**Project Proposal Form**

**Student Information**

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School : School of Infocomm

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**Company Information**

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| Company / Organisation Details: | Full Name : Blissbox Pte Ltd  Company Address : Fortune Centre, 190 Middle Road 188979 |

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| Contact Person Details: | Name : Michel Saliba  Designation : Co-Founder & COO  Email : michel@blissbox.asia  Contact Number : +353 87 703 0205 |

**Project Summary**

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| Proposed Project Title | Internal Management System. |
| Project Objectives and  Benefits  *(Please state the purpose of the project as well as the benefits to the company*) | This project aims to help the company to organize all the information into one central system and create a portal for all employees to have access to the data they require. |

1. **Introduction**

BlissBox Pte Ltd is a lifestyle company which provides a gift of “Emotions” which includes a long list of activities and “Experiences” for people of all ages to enjoy. The product is a list of experiences which you can choose one from and can be bought as a gift for every occasion. We have currently little over a 150 merchants which we work with.

With this many merchants, we need to have a central database which we collect information of our merchants to a central database, we can enter all the merchant’s details in it.

This project proposal aims to help the company organize all the data into one central system which all can view, add, update and delete information which pertains to them.

1. **Current Process**

When an employee closes a deal with a merchant, they are to sign a contract and fill in their company and banking details followed by the “Experience” and services which they provide.

Once all the details are filled, the employee scan the contract and manually type everything into several Excel sheets, once everything is in place, they would then enter everything into the system via a dashboard in the website.

If the employees want to edit some merchant information or delete the merchant, they have to request the IT Staff to change the details straight from the database

1. **Opportunities for Improvement and Benefits**

The current system only allows employees to add new merchants and retrieve a list of the merchant’s names without any other details. A simple internal website or app which allows all employees to retrieve and change information which is required should suffice.

1. **Proposed Solution**

This proposal aims to streamline the process for accessing and modifying data from the system and is easier for all staff to access without any Hassle.

With this system, all Employees are able gain access to the system to retrieve any

information which they might require. They will no longer need to waste paper and print

out the contracts all the time. Instead, they can just register straight from a portal which is

easily accessible online. Once they have registered and verified, a full contract with all the

details will be printed out for their signature and filing. Another copy will be sent to the

merchant for them to keep. This method is an easier way to register and it is way more

efficient to organize and will save so much more time.

Another function in the system is to allow users to retrieve all the merchants in the form of

a directory. This allows them to search for the merchant’s contact details and call them up

for a follow up meeting If requested. This is quite an important function which has not

been implemented in the company so far.

The last function which allows user to update the merchant’s details, which is currently not available in the dashboard. Once the details have been updated, both the user and merchant will be notified.

Arguably, there is s slight issue with confidentiality when using this software. Some staff may be able to see information which may be confidential to them. There is one way to overcome this issue. The system could be managed using information compartmentalization.

**Annex A: Presentation Slides**

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