1. Project Overview

The Contract Monthly Claim System will streamline the process of submitting and approving monthly claims for Independent Contractor lecturers. The system ensures transparency, accountability, and automation in claim management, supporting roles such as **Lecturer, Programme Coordinator, Academic Manager, and HR**.

2. Objectives

- Provide lecturers with a secure and easy way to submit claims and upload supporting documents.

- Enable Programme Coordinators and Academic Managers to review, approve, or reject claims efficiently.

- Introduce automation for calculations, approvals, and reporting to reduce manual errors.

- Improve transparency by allowing all stakeholders to track claim statuses.

3. Assumption

- Users are digitally literate.
- Organization provides hosting and .NET runtime environment.
- Claims align with predefined rates and policies.
- Claims are either made once a month or approved once month.

4. Scope

- Lecturer: Submit claim, upload supporting documents, track status.
- Coordinator/Manager: Approve/reject claims, provide comments.

5. Deliverables

- Prototype systems and GUI.
- Full system on MVC.

6. Tasks

1. Initiation & Planning

- Define requirements
- Draft assumptions & constraints
- Create UML class diagram
- Develop GUI wireframes

2. Design & Prototype

- Database schema design
- Frontend mock-ups (Lecturer, Coordinator, Manager views)
- Project documentation

3. Development

- Lecturers claim submission form
- Document upload functionality
- Approval dashboard (Coordinator/Manager)
- Claim status tracking

4. Testing & Feedback

- Unit testing
- Error handling mechanisms
- Lecturer feedback integration

7. Timeline (9 Weeks)

- **Week 1–2:** Planning, UML, GUI prototype
- **Week 3–6:** Development of prototype features
- **Week 7–8:** Automation & enhancements

- **Week 9:** Final testing & presentation

8. Dependencies

- GUI design depends on finalized UML & DB schema.
- Claim submission must be complete before implementing approvals.
- Approvals and uploads must be ready before claim status tracking.

9. Success Criteria

- Functional claim submission and approval process.
- Automated calculations and error-free workflows.
- Transparent status tracking and reliable reporting.