E-skolarian: PUPSRC Organization Document Management System (ODMS) - Submission Tracker & Version Control Module Concept Paper

Polytechnic University of the Philippines – Santa Rosa Campus

Bachelor of Science in Information Technology 3-1, Group 2

April 2025

Table of Contents

Contents

Introduction

The E-skolarian: PUPSRC Organization Document Management System (ODMS) functions as a university-wide centralized technological solution to simplify the entire document process of student organizations within the Polytechnic University of the Philippines – Santa Rosa Campus (PUPSRC). Existing manual organizational procedures lead to disorganized records alongside delays together with miscommunication because of expanding numbers of student organizations and academic sections. E-skolarian offers an organized and accessible system with enhanced features for students together with responsible administrators in its operation.

The Submission Tracker & Version Control module serves as our team's main responsibility at the Polytechnic University of the Philippines – Santa Rosa Campus (PUPSRC) to enhance document review transparency and efficiency. The system displays ongoing status changes through Pending, Under Review, Approved along with Rejected definitions that keep users consistently updated. The platform features an integrated section that enables direct interaction through feedback and comments between reviewers and representatives of the organization.

Students can resubmit their documents through the module and its system preserves an exact record of all changes made via a transparent version history feature. Depending on the document approval process the system displays an interactive visual timeline which presents the step-by-step progress from start to finish. The documentation management features provided by this module make the ODMS platform faster and clearer for managing documentation besides being more organized.

Module Overview

The Submission Tracker & Version Control module is a core component of the E-skolarian: PUPSRC Organizations Document Management System. This module aims to simplify and modernize the student organization-related documents' submission, tracker, and version control. It introduces an efficient system that guarantees transparency, accountability, and accessibility throughout the document lifecycle.

This module allows users to receive real-time status updates for submissions (e.g., Pending, Under Review, Approved, Rejected), provide and receive feedback or comments, and manage resubmissions while keeping a complete version history. A visual timeline is also included to track the progress and status of each document clearly and intuitively.

Security and data privacy are important considerations in this module. Only authenticated users can update or access submission records to protect integrity and minimize risks of unauthorized access. This module also features an automated tracking system for version updates which supports efficient review processes.

Ultimately, the Submission Tracker & Version Control module is designed to foster a transparent, secure, and organized documentation environment, contributing to a more efficient and democratic student organization management system.

Module Objectives

- **Submission Tracker** - Should be implemented as an integrated module inside the E-skolarian: PUPSRC Organization Document Management System (ODMS) to enable efficient tracking and management of student organization document submissions.
- **Real-Time Document Status Updates** - The system will deliver live status information for documents which enables users to perceive their status from stage to stage including Pending, Under Review, Approved and Rejected.
- **Feedback and Comments Integration** – Integration of feedback directly to documents through the system which provides clear direction to students.
- **Resubmission with Version History** - The system enables students to submit updated documents which store complete version records of changes to boost both tracking efficiency and visibility of document alterations.
- **Visual Timeline of Document Status** - Users can understand document status progression through an implementation of a visual timeline system which displays the steps from submission to approval in an easy manner.

Scope of Work

The E-skolarian: PUPSRC Organization Document Management System (ODMS) development stands as the main focus of this project because it aims to improve documentation handling for student organizations. The system permits users to add documents with metadata serving document type information together with activity relation and submission timestamp while implementing version controls along with real-time status tracking such as Pending, Under Review and Approved or Rejected and comment or feedback options also the document resubmission featuring history tracking.

Through the Submission Tracker & Version Control module users gain access to an interactive timeline that displays document status modifications to stay updated across the whole process. Administrative users will obtain two functions which are submission approval or rejection capabilities and account administration and feedback logs and archived document access. The documentation management system development will apply agile methodology for creating a practical solution by executing systematic stages of planning and development then testing and deployment.

