

Business Process Management (BPM) System Requirements to be added.

1. Project Contract Module

- **Contract Registration:** Enable users to register contracts through the system with the ability to upload contracts in PDF format.
- **Contract Tracking:** Track contracts from initiation to termination, including:
 - Sending notifications at the start of the contract.
 - Providing progress updates during the contract lifecycle.
 - Notifying users upon contract termination.
- **Performance Monitoring:** Track and evaluate the performance of each contract.
- **Contract Attributes:** Include attributes such as:
 - Contract timeline.
 - Performance guarantees.

2. Project Module

- **Project Categorization:** Implement logic to classify projects as short-term or long-term based on their execution timelines.
- **Role Assignment Logic:**
 - Some projects are managed solely by a project manager.
 - Other projects involve project members and sub-members/engineers.
- **Execution Process:** Define and arrange the project execution process from initiation to completion.
- **Follow-Up Process:** Implement a follow-up process after project execution is complete.
- **Appointment Letter Process:** Modify the process so that appointment letters are signed first, then uploaded to the system.
- **Analysis Updates:**
 - Allow engineers to update project analyses to align with current market prices.
 - Include missing attributes in analyses, such as labor costs.
- **Request Module:**

- Modify the request process during project execution to route approvals and processing to the accountant instead of the admin, aligning with current business processes.
- **Analysis Module:**
 - Update the analysis module to reflect current analysis practices.
 - Require analyses to be discussed before being uploaded to the system.
- **Report Generation:**
 - Modify report generation and printing to align with updated processes.
- **Engineer Tracking (Tenders):**
 - Add logic to track tenders assigned to each engineer. For example, when an admin selects an engineer (e.g., Engineer Gembe), the system displays:
 - All tenders assigned to the engineer.
 - Progress of each tender.
 - Statuses (submitted, canceled, or expired without submission).
- **Engineer Tracking (Projects):**
 - Add logic to track projects assigned to each engineer. For example, when an admin selects an engineer (e.g., Engineer Mutta), the system displays:
 - All projects assigned to the engineer.
 - Progress of each project.
 - Statuses (completed, canceled, or in follow-up).
- **Project Summary:**
 - Provide a summary for a specific project (e.g., "Installation of Server Room CRDB") when selected by an admin, including:
 - Project manager details.
 - Sub-members (if any).
 - Quotation details.
 - Analysis details.
 - Requests associated with the project.
 - Progress status (e.g., done, in progress, execution completed, or in follow-up stage).

3. Accountant Module

- **Project Viewing:**
 - Allow accountants to view projects, including details of project managers and any assigned members.
- **Analysis Review:**
 - Enable accountants to review analyses submitted and approved by engineers to ensure alignment with submitted requests.
- **Request Module:**
 - View all requests submitted for a specific project by engineers.
 - Approve or cancel requests, with the ability to provide reasons for cancellation.
 - Push approved requests to the CEO/admin for payment processing.
- **Project Extension Requests:**
 - Approve or cancel project extension requests submitted by engineers during execution.
- **Follow-Up Process:**
 - Implement a follow-up process after project execution is complete.
- **Report Generation:**
 - Generate and print reports for requests submitted daily, weekly, and monthly.

4. Human Resource Manager Module

- **Tender Assignment Viewing:**
 - Allow HR managers to view project managers' tender assignments, including:
 - Submission time.
 - Expiration timeline.
 - Awards.
 - Tender performance.
- **Project Assignment Viewing:**
 - Allow HR managers to view project managers' assigned projects, including:
 - Timeline.
 - Execution process.

- Quotations.
 - Analyses.
 - Requests.
 - Sub-members (if any).
- **Technician Assignment:**
 - Enable registration and assignment of projects to technicians.
- **Project Progress Tracking:**
 - Track project progress from initiation to completion.
- **Follow-Up Notifications:**
 - Provide notifications for projects in the follow-up stage, with statuses such as:
 - Follow-up done.
 - Pending.
 - In progress.
- **Contract Viewing:**
 - Allow viewing of contracts for each project and tracking their performance.
- **Site Update Reports:**
 - Enable viewing of daily site updates.
 - Generate and print reports for site updates daily, weekly, and monthly.