

Web-Based Document Automation Management System for the Office of Vice Chancellor for Academic Affairs

PROJECT REQUIREMENT SPECIFICATIONS

60% Expected/ Working Requirements

User Group	Requirement(s)	Requirement Description
Office of Vice Chancellor for Academic Affairs	Header	Here is where the notifications, settings, and logout are put in.
	Settings	Settings include the changing of the password, user name and others
	Dashboard	In this requirement, the OVCAA can easily navigate through the system to identify each piece of information that has been received.
	Task	The tasks have three (3) different types: Pending tasks; Completed tasks, Assigned Task.
	Pending Task	Here the user can view the pending documents
	Completed Task	In Completed Task, the user can see all of the finished tasks.
	Assigned Task	The user can create another task and assign it to the other users.
	Submission Monitoring	Submission Monitoring allows the user to see the history of submissions of the documents inside the system.
	Tables	Table contains and displays the Titles, Courses, Departments, Academic Year, programs, and Sections.
	Insertion	User can input data and displayed it in the table
	Delete	User can delete data inside the table.
	Update	User can update data inside the table

	Search	Allows the User to easily find what they're looking for
Deans of Colleges	Header	Here is where the notifications, settings, and logout are put in.
	Settings	Settings include the changing of the password, user name and others
	Dashboard	In this requirement, the OVCAA can easily navigate through the system to identify each piece of information that has been received.
	Task	The tasks have three (3) different types: Pending tasks; Completed tasks, Assigned Task.
	Pending Task	Here the user can view the pending documents
	Completed Task	In Completed Task, the user can see all of the finished tasks.
	Assigned Task	The user can create another task and assign it to the other users.
	Tables	Table contains and displays the Titles, Courses, Departments, Academic Year, programs, and Sections.
	Insertion	User can input data and displayed it in the table
	Delete	User can delete data inside the table.
	Update	User can update data inside the table
	Search	Allows the User to easily find what they're looking for
	Generating Document (Faculty Loading)	In generating the document, the user can insert data for it to be viewed in the Excel form. It contains the name, section, course code, and section.
Heads of Student Services	Header	Here is where the notifications, settings, and logout are put in.

	Settings	Settings include the changing of the password, user name and others
	Dashboard	In this requirement, the OVCAA can easily navigate through the system to identify each piece of information that has been received.
	Task	The tasks have three (3) different types: Pending tasks; Completed tasks, Assigned Task.
	Pending Task	Here the user can view the pending documents
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## PROJECT REQUIREMENT SPECIFICATIONS

### 40% Remaining Requirements

User Group	Requirement(s)	Requirement Description
Office of Vice Chancellor for Academic Affairs	Forecasting	In forecasting, the system has a dataset that contains the data for students enrolled and will predict how many instructors fit into the population of students enrolled.
	Creation of Task	User can Create Task under their management
	Progress Report	In progress report, the user can see the progress of each documents.
	Document Automation	Document Automation can generate documents by using the data inside from database
	Submission Monitoring	The user can monitor the documents submitted to them.
Deans of Colleges	Generate Documents	The user can generate documents.
	Submission of Documents	In Submission of Documents the files that was assigned to user can be submitted here.
	Generate Report	It will generate report that are presented in the dashboard.
	Notifications	Notifications can bring information to the user if they're assigned some tasks.
Heads of Student Services	Generate Documents	The user can generate documents.
	Submission of Documents	In Submission of Documents the files that was assigned to user can be submitted here.
	Generate Report	It will generate report that are presented in the dashboard.
	Notifications	Notifications can bring information to the user if they're assigned some tasks.