Deliverables

The deliverables are structured to ensure that core functionalities, such as submission tracking and version control, are developed first. These will be followed by the integration of advanced features like feedback/comment systems and visual timelines. The process will conclude with finalization and optimization tasks to ensure the system performs efficiently. This approach ensures a systematic and effective development process, ultimately leading to the successful implementation of the Submission Tracker & Version Control system.

Project Phase #1: Design Preparation

- **Wireframing and UI Prototypes:** Develop wireframes and UI prototypes to visualize the layout and flow of the Submission Tracker & Version Control system. This includes visualizing how users will interact with real-time status updates, feedback/comments, resubmissions, version history, and the visual timeline of document statuses.

Project Phase #2: Core Development

- **Feedback/Comments System:** Enables admins to leave feedback and comments on submissions.
- **Real-time Status Update:** Tracks document status (Pending, Under Review, Approved, Rejected) and manages version history for resubmissions.
- **Resubmission & Version Control:** Track submission history and manage resubmissions with version history.

Project Phase #3: Review & Interaction Features

- **Admin Review Panel:** Admin interface for reviewing, approving, rejecting, and commenting on submissions.
- **Visual Timeline:** Shows the progress of each submission from Pending to Approved or Rejected.

Project Phase #4: Data Access & Analytics

- **Version History Access:** Allows users to view and manage document versions and track resubmission history.

Project Phase #5: Finalization and Deployment

- **Optimization & Deployment:** System performance optimization and final deployment for use.

Schedule

Week	Dates	Activities	Deliverables
Week 1	Apr 7 – Apr 13	Orientation and team setup; tool setup (Jira, Git); team charter	Team Charter, Git Repo, Jira Board
Week 2	Apr 14 – Apr 20	Requirement gathering; user stories and backlog creation; wireframes	Backlog, Wireframes, Sprint 0 Plan
Week 3	Apr 21 – Apr 27	Sprint 1: Real-time status tracking	Real-time Status Tracker, Tracker UI
Week 4	Apr 28 – May 4	Sprint 2: Version control system and resubmission functionality	Version History Logic, Resubmission Feature
Week 5	May 5 – May 11	Sprint 3: Visual timeline; midterm demo prep	Visual Timeline, Midterm Demo Slides
Week 6	May 12 – May 18	Sprint 4: Admin review panel with filters, comments, feedback	Admin Review Panel, Filters, Feedback UI
Week 7	May 19 – May 25	Sprint 5: QA testing; bug fixes; refine timeline & feedback logic	QA Test Logs, Timeline & Feedback Refinements
Week 8	May 26 – June 1	Sprint 6: Final tests; documentation and polish	Final UI, User Manual, Final Test Logs
Week 9	June 2 – June 8	Sprint 7: UAT and final adjustments	UAT Logs, Final Checklist
Week 10	June 9 – June 14	Final fixes and release freeze	Final Build, Release Notes
Week 11	June 14 – June 20	Beta testing prep; admin onboarding; demo polishing	Admin Guide, Final Demo Slides
Week 12	June 21 – June 28	Deployment and post-launch support	Final Launch, Support Docs

Functional Requirements

- **Real-Time Status Updates:** There are live updates on the progress of document request/s, with statuses such as Pending, Under Review, Approved or Rejected.
- **Feedback/Comments System:** Provide feedback and comments on submitted documents, visible to the submitting student.
- **Resubmission with Version History:** Allows students to resubmit documents which maintain a complete version history that tracks changes made across submissions.
- **Visual Timeline:** A clear visual timeline that shows the progression of each document from submission to approval with timestamps for every status change.

Non-functional Requirements

- **Performance:** The system requires real-time document status updates for feedback along with resubmission capabilities which perform without delays during simultaneous user interactions.
- **Security:** The protection of user data together with documents and feedback should use encryption methods while enforcing role-based access to secure sensitive information.
- **Reliability:** The users should have uninterrupted access to their tracking system that operates reliably without long periods of system unavailability.
- **Scalability:** The system needs the capability to manage an infinite number of document versions within a single submission without diminishing performance or creating problems for end users.
- **Auditability:** All actions regarding document states and feedback submissions alongside resubmissions need to be kept in logs for administrative review purposes.

