GENERAL PROJECT INFORMATION	
Project Name	**Document Repository**
Executive Sponsors	TUP – Manila Management
Department Sponsor	College of Science
Impact of project	The impact of this project is to improve the transaction and the working environment of the employees. The document repository system's implementation at the university will ease the labor work of the employees. Document transactions will be automated and digitalized to have a fast, efficient, and competent university for the students.

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PROJECT SCOPE	
Business Need	*Memorandum of Agreement between the users, the system, and the students is given prior the distribution of the documents in regards of respective accountabilities in case of unforeseen circumstances.*
Project Goals	*This project aims to develop a system that could help the school's admins and officials administer academical announcements for faster propagation and dissemination of news within the confines of the university and as well as to create an organized and stabilized workflow to avoid mistakes and delay.*
Product Description	*Document Repository Management is a system that aims to assist the school admins in processing, keeping, and publicizing documents for the students to see in a much more efficient, timely, and structured manner. The processing of documents will be done digitally, and the documents will be obtained online by downloading the uploaded file respectively. Both the admins and the students can benefit from this project as the documents can only be accessed by the authorized parties – ensuring the security and access control of the system.*
Project Scope Statement	*The scopes of this project:* • *Only the users with registered accounts are able to access the system.* • *Document Repository Management is used to propagate announcements, upload official documents and memorandums, and to create an environment that can help admins and students themselves to confirm the legitimacy of a document.* • *The system has the specific tabs for specific transactions such as adding users, removing users, uploading of the necessary documents, and etc.* • *It can only be accessed through the website application.*
	Project Purpose

	Majority of the students, especially today, have a hard time recognizing official memorandums or announcements made and carried out by the officials from the fabricated ones which sometimes relay wrong information to the students (and occasionally includes the professors as well for some reasons) and thus, makes it difficult for the school to ameliorate an announcement that everybody can adhere to effectively. By implementing this system, the university will be able to have a platform dedicated to relaying validated and reviewed information to their people. Hence, lets the students and professors alike receive the same advisories without inconsistencies.
	Objectives
	The goals of this project are the following: • *To provide the users a definite platform or a medium that can help them disseminate documents in a more efficient and resilient manner.* • *To help the employees and students alike create an environment where both sides' conditions are met without a single setback in place.* • *To give the recipients better assistance that will support them to conserve their times competently; and receive information from legitimate sources.*
Project Constraints	*The constraints of this project are the following:* • *Massive document over time.* • *Approval of the school management to implement the project.* • *Limited time to implement the project.* • *Security of the documents.* • *Cost of the project.*
Deliverables	• *Publicize the documents in an efficient and timely manner.* • *Have a hold on legitimate and consistent announcements.* • *Increase in ease of recognizing information rather speculating.*