART1 REPORT

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PROG Lecturer/Tutor

Project Planning and Prototype Development Report:

Introduction:

The Contract Monthly Claim System (CMCS) prototype is aimed at making the manual lecturer claims process modernistic, replacing the manual process with a.NET-based application that implements a structured database and graphical user interface (GUI). The solution minimizes inefficiencies, increases accountability and transparency when submitting and approving claims on Independent Contractor (IC) lecturers (Troelsen and Japikse, 2021).

Documentation:

The database design features are centred on five entities: Lecturer, Claim, ClaimStatus, SupportingDocs, and Approval. The Lecturer entity is used to store personal and contract information and the Claim entity is used to store the hours to be claimed, the hourly rate and the total to be claimed. Every claim is associated with a ClaimStatus (e.g., Pending, Approved, Settled) to be tracked effectively. Supporting documents are stored in SupportingDocs and approvals are stored in the Approval entity, that makes Programme Coordinators and Academic Managers accountable to claims.

The system has three roles**: Lecturers** submit claim, **Programme Coordinators** reviews claim, and **Academic Managers** who approve or reject claims. This provides proper checks and balances in the claim workflow.

Assumptions: Hourly rates are fixed on a per-lecturer, only monthly claims are processed, and documents must be in PDF format.
Constraints: The prototype focuses on design only; the more complex features (like authentication, automated notifications and payroll integration) are still under development.

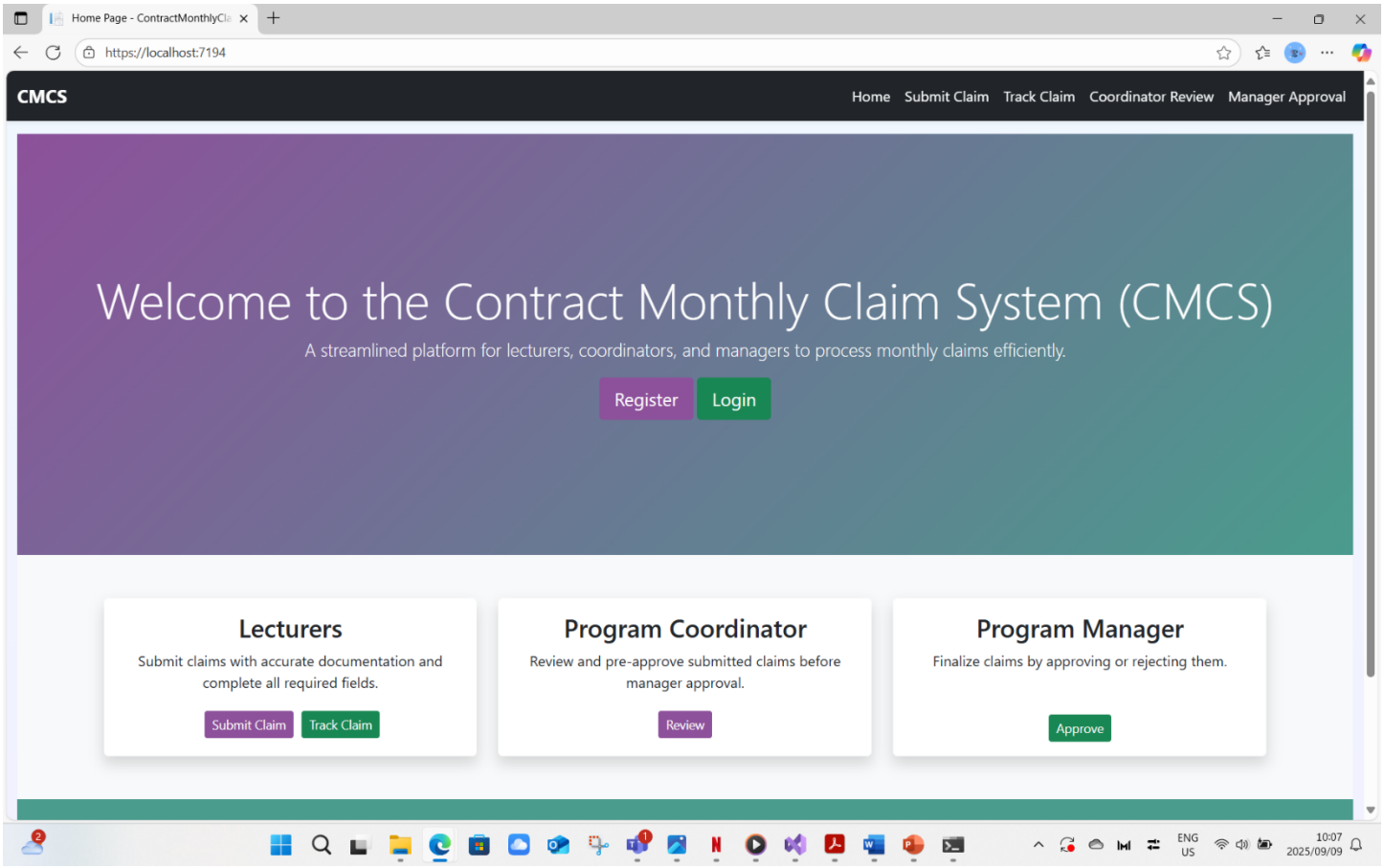
Business Rules:

1. Each lecturer has one hourly rate stored in the system.
2. Claims must be submitted monthly and cannot overlap periods.
3. A claim must include supporting documentation.
4. Only coordinators and managers may approve or reject claims.
5. Status changes are recorded for auditing purposes.

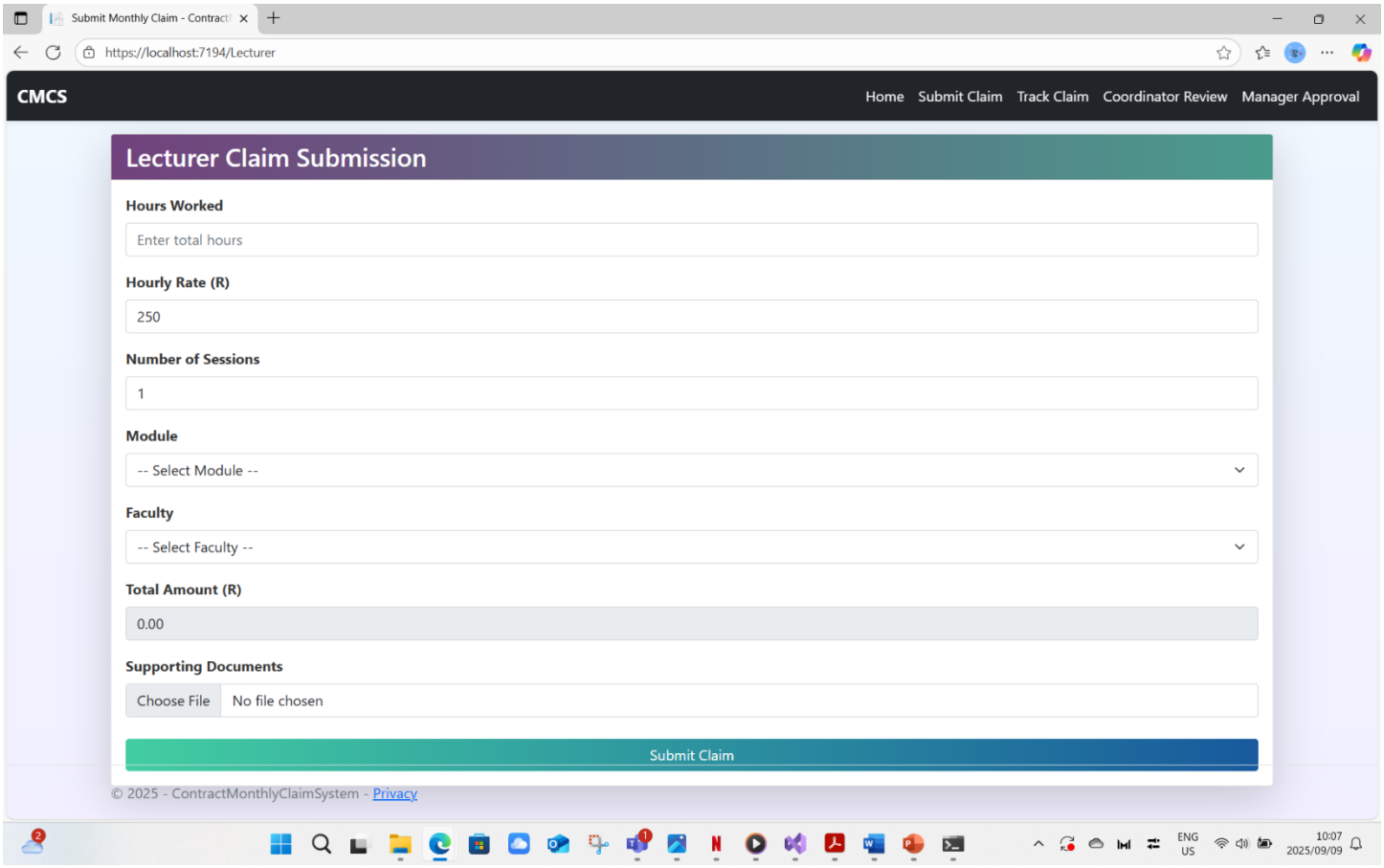
These regulations guarantee fair play, correctness, and tracking in the process of approval.

