Developer: Prab Singh

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Abstract

SOP management software for JHWSL  
Product owner: Phil Cudworth

April 2021

Software development plan

Project Mappe

# Persons involved

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| Product owner | Phil Cudworth |
| Project manager | Martin Innes |
| Developer(s) | Prab Singh |

# Objective

Produce software to replace the incumbent “ExpressTrain” programme for SOP management.

# Timeframe

Now until I finish at the end of May.

# Deployment

On one or two Windows PCs connected to a network drive for file management of the documents.

# Purpose

The current SOP management software (expresstrain) is not up to the job because it does lots of unnecessary things, and it does them slowly because of the way the software is designed.

This replacement software will speed up Phil’s workflow and make it much easier to manage the SOP documents because:

1) it’s reliable (won’t give him errors that’ll require him to close the program and lose his work)

2) doesn’t have unnecessary features so it won’t go through un-necessary steps that slows it down

3) runs in the background when creating an SOP which makes it faster and thereby saves time (and money).

# Scope

File types: SOP, task qualification report, procedure checklist

Need a database (JSON) listing: special entry code (‘file type’-‘location number’-‘sop number’), title, factory location of SOP, date file was modified, expiry status, location of word document, with the ability to add more columns as required.

The whole table needs to be searchable and sortable by regex for every column.

Need to produce new SOP files from template and save them to the folder where they’re kept. If a file gets deleted, it’ll show as ‘deleted’ in the table and will ask the user if they want to remove the entry from the list. If a new file shows up in the folder, it’ll automatically read its name and contents and add an entry for it to the table and show a ‘new document’ flag (dismissible).

The naming convention for the SOP .docx file is: “SOP” + the title + location.

Need to also produce a task qualification report document. The software is to pull “major step” and “key point” info out of every step of the SOP and has checkboxes before each segment. This is for assessing a trainee.

Need to also produce a procedure checklist document. This is just a 1 column table (a list) of all the major steps of an SOP.

# Technology/software-capability requirements

|  |  |
| --- | --- |
| GUI | Python PyQt – have tabs for different tasks |
| SOP file management | * os module - look for files * JSON database - register files, their locations, & more * PyQt – table (of the JSON) |
| SOP creation | * python\_docx module – write an SOP document * PyQt – dialogue/wizard (option) to pre-fill in specific data |
| Procedure checklist creation | python\_docx module – read an SOP document and make new file |
| Task qualification creation | python\_docx module – read an SOP document and make new file |

# Wireframe



