**DOCUMENTATION FORMAT**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Ref. page** | **No.** | **Problem** | **Requirements** |
| 29-36 | 1 | Tedious and repetitive job for the secretary. | Functionality to do tedious work and repetitive tasks. |
| 33-36 | 2 | Possible errors in tracing of financial records. | Capability to trace all financial records. |

Reference page: What page did you find the problems

2.3.2 Conclusion

2.3.3 Recommendation

**CHAPTER 3: PROPOSED SYSTEM DEFINITION**  
 **3.1 Requirements-Features Matrix** – Traceability Matrix based on REQ documentation

**Table xx -** *Requirements-Features Matrix*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Features | <req1> | <req2> | <req3> | <req*n*> |
| <feat1> | √ |  |  |  |
| <feat2> |  | √ |  |  |
| <feat3> |  |  |  | √ |
| <feat*n*> |  |  | √ |  |

**3.2 Functional Specification**

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3.2.3 Detailed per Use Case

3.3.4 Use Case Description

|  |  |
| --- | --- |
| **Use Case Name** |  |
| **Actors** |  |
| **Purpose** |  |
| **Brief Description** |  |
| **Pre-Condition/s** |  |
| **Post-Condition/s** |  |

|  |  |
| --- | --- |
| **Basic Flow** | |
| **Actor Action** | **System Response** |
| 1. |  |
|  | 2. |
| 3.  4. |  |
| 5. | 6.  7. |
| 8. |  |
| 9. |  |
| **Alternate Flow** |  |
| Item #3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.a.  3.b. |  |
|  | Item #6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  6.a |
|  |  |

\*This is per sub usecase.

**3.3 Technical Specification** - This section identifies the design of different technical components used in financial monitoring system from database to report forms.

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PROCESS

OUTPUT

INPUT

DATABASE

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USER INTERFACE

User Access

Transaction

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**APPENDICES**

- Data Gathering Instruments **– instruments (questionnaires, surveys, etc.) used during the conduct of their study.**

- Client Forms & Reports **– actual organization’s forms and reports**

- Letter of Request for the study

- Screen layout

- Source code

- Test Script

- Sample Input/Output

PROPONENTS’ RESUME

USERS MANUAL

TECHNICAL REPORT (Pilot Implementation)