

Computer Science Department
University of Computer & Emerging Sciences (NUCES-FAST)

HOME WORK ASSIGNMENT COVER SHEET

COURSE TITLE	Software Engineering	COURSE CODE	CS3005
INSTRUCTOR	DR. EIAZ AHMED	TYPE	<input type="checkbox"/> <input checked="" type="checkbox"/> (Please tick)
ASSIGNMENT NO	HW-1 (Class)	Indiv.	Group
ASSIGNMENT	Documents Dispatch Register (DDR)		
HAND OUT DATE	13-MAR-2023	DUE DATE	26-MAR-2023
ESTIMATE TIME	10 Hours		

ASSESSMENT CRITERIA (or attached)	% Mark
Questions are attached (print copy) This HW includes the following tasks (Total Marks 7.5) Assignment-1-Deliverable-1 Due on FRI 17/03/2023 4pm CS Acad Office/ Amir Submission: Only paper submission is required Group of max 3 students is allowed, individual work is discouraged with 10% deduction	

TO BE COMPLETED BY STUDENT (TEAM LEAD)	GROUP MEMBERS ID						
NAME _____	<table><tr><td>ID</td><td>Sec#</td></tr><tr><td>ID</td><td>Sec#</td></tr><tr><td>ID</td><td>Sec#</td></tr></table>	ID	Sec#	ID	Sec#	ID	Sec#
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ID NO _____ Section# _____							
Time Taken _____							
DECLARATION: I/We declare that this Coursework is my/our group's own work							
SIGNATURES (All members)							

GRADE/ MARK AWARDED	<input type="checkbox"/>	COMMENTS	_____
INSTRUCTOR'S SIGNATURE _____		DATE	_____

Functional Specification (Attributes):

Attribute Name	Description	Constraints	Datatype
DocumentID	A unique tag or id which is given to an application to use it as a tracker for future	INDX	CHAR (10)
DocumentName	The name of the document recorded when uploaded	NOT NULL	VARCHAR (50)
SubmissionDate	The date of the document recorded when uploaded	NOT NULL	DATE
ApplicationName	The name of the application recorded when uploaded	NOT NULL	VARCHAR (50)
RedirectingHistory	A list of departments and authorities to which the document has been redirected	NOT NULL	VARCHAR (500)
EmergencyCall	Indicates whether the document has an emergency call	NOT NULL	BOOLEAN
ReturnPeriod	Time limited days for the return of the document	NOT NULL	INTEGER
Priority	A label assigned to the dispatched document like which has more priority.	NOT NULL	High, low or urgent
DocumentyApproval	The Authority which accepted the document	NOT NULL	VARCHAR (50)
DocumentsStatus	This shows the current status of the document	NOT NULL	VARCHAR (50)
AuthorityInvolved	All involved departments and authorities in the redirecting history	NOT NULL	VARCHAR (50)
NotificationAlert	Notification generated about the issues of the document if they are rejected or delayed	NOT NULL	VARCHAR (500)
Withdrawal or Reupload	Check whether the application can be withdrawn or can be reuploaded on call at any stage	NOT NULL	BOOLEAN (10)
Searching	A list of search criteria	NOT NULL	VARCHAR (500)
Comment	A section for the authorities who can add any comment if required with the dispatched document	NOT NULL	VARCHAR (500)

Story ID: 1

Story Title: User-friendly interface

User Story:

As an admin
I want to be able to easily navigate through and understand the software interface.
So that I will be able to efficiently manage and provide support to the concerned department.

Importance

High

Estimate

Acceptance Criteria:

- I know I am done when,
- The interface should have clear and intuitive navigation menus which are easy to use which in turn will allow users to quickly find the features they need.
 - The software should provide accurate and understandable feedback in case there is an error in uploading documents etc.
 - Error Rate: It should have as low error rate as possible so that it can provide a user-friendly environment.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 2

Story Title: Document upload

User Story:

As a user
I want to be able to upload documents to
the system and attach any relevant information related to
the document.
So that I will be able to upload documents.

Importance

High

Estimate

Acceptance Criteria:

I know I am done when,

- The software should have a feature of uploading documents to the system.
- The software should provide a range of document formats for the user to upload such as PDF, word, or images.
- The software should have sufficient storage capacity to accommodate the uploaded documents and associated information.
- The system should provide access control measures to ensure that only authorized users can upload and retrieve documents.
- The system should notify users when a document has been uploaded or if there are any changes made to the uploaded document.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 3

Story Title: Document tracking

User Story:

As a user
I want to be able to track the status and location of a document from the time it is submitted to the concerned department until it is returned to me
So that I can easily monitor the progress of the document.

Importance

High

Estimate

Acceptance Criteria:

I know I am done when,

- A feature that enables users to keep track of a document's state, including the date and time it was submitted, reviewed, approved, or denied, should be included in the software.
- When a document is sent, the software should keep track of the date and time, who got it, who evaluated it, who approved it, who rejected it, and when it was returned.
- Users should be able to follow the progress of the document simply and rapidly by using the software, which should provide real-time updates on the status and location of the document.
- Users should be able to follow changes over time with the help of the software by maintaining historical data on the status and placement of the document.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 4

Story Title: Document Recall and Rejection

User Story:

As a user
I want the system to offer a recall or rejection option for a document that has already been approved in the event of an error
So that this will empower to amend the issue and resubmit the document.

