

Here's a detailed, subsection-by-subsection analysis of your capstone project documentation, keeping it simple, strict, and aligned with CHED's BSIT Capstone standards. I've added constructive commentary for clarity and improvement.

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## **TITLE & COVER PAGE**

- Follow the Cover Page template, especially the spacing.
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## **TABLE OF CONTENTS**

- Follow the Table of Contents template and ensure that all pages are numbered and all figures and appendices are correctly referenced in the TOC.
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## **CHAPTER I – INTRODUCTION**

### **Overview of the Current State of Technology**

- Could simplify sentences for clarity; avoid overly technical sentences for non-IT readers. For example, “lack many of the specialized features” can be simplified to “missing key features needed for proper QA document management.”

### **Desired State of Technology**

- Create a short paragraph summarizing the benefits in one sentence for easier understanding.

### **Statement of the Problem**

- Add a short introductory sentence before the Specific Problems list that explains the purpose of identifying these problems and links them to the study's goals.
- Could consider rephrasing as “How might a digital archiving system improve QA document handling, retrieval, and accountability?” for a sharper problem statement.

### **Objectives of the Study**

- Write a single sentence that links the general objective to the numbered specific objectives, explaining their purpose and focus.

### **Theoretical Framework**

- Use a simple figure linking these theories to FiLDAS functionalities for visual clarity.

## **Operational Definition of Terms**

- Follow template format
- Ensure consistent capitalization (e.g., “Audit Logs” vs. “audit logs”). Consider shortening some definitions for clarity.

## **Scope and Limitations**

- The paragraph claims that FiLDAS is “evaluated” against manual processes, but the study does not include any actual evaluation. CHED expects either a clear evaluation plan or a statement that assessment is not part of this study. Without this, it reads as development only.

## **Significance of the Study**

- Make it a complete sentence and follow template format.
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# **CHAPTER II – REVIEW OF RELATED LITERATURE AND STUDIES**

## **Overview**

- Clearly mention how you chose your sources such as the years, databases, or keywords used, to make the literature review more credible.

## **Related Studies**

- Could improve by consistently linking each study to FiLDAS features (e.g., “inspired FiLDAS AuditLogs module”).

## **Synthesis and Commentary**

- Could explicitly highlight what gap FiLDAS fills that others did not (e.g., integrating TTF, CIA, and TAM specifically for QA in higher education).

## **Comparative Table**

- Could add a “Limitations Addressed” column to show which gaps FiLDAS resolves.

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## CHAPTER III – METHODOLOGIES

Chapter 3 is very short and mostly describes **development steps**, not a proper research methodology. CHED expects this chapter to clearly explain **how the study is conducted**, including:

- The **research type** (applied research, development, or both).
- How **data or requirements** were collected (interviews, surveys, document analysis).
- How the system will be **tested or validated** (usability tests, time comparisons, staff feedback).
- Tools, techniques, and procedures in a **step-by-step manner** that other researchers could replicate.

Right now, it reads mostly like a project timeline, which is **insufficient for a methodology chapter**.

### Advice for improvement:

1. Start by stating the **research design/type** (applied research, development study).
  2. Explain **data collection** methods for requirements: interviews, observation, review of QA documents, etc.
  3. Describe **system development methodology** (Lean-Agile is fine) but briefly, and focus on **why it was chosen**. Include a diagram showing various phases or steps.
  4. Include a **system validation or testing plan** (even if limited to QA staff) to show how objectives will be verified.
  5. Present **phases in a table or diagram** for clarity instead of just text bullets.
  6. Keep it clear, simple, and replicable - CHED likes methodology chapters that could guide future students.
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**Please check if these are the Core System Functions of FiLDAS as per your Chapters 1-3**

1. **Document Creation & Upload**
  - QA staff and departmental users can create and upload electronic documents (PDF/Word).
  - Metadata tagging for structured organization and easier retrieval.
2. **Multi-Stage Workflow Management (DocumentFlow & ApprovalQueue)**
  - Routing documents through QA → Department → VPAA → President.
  - Visual tracking of document progression and approval status.
  - Role-specific actions at each stage.
3. **Role-Based Access Control (RBAC)**
  - Five roles: QA Staff/Officer, Department/Office Staff, Document Controller, VPAA, President.
  - Each role has specific page access and permissions (create, edit, view, approve).
4. **Version Control**
  - Automatic tracking of all document revisions.

- Ensures integrity and prevents conflicts or loss of changes.

**5. Real-Time Notifications**

- Alerts for document submission, updates, approvals, or required actions.
- Helps departments and QA staff coordinate efficiently.

**6. Audit Logs & Activity Monitoring**

- Records all user and document actions with timestamps.
- Supports accountability, error tracking, and compliance.

**7. Search & Retrieval**

- Advanced filters and metadata-based search.
- Speeds up document retrieval compared to manual processes.

**8. Reporting & Analytics**

- Generates reports on workflow status, pending approvals, and departmental activity.
- Supports decision-making and ISO 21001:2025 compliance.

**9. Archiving & Storage**

- Centralized, secure storage for QA compliance documents.
- Ensures long-term preservation and easy access.

**10. User Management & System Administration**

- QA staff/Officer manages users, roles, permissions, and system settings.