

Focus Area	Activities	Date Suggest	Date Complete	Complete
Onboarding and Initial System Familiarization	Set up the development environment and access to repositories and database			
	Review the current CMS architecture and features			
Requirement Clarification and Training for Staff	Analyze current workflows for proposal, event, and budget modules			
	Finalize detailed requirements with stakeholders			
	Draft updated UI mockups and process flow diagrams			
Modify Proposal Budget Feature	Implement a summary function for proposal budgets			
	Ensure digital format matches the hardcopy layout			
	Modify related database schema and begin UI testing			
Implement Reference Number System	Relocate the reference number functionality to the proposal approval stage			
	Update format to "0021/25"			
	Shift data storage from postmortem to event table			
Redesign PDF Export Feature	Improve layout and structure of the exported PDF			
	Integrate and configure PDF generation library			
	Validate output with various test cases			
Notification System Implementation	Develop email notifications for advisor and coordinator actions			
	Utilize PHP Mail for message dispatch			
	Verify accuracy and delivery of notifications			
Filtering Feature for Completed Events	Implement filter options based on event status and date			
	Enable filtering for student, advisor, and coordinator dashboards			
	Test and ensure proper data visibility			

Dashboard Redesign	Redesign user interface for all user roles for improved usability			
	Apply UI frameworks to enhance consistency			
	Collect feedback for refinement			
Add Coordinator Analytics Dashboard	Integrate visual charts (e.g., Chart.js) for coordinator overview			
	Display key statistics such as events completed, pending, and budgets used			
	Ensure charts are responsive and accurate			
Develop Upload Functions	Enable document upload for Co-Curricular (Co-Cu) claimers			
	Add budget statement upload feature in the post-event report module			
	Enforce file type validation and secure storage practices			
System Integration and Testing	Conduct comprehensive functional, usability, and security testing			
	Validate all newly added and updated modules			
	Perform bug fixing and prepare system for deployment			
Final Deployment and Project Handover	Deploy the final system version to the live or staging environment			
	Prepare and deliver user manuals and deployment documentation			
Report Writing and Presentation	Prepare the report for the internship			
	Conduct presentation			