Importance

Medium

Estimate

Acceptance Criteria:

I know I am done when,

- The framework ought to have a choice to review or reject an approved document, in the event of any blunder.
- The user must be able to use the system to make a request for a recall or rejection, providing all of the necessary information about the problem and the reason for the recall or rejection.
- If the document is approved, the system ought to send it back to the authority that originally approved it, along with information regarding the problem and the reason for the recall or rejection.
- The user should be notified by the system of the document recall or rejection and the request's status.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 5

Story Title: Document Delay Notification

User Story:

As a user
I want the system to send alerts and reminders to the right person who started the document if there are any delays.
So that this will make sure that action is taken quickly to stop more delays.

Importance

Medium

Estimate

Acceptance Criteria:

I know I am done when,

- When a delay is found, the system should send an alert or reminder to the department or authority in charge.
- The notification must to contain data about the Document.
- The alert or reminder should be notified to the user.
- The status of the reminder or alert should be saved in the system for future reference.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 6

Story Title: Time Tracking

User Story:

As a user
I would like the software to record the document's submission date as well as the anticipated time it will take to return the document.
So that I would have the ability to have mark on an emergency and reduce the time limit accordingly.

Importance

Medium

Estimate

Acceptance Criteria:

I know I am done when,

- Based on the guidelines established by the relevant department, the software ought to record the document's submission date and the estimated time it will take to be returned.
- Users should be able to mark a document as an emergency with the software, which will shorten the time it takes to return the document.
- Based on the rules established by the relevant department, such as the type of document and the department in charge of reviewing it, the software ought to estimate the amount of time it will take to return the document.
- The software ought to accurately keep track of the amount of time it takes to return the document, as well as any alterations made to the estimated amount of time.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 7

Story Title: Access control

User Story:

As a user
I want the software to have access control
So that sensitive information remains secure and can only be accessed
by authorized individuals.

Importance

High

Estimate

Acceptance Criteria:

I know I am done when,

- For various user types, user roles like administrator, department head, reviewer, and general user should be defined in the software.
- Before users can access the documents and their information, the software ought to require them to authenticate themselves.
- Based on their roles and permissions, only authorized users should be able to access the software.
- The software ought to permit approved clients to get to just the records they are approved to see.
- The software ought to permit authorized users to view only the information that they are authorized to view, like the status of the documents and where they are located.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 8

Story Title: Notifications

User Story:

As a user
I would like the software to notify me of changes to my documents status
So that I can monitor the situation and act as necessary.

Importance

Medium

Estimate

Acceptance Criteria:

I know I am done when,

- When a document is submitted, forwarded to a department, or returned, the software ought to have triggers for notifications based on the document's status.
- Users should be notified of changes as they occur in real time via the software's notifications.
- History of Notifications: The product ought to keep a background marked by notices shipped off every client, with the goal that they can survey the advancement of their records whenever.
- The software should deal with notifications-related errors like missed deliveries and give the user the right feedback.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 9

Story Title: Withdrawal or Reupload

User Story:

As an admin
I would like the system to provide me with the ability to withdraw or Reupload my application at any point in the workflow.
So that would allow to make any changes to document

Importance

High

Estimate

Acceptance Criteria:

I know I am done when,

- The user should be able to provide a justification for the withdrawal or Reupload.
- The user should be able to specify the file or document that is missing and explain why they want to re-upload it.
- Only authorized users with the appropriate credentials and permissions should be able to withdraw applications from the system.
- The application should be removed from the workflow and its status should be changed to "withdrawn" or "reupload".
- Users and relevant departments and authorities should be informed of the application's withdrawal.
- The re-upload request's progress and status should be visible to the user.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 10

Story Title: Customization

User Story:

As an admin
I would like the software to be adaptable to the requirements of the university
So that would allow the software to be tailored to meet the requirements of our institution.

Importance

Medium

Estimate

Acceptance Criteria:

I know I am done when,

- For admins to collect and display university-specific data, the software ought to permit them to personalize the fields on the system's forms and screens.
- The software ought to give administrators the ability to adapt the system's workflows, such as the document approval procedure, to the university's procedures.
- So that users can be given the appropriate access and responsibilities, the software ought to enable administrators to create and customize user roles as well as define the permissions associated with each role.
- For admins to extract and analyze data tailored to the requirements of the university, the software ought to make it possible for them to personalize the reports that are generated by the system.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View

Story ID: 11

Story Title: Reports and analytics

User Story:

As an admin
I want the software to provide reports and analytics on the submitted documents, their status, and their location
So that I can identify any process bottlenecks and implement corrective actions to enhance the process.

Importance

High

Estimate

Acceptance Criteria:

I know I am done when,

- Exhaustive Reports: The product ought to create exhaustive reports on the archives that have been presented, their status, and their area, so that the admin can get an outline of the whole cycle.
- Analytics in real time: For the admin to identify any process bottlenecks as they arise, the software ought to provide real-time analytics on the submitted documents, their status, and their location.
- Data History: For the admin to keep track of how the process is working overtime, the software ought to keep historical data on the submitted documents, their status, and where they are.
- Export of Data: The admin should be able to export the system-generated data through the software so that they can, if necessary, conduct additional analysis with external tools.

Types

- ☐ Search
- ☐ Workflow
- ☐ Manage Data
- ☐ Payment
- ☐ Report/View