

QUẢN LÝ DỰ ÁN PHẦN MỀM



VISION DOCUMENT & SCOPE

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Group 1

**Tool For Content Management
Vision Document**

Version 2.0

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Revision History

Date	Version	Description	Author
22/05/2024	1.0	Initial information	Nguyen Hoang Nhat Quang
03/06/2024	2.0	List users, their problems, solutions to those problems and features that provide the corresponding solutions.	Nguyen Hoang Nhat Quang

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Vision

1. Scope

The Tool For Content Management (TFCM) is a website application which includes the following key objectives and areas of focus:

- Comprehensive writing and editing platform: The project will provide a versatile writing platform featuring advanced text formatting options, AI-assisted writing aids such as grammar and spell checks and style suggestions. Additionally, a rich library of customizable templates will cater to various document types, including essays, reports, blogs and marketing materials, ensuring users have the tools they need for any writing task.
- Content management and organization: To help users efficiently manage and organize their written content, the platform will offer robust document organization through folder and tag systems, powerful search functionality for quick retrieval and version control features, including autosave and revision history, to track changes and restore previous document versions.
- Collaboration and sharing: The tool will facilitate seamless collaboration and sharing by allowing multiple users to edit documents in real-time, providing tools for adding comments and suggestions and offering easy sharing options via email, links and exports to various formats, thus enhancing teamwork and communication.
- Educational resources and writing enhancement: To promote continuous learning and improvement in writing skills, the platform will offer a wealth of educational materials, including writing guides and tutorials. AI-driven content suggestions will help users enhance the quality of their writing and a plagiarism checker will ensure the originality of their work.
- Community engagement and networking: The project aims to build a vibrant community by enabling users to create profiles, connect with others and engage in discussions and collaborations through forums and groups. Users will also have spaces to share their work, receive feedback and participate in community-driven activities, fostering a supportive and interactive environment.
- Support for professional writers and businesses: The tool will support professional writers and businesses by providing tools for creating professional portfolios, opportunities for content monetization and features to connect with businesses for content creation, marketing and branding. This will help professionals showcase their work, gain

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recognition and expand their reach.

2. Users Summary

Name	Description	Responsibilities
Content creators	Individuals who produce written content for various platforms.	<ul style="list-style-type: none"> ● Utilize the tool to draft, edit and format content. ● Provide feedback on tool usability and feature effectiveness. ● Create engaging, high-quality written material.
Businesses and marketing professionals	Companies and marketing teams that use written content for branding, promotion and communication.	<ul style="list-style-type: none"> ● Develop content marketing strategies and campaigns using the tool. ● Optimize content for SEO and audience engagement. ● Ensure consistency and quality in all written materials.
Educators and students	Teachers, professors and students who require tools for academic writing and research.	<ul style="list-style-type: none"> ● Use the tool to create educational materials, research papers and assignments. ● Ensure proper citation and adherence to academic standards. ● Provide feedback on the tool's effectiveness in an educational setting.
SEO specialists and digital marketers	Professionals focused on optimizing content to improve search engine rankings and digital presence.	<ul style="list-style-type: none"> ● Use SEO features like keyword suggestions and content analysis. ● Track and analyze content performance metrics. ● Adjust content strategies based on tool insights and recommendations.

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Foreigners	People who want to read the text but are not good at the foreign language used in that document.	<ul style="list-style-type: none"> ● Utilize language assistance features such as grammar correction and real-time translation. ● Practice and improve foreign language writing proficiency. ● Provide feedback on language-specific features and improvements.
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3. Features Summary

- **Content creators:**

- **Problems:**

- P1: Difficulty in organizing large volumes of content and retrieving specific documents or information quickly.
- P2: Managing multiple versions of the same document, especially when collaborating with others.
- P3: Inefficient collaboration tools and poor communication can hinder teamwork, leading to misunderstandings and delays.
- P4: Maintaining consistency in tone, style, and format across different pieces of content, especially when multiple writers are involved.
- P5: Ensuring the security of sensitive content and protecting against data loss due to technical failures or cyber attacks.

