|  |  |
| --- | --- |
|  | **MINISTRY OF EDUCATION AND TRAINING** |

|  |
| --- |
| **FPT UNIVERSITY** |
| Capstone Project Document |
| Document Management |
|  |
| |  |  | | --- | --- | | **<Group Name>** | | | **Group Members** | Member name RollNo Student code  Phan Nhat Anh Leader AnhPNSE90158  Vuong Minh Phuc Member PhucVMSE60731  Nguyen Chi Khang Member KhangNCSE61043  Duong Huy Hoang Member HoangDH60539 | | **Supervisor** | Phan Truong Lam | | **Ext Supervisor** | N/A | | **Capstone Project code** |  | |
|  |

|  |
| --- |
| - Hanoi, 25/01/2016- |

**Report No.1: Introduction**

# Table of Contents

[Table of Contents 3](#_Toc441441111)

[A. Introduction 4](#_Toc441441112)

[1. Project Information 4](#_Toc441441113)

[2. Introduction 4](#_Toc441441114)

[3. Current Situation 4](#_Toc441441115)

[4. Problem Definition 4](#_Toc441441116)

[5. Proposed Solution 4](#_Toc441441117)

[6. Functional Requirements 4](#_Toc441441118)

[6.1. Search. 5](#_Toc441441119)

[6.2. Download. 5](#_Toc441441120)

[6.3. Manage Account. 5](#_Toc441441121)

[6.4. Manage Document. 5](#_Toc441441122)

[7. Role and Responsibility 5](#_Toc441441123)

# Introduction

## Project Information

- Project name: **Document Management**

- Project Code: **DM**

- Product Type: **Website**

- Start Date: **January 4th, 2016**

- End Date: **January 26th, 2016**

## Introduction

* This is a software that helps manage documents in FPT Hoa Lac University.
* This software helps to identify documents required by keyword.
* To do this, the software handles the documents in pdf, word, excel.....into text and find keywords to search.

## Current Situation

Some search method often used:

* Step 1: Identify keywords
* Step 2: Find a lot of document conform keyword request.
* Step 3: Refine document request.

## Problem Definition

* Advantages.
  + Manipulate easy, convenient, anytime, anywhere
* Disadvantages:
  + Only search for common text.
  + Unable to find internal documents of the company.
  + The search will take time and inaccurate.

## Proposed Solution

The software helps users to search easily, quickly and accurately search the text needed from the keyword. These internal documents are converted into text and is arranged so that is convenient for most search.

Disadvantages: Document files formatted Image can not convert to text. This reduces efficiency.

## Functional Requirements

Function requirements of the system are listed as below:

### Upload Document.

Upload new document in system.

### Convert Document to Text

Convert types of document to text.

### N-Gram Algorithm

Analytic text document to keyword.

### Search Documents.

Search documents by keywords or content in document.

### Download Document.

Allow user download document from system.

### Manage Account.

Admin can create new account, set role admin or delete account.

### Manage Document.

Admin can update effective time of document or delete document.

## Role and Responsibility

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Full Name | Role | Position | Contact |
| 1 | Phan Truong Lam | Manager | Instructor | Lampt@fpt.edu.vn |
| 2 | Phan Nhat Anh | Development manager | Leader | AnhPNSE90158@fpt.edu.vn |
| 3 | Vuong Minh Phuc | Team member | Member | PhucVMSE60731@fpt.edu.vn |
| 4 | Nguyen Chi Khang | Team member | Member | KhangNCSE61043@fpt.edu.vn |
| 5 | Duong Huy Hoang | Team member | Member | HoangDH60539@fpt.edu.vn |

Table 1 Roles and Responsibility