GUI Design:

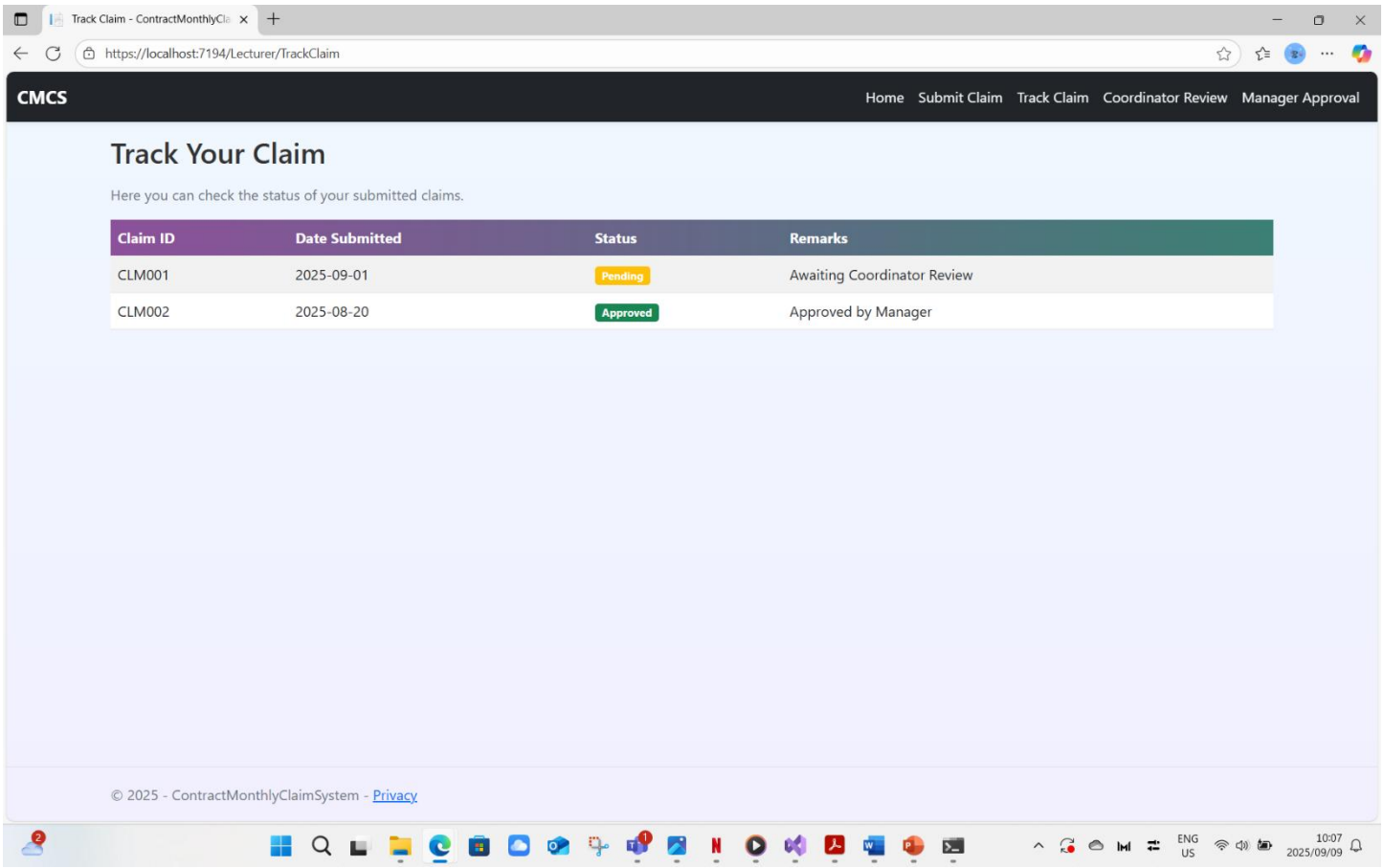
The GUI design follows a simple, role-based structure.