- **Objectives:**

- O1: Use a CMS that allows easy organization, retrieval, and management of content with features like tagging, categorization, and search functionalities.
- O2: Implement version control systems to manage document revisions and track changes efficiently, ensuring all collaborators are on the same page.
- O3: Use collaboration platforms that offer real-time editing, commenting, and communication features to facilitate teamwork and reduce misunderstandings.

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- O4: Develop and enforce style guides and content templates to ensure consistency across all content pieces, maintaining a unified brand voice and quality.
- O5: Implement robust security protocols, regular backups, and access controls to protect content from unauthorized access and data loss.
- **Features:**
 - Features for O1:
 - Tagging and categorization content.
 - Search and filter content file or folder.
 - Folder management in hierarchical form.
 - Features for O2:
 - Document revision history and change tracking.
 - Document reversion to a certain timeline in changelog.
 - Features for O3:
 - Real-time editing.
 - Commenting and annotations.
 - Task assignment and workflow management.
 - Features for O4:
 - Automated spell and grammar check.
 - Available content templates.
 - Style guide enforcement.
 - AIs for word and paraphrasing recommendations.
 - Features for O5:
 - Role-based access controls.
 - Regular backups.
 - Password encryption and secure storage.
 - Maintain audit logs.
 - 2FA system.
 - Notification if there is a possible compromise.
- **Businesses and marketing professionals:**
 - **Problems:**
 - P1: Difficulty in managing and organizing large volumes of content.

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- P2: Inconsistent content quality and brand voice.
- P3: Inefficient collaboration and communication among team members.
- P4: Challenges in tracking changes and managing document revisions.
- P5: Security risks and data loss.
- **Objectives:**
 - O1: Use a CMS that allows easy organization, retrieval, and management of content with features like tagging, categorization, and search functionalities.
 - O2: Develop and enforce comprehensive style guides and content templates to ensure consistency in quality and brand voice across all content pieces.
 - O3: Use collaboration platforms that offer real-time editing, commenting, and communication features to facilitate effective teamwork and reduce misunderstandings.
 - O4: Implement version control systems to manage document revisions and track changes efficiently, ensuring all collaborators are aware of updates and can easily revert to previous versions if necessary.
 - O5: Implement robust security protocols, regular backups, and access controls to protect content from unauthorized access and data loss.
- **Features:**
 - Features for O1:
 - Tagging and categorization content.
 - Search and filter content file or folder.
 - Folder management in hierarchical form.
 - Features for O2:
 - Available content templates.
 - AI for words and paraphrasing prediction.
 - Save interesting templates.
 - Style guide enforcement.
 - Content writing tutorial.
 - Features for O3:
 - Real-time editing.
 - Commenting and annotations.

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- Task assignment and workflow management.
- Features for O4:
 - Document revision history and change tracking.
 - Document reversion to a certain timeline in changelog.
- Features for O5:
 - Role-based access controls.
 - Regular backups.
 - Password encryption and secure storage.
 - Maintain audit logs.
 - 2FA system.
 - Notification if there is a possible compromise.
- **Educators and students:**
 - **Problems:**
 - P1: Do not have much time to generate new content.
 - P2: Managing and tracking content of assignments and deadlines.
 - P3: Contents may be outdated or inaccurate.
 - P4: Ensuring academic integrity and originality of content.
 - P5: Storage and access course materials efficiently.
 - **Objectives:**
 - O1: Implement content automation tools and templates to streamline content creation, allowing creating new content quickly and efficiently.
 - O2: Implement task management features that allow for setting document expiration date, tracking progress and sending reminders to ensure assignments and content tasks are completed on time.
 - O3: Develop and integrate content update notification systems and review processes to ensure that all content remains current and accurate.
 - O4: Integrate plagiarism detection as well as unclean content tools to check for originality and ensure that all submitted content is properly cited and suitable for learning.
 - O5: Use a CMS that allows easy organization, retrieval, and management of course materials with features like tagging, categorization, and search functionalities.

