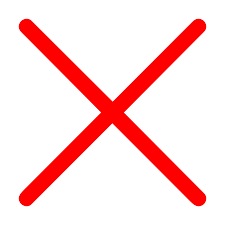
**PROJECT MANAGEMENT**

**FILE INWARD**

**** For the file to be sent inward i.e. file to be sent in inventory for the first time, certain fields are required,

**FILE RETRIEVAL**

File retrieval can be done by certain persons.

These are the fields required:

**.**

**FILE REINWARD**

The file retrieved has to be kept in again.

This involves the following process.

**STATEMENT OF WORK**

INTRODUCTION:

Here this is a task of implementing barcode inventory managing system. This helps in easy tracking of every document and we can know the current status. This diminishes the manual way i.e. traditional way of storing and tracking data.

PROBLEM STATEMENT:

The files need to be managed in a proper way as it makes the process of moving it inward, outward and re inward easier. Hence this problem can be addressed by introducing barcode inventory managing system. This is required to easily track the files and thereby knowing the status of the file.

GOAL:

The primary goal here is to implement the barcode inventory management system. This helps in rightly managing the file. The resources have to be utilised in a proper way to achieve the goal. The proper software has to be installed which thereby helps in implementing the barcode inventory management system.

DELIVERABLES:

Here the external deliverable is the barcode management system. In this case the deliverable is a software product. The deliverable is to be delivered when goal of the project is met. It has to be delivered within the stipulated time.

MILESTONES:

The milestones are to be reached after implementing the management system This enhances and monitors the progress of the system.