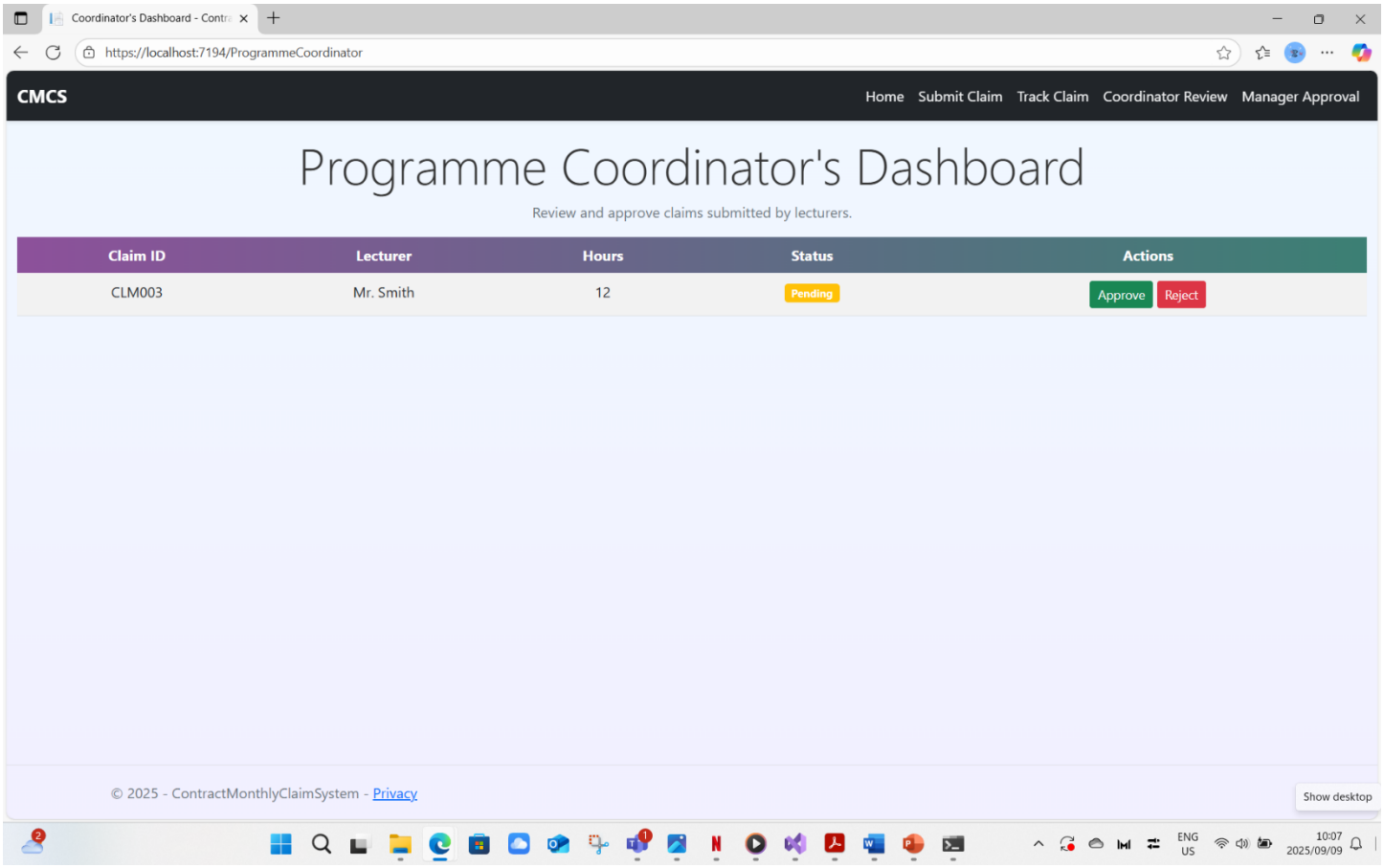
- This is the Homepage of my website.