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- **Features:**
 - Features for O1:
 - AI for words and paragraphs prediction.
 - Inputting by voice.
 - Generate content from images by OCR.
 - Generate content through brief description by machine learning.
 - Available content library.
 - Features for O2:
 - Task management system.
 - Calendar integration for schedule.
 - Assignments process with milestones and percentage complete.
 - Task Maker, including comments, file size limit and file type restriction for submission
 - Features for O3:
 - AI check for accuracy.
 - Autocorrection if inaccuracy is spotted.
 - Features for O4:
 - Integrate plagiarism detection tool.
 - Citation management.
 - Sensitive word detector.
 - Features for O5:
 - Tagging and categorization content.
 - Search and filter content file or folder.
 - Folder management by subjects.
- **SEO specialists and digital marketers:**
 - **Problems:**
 - P1: Generating high-quality, engaging content consistently.
 - P2: Optimizing content for diverse digital channels.
 - P3: Measuring content performance and ROI accurately.
 - P4: Managing content localization for global audiences.
 - P5: Aligning content with marketing campaigns.
 - **Objectives:**

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- O1: Streamline content creation to maintain high standards and engagement.
- O2: Ensure content is tailored and effective for various platforms.
- O3: Track and analyze the effectiveness of content in achieving marketing goals.
- O4: Adapt and manage content to suit different languages and cultures.
- O5: Ensure content supports and enhances marketing campaigns.
- **Features:**
 - Features for O1:
 - Available content templates and style guides.
 - Content suggestions and AI assistance in word prediction.
 - Collaborative writing tools.
 - Content scheduling.
 - Features for O2:
 - Multi-channel publishing.
 - Integrate SEO optimization tools.
 - Responsive design previews.
 - Incorporate performance analytics tools.
 - Features for O3:
 - Analytics dashboard.
 - ROI tracking.
 - Generating report tools.
 - Features for O4:
 - Translate and localize content.
 - Multi-language support.
 - Cultural customization.
 - Features for O5:
 - Campaign planning tools.
 - Content scheduling.
 - Performance tracking.
- **Foreigners:**
 - **Problems:**

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- P1: The translator may not understand the true meaning of what the users want to express.
- P2: Different nuances and sensitivities in culture.
- P3: Catching up local market trends and preferences.
- P4: Compliance with local regulations and standards.
- P5: Refer to outdated and unreliable content.
- **Objectives:**
 - O1: Implements multiple interpretation of the translation, so that the user can choose the one that suits them most
 - O2: Ensure content is culturally appropriate and avoids sensitive issues.
 - O3: Gain insights into local market trends and preferences to tailor content effectively.
 - O4: Ensure content complies with local regulations and standards, including legal and industry-specific requirements.
 - O5: Develop and integrate content update notification systems and review processes to ensure that all content remains current and accurate.
- **Features:**
 - Features for O1:
 - Multilingual support.
 - Integrate translation services.
 - Language switcher.
 - Features for O2:
 - Cultural customization tool.
 - Cultural review workflow.
 - Available localized content templates.
 - Features for O3:
 - Analytics dashboard.
 - Recommendation for the trends and preferences.
 - Feedback mechanisms.
 - Features for O4:
 - Sensitive words warning and not allowing to be entered.
 - Tools for detecting sensitive contents.

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- Regulatory updates regularly.
- Available document templates and writing guidelines by topic.
- Features for O5:
 - AI check for accuracy.
 - Autocorrection if inaccuracy is spotted.

4. Definitions, Acronyms and Abbreviations

- **CMS (Content Management System):** A software application that enables users to create, edit, organize, and publish content.
- **AI (Artificial Intelligence):** The simulation of human intelligence processes by machines, especially computer systems.
- **SEO (Search Engine Optimization):** The process of improving the quality and quantity of website traffic by increasing the visibility of a website or a web page to users of a web search engine.
- **ROI (Return on Investment):** A measure of the profitability of an investment. It is calculated by dividing the net profit by the cost of the investment.
- **OCR (Optical Character Recognition):** The technology used to convert different types of documents, such as scanned paper documents, PDFs, or images taken by a digital camera, into editable and searchable data.
- **2FA (Two-Factor Authentication):** A security process in which the user provides two different authentication factors to verify themselves.
- **API (Application Programming Interface):** A set of functions and procedures allowing the creation of applications that access the features or data of an operating system, application, or other service.
- **P1, P2, P3, P4, P5:** References to specific problems identified in different user groups.
- **O1, O2, O3, O4, O5:** References to specific objectives that address the identified problems.