Assumptions

- The system will support real-time document status updates which will update both student and administrator interfaces without delay using the statuses (Pending, Under Review, Approved or Rejected).
- The system is expected to properly monitor and show version history of documents to track every resubmission along with its alterations and older versions.
- The system will allow students to resubmit their documents any number of times when the documents follow size and format requirements.
- The system assumes that all feedback and comments received from administrators review team members connects to unique versions of submitted documents which enables students to access proper feedback.

- The visual timeline displays assumed accurate documentation lifecycle advancement from submission to approval or rejection phases with timestamps for status modifications.
- The system requires users to mark resubmissions separately from originals while keeping track of all modifications so tracking document evolution becomes simple.

Target Audience and Stakeholders

Primary Users:

- Student Organizations: Submit and manage documentation.
- Campus Designees: Review and approve documents.

Secondary Users:

- Head of ICT: Create users and give role access.

Stakeholders:

- Polytechnic University of the Philippines – Santa Rosa Campus

Methodology

The team will use the Scrum framework to deliver features in weekly sprints, focusing on submission tracking, version control, and visual timelines. Development will follow an iterative approach, with continuous integration of admin and user feedback, and regular testing to ensure accurate version logs, status flows, and feedback history.

Development Tools Used for Submission Tracker and Version Control:

- Jira – Sprint planning and task tracking specific to status, versioning, and admin tools
- GitHub – Version control and collaboration, especially for resubmission/version tracking
- Figma – Wireframes and interaction flows for submission status and version UI
- Postman – API testing for document status endpoints and admin feedback
- Confluence – Documentation for versioning logic and submission flow
- MS Word & Canva – Progress reports
- MS Teams – Sprint syncs and feedback review meetings
- MS Excel - Gantt chart to track progress.

Risks and Mitigation Strategies

- **Risk: Duplicate or Multiple Submissions**
  - *Mitigation:* Implement version control for each submission to avoid duplication and restrict resubmission access after a document is submitted.

- **Risk: Users Misusing Version Control Features**
  - *Mitigation:* Provide tooltips and clear onboarding documents to guide users. Implement permission-based access to control who can view and resubmit documents.

- **Risk: Admins Missing Feedback on Submissions**
  - *Mitigation:* Implement notification prompts for admins to provide feedback on pending submissions and include this in weekly admin activity reports.

Evaluation and Success Criteria

Evaluation Metrics

- The system tests real-time status update accuracy together with their timely delivery for Pending, Under Review, Approved or Rejected status.
- The system tracks the maintenance of accurate accessible records for all resubmitted documents and their version history.
- The students can successfully access their document and view feedback together with comment records provided by their teachers on the same repository.
- The evaluation method checks visual timelines for accuracy in representing the document review process.
- Information about feedback clarity and usefulness came from survey responses collected after system implementation.

Success Criteria

- 90% of submissions tracked with accurate version history
- <5% error rate in status updates and feedback integration
- 95% user satisfaction in tracking and version control features
- Fully functional and documented submission tracker and version control system by the end of the timeline

Conclusion

The proposed Submission Tracker & Version Control System aims to enhance the document management process within student organizations at PUP Santa Rosa Campus. This system will improve the submission, review, and version control process, to make way for efficient tracking of documents, feedback integration, and secure resubmissions. By incorporating real-time status updates, feedback/comments, and a visual timeline, the system will provide transparency and improve communication between students and administrators.

This module will increase organizational efficiency by automating the submission process and ensuring that all submissions are tracked and versioned, preventing errors or duplication. The use of version control ensures that students can resubmit their documents with updated versions, and admins can easily review the history of each submission. With a focus on user experience, the system promotes inclusivity and ease of access, encouraging more active participation from the student body. The integration of clear status indicators and timely feedback will improve overall satisfaction, accuracy, and transparency, making the document management process more modern and efficient.