CHAPTER 1

Project Overview

This chapter provides a comprehensive overview of the project, beginning with the **project title**, followed by the identification of **team members**, including their respective roles and contact information. It also outlines the **project duration** and presents the **context** in which the project is developed. Furthermore, the chapter defines the **scope** of the project and includes a section on **definitions, acronyms, and abbreviations** to ensure clarity and consistency throughout the document.

1.1 Project Name

Web-Based Barangay Records and Request Management System
for Brgy. 145, Bagong Barrio, Caloocan City

1.2 Project Members

Name	Designation	E-mail
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1.1 Project Duration and Activities

The Data Gathering, Planning, and Designing phase of the project will take place during the first semester of School Year 2024–2025, during this phase, the team will

conduct requirements analysis, gather data through interviews or surveys, and create detailed plans for the project. This will include defining the project scope, creating system designs such as wireframes and database schemas, and outlining the overall architecture of the system.

The Development, Implementation, Testing, and Integration phase will be carried out during the first semester of School Year 2025–2026. In this phase, the actual coding and system development will take place, followed by implementation of the system. After development, the system will undergo rigorous testing, including unit testing, integration testing, and user acceptance testing. The final step in this phase will involve integrating the system into the intended environment and preparing documentation for final evaluation or presentation.

1.4 Background

Barangay 145 lacks proper documentation and record-keeping. When the new officials began their term in office, no records or files were formally turned over by the previous administration. At present, there are no accessible documents, no digital records, and even the blotter book is missing, forcing the barangay to operate almost as if starting from zero. This creates serious challenges in governance, such as difficulty in tracking previous cases, monitoring ongoing community matters, and ensuring transparency and accountability.

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Another concern is that many of the current officials are new to their roles and unfamiliar with proper processes. Without clear records or a structured system, decision-making becomes harder, and services to residents are delayed. To address the situation, the barangay had to borrow templates of commonly used forms from neighboring barangays, such as request forms frequently needed by residents.

While the administration has implemented remedial measures such as cleaning, repairs, and reorganization of the barangay hall, the absence of a reliable and systematic record-keeping process remains a pressing issue. These challenges highlight the urgent need for a Barangay Records and Request Management System to organize files, digitize records, and make the handling of resident requests faster, more transparent, and more efficient.

1.5 Scope

1.5.1. Included

- **Official Document Generation:** The system will generate official Barangay records and request outputs in a standard **PDF format**.

- **Secretary-Controlled Data Management:** The **Secretary** will have full capabilities to **create, edit, update, and delete** all system records.

- **Security Validation:** All generated documents will include a **QR code** for certifying the signature and verifying document authenticity.

- **Session Security:** The system will automatically **log out users** after a defined period of inactivity.

- **Centralized Digital Archives:** The system will provide a searchable, **secure digital repository** for all records and request history.

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- **Internal Request Tracking:** The system will allow staff to internally **monitor and update the status** of resident requests.

1.5.2. Excluded

- **Mobile-friendly:** The system will not be optimized for use on smartphones or tablets; it's designed for desktop/laptop use.

- **Online Public Access Portal:** Residents will not be able to log in to the system via the internet to submit or track requests; all request input and management will be done internally by Barangay staff.

- **Automated Communication (SMS/Email):** The system will not automatically send notifications or updates to residents via text message or email regarding the status of their requests.

1.6 Purpose

The primary objective of our Barangay Records and Request Management System is to address the significant issue of lost and disorganized records in Barangay 145, Caloocan City, which has been causing delays and confusion. We are developing a digital system that will enable the barangay to efficiently store, organize, and easily access all records while also managing residents' requests more promptly and clearly. This project transforms the chaotic paper-based process into a quick and less error-prone digital system, ensuring that the barangay operates more smoothly, reliably, and transparently for everyone.

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1.7 Definitions, Acronyms, and Abbreviations

- **PDF:** Portable Document Format. A file format used to present documents in a manner independent of application software, hardware, and operating systems.

- **BRRMS:** Barangay Records and Request Management System. The name of the proposed project system.

- **QR Code:** Quick Response Code. A type of two-dimensional barcode used here to validate the certified signature on generated documents.

- **Wireframes:** A layout or blueprint of a system's user interface, used in the design phase to outline the content and function of pages.

- **Database Schema:** The formal description of the structure of the data in the database, including the tables, fields, and relationships.

- **User Acceptance Testing (UAT):** The final phase of testing where the end-users (Barangay officials) verify the system meets the requirements and functions correctly for day-to-day use.