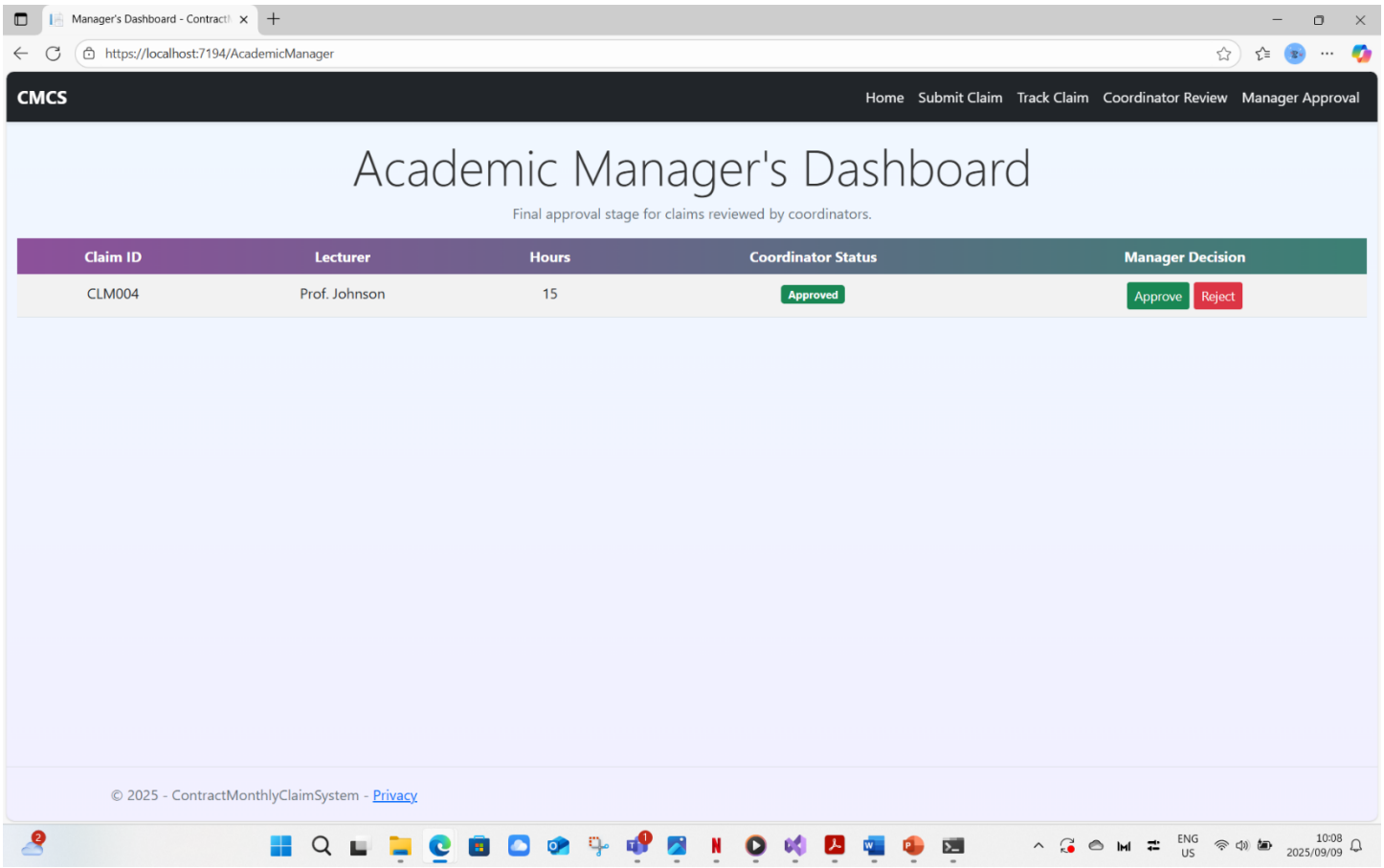
- The Submit Claim page allows lecturers to input claim details such as Hours Worked, Module, Faculty, and Supporting Documents etc.



- The Track Claim page allows the lecturer to view and keep track of their claims.



- The Coordinator Review allows coordinators to access the dashboard and review claims submitted by lecturers.



- The Manager Approval Page allows managers to access the dashboard and finalize approval or rejection of claims that were reviewed by the coordinator.

Conclusion:

The CMCS prototype represents a role-based, structured system that will offer enhancements in the management of lecturer claims in terms of efficiency and transparency. The prototype provides a solid foundation to future functional development, given that it is designed with a clean database design, GUI layout, and project plan.

References

- Troelsen, A. & Japikse, P. 2021. *Pro C# 9 with .NET 5: Foundational Principles and Practices in Programming*. 10th ed. Apress.