Political Party Management Software

# Users:

1. National Level Committee members (NLC)
2. District Level Committee members (DLC)
3. General Members
4. Manager
5. Financial Manager

# Global Action:

Every user has to login to use the software. At the homepage, the use will be prompted with login and sign up form. In order to login, the user has to enter the correct username and password. If he or she enters wrong, an error message will be displayed and asked to login again with the correct username and password. If anyone wants to register and become a general member, he or she will have to enter his or her name, NID and password (at least four characters). If the NID already exists in the database, then the user will be prompted to enter a different NID.

# User 1: National Level Committee (NLC) members

* **Create a new party welfare project (PWP) and set an expenditure for it.**

1. Select the “Introduce PWP” option to write a description in a text field for the project and enter an expenditure in another text field and upload documents if necessary.
2. Then select the “Request Expenditure Approval” option to send all the supplied information to the Financial Manager to get financial approval.
3. After the Financial Manager gives the approval, all other NLC members can view the PWP from the “View Approved PWP” to view the project.
4. After viewing the PWP, NLC members can give their vote. In order to approve the PWP, they have to click on the “Approve” button, and to disapprove it, he or she has to click on the “Disapprove” button.
5. The PWP with most approval will be marked as “Ongoing PWP” and it will be sent to the DLC members to be implemented.

* **View report for ongoing party welfare project (PWP) and give a rating.**

1. Select “View Ongoing PWP” to view the “PWP Implementation Report” from Manager.
2. Rate the project on a scale of 1 – 5 based on the report timing and quality of work.
3. Give a text based feedback via input field.
4. Select the “Submit” button to send it back to the Manager.

* **Select DLC members for promotion.**

1. Select the “View DLC Performance Report” to request a performance report from DLC.
2. Select the “Create Shortlist” to make a list of 5 DLC members for voting.
3. Now, all the NLC members can select the “Vote for Promotion” to vote a DLC member for promotion and view the shortlisted DLC members.
4. Then, they can select one of the DLC members and press the “Submit” to submit their votes and the voting information will be sent to the manager

* **Receive and approve community wellbeing projects (CWP).**

1. Get notifications about new CWP proposals from DLC and select “View CWP” to see the details about the project and requirement expenditure.
2. Then, they will select “Send CWP Proposal for Expenditure Approval” to send the CWP proposal to the finance manager for financial approval.
3. After the financial manager approves the proposal, NLC members can view the proposed project in the “View Approved CWP” section and vote for final approval.
4. The most voted CWP project will be sent to DLC members for implementation and the project will be marked as “Ongoing CWP”.
5. If the project is approved, DLC will get a rating of 5. If disapproved, the DLC will get 1

* **View report for ongoing community wellbeing projects (CWP) and give a rating**

1. Select “View Ongoing CWP” to view the “CWP Implementation Report” from the manager.
2. Rate project on a scale of 1 -- 5 based on the quality of work.
3. Give feedback via input field.
4. Select “Submit” to send it back to the Manager.

* **Submit Fund for Party wellbeing & receive donation report.**

1. Select “View Monthly Donation” to see notice for monthly donation.
2. Enter the donation amount in the number field and select “Donate” to make the donation.
3. Receive donation receipt (Optional: Download the receipt as PDF, but we don’t know how to generate PDF yet)

# User 2: District Level Committee (DLC) members

* **Receive party welfare project (PWP) from NLC and forward to general members for implementation.**

1. Select “New PWP Order” to view the project.
2. Select a suitable GM for the PWP.
3. Select “Send PWP” to send the “Ongoing PWP” document to the general member for implementation.

* **Select general members for promotion.**

1. Select the “View GM Performance Report” to request a performance report about GM from the Manager.
2. Select the “Create Shortlist” to make a list of 5 GM for voting.
3. Now, all the DLC members can select the “Vote for Promotion” to vote a GM for promotion and view the shortlisted GM.
4. Then, they can select one of the GM and press the “Submit” to submit their votes and the voting information will be sent to the Manager

* **Receive community wellbeing projects (CWP) from GM and forward to NLC for approval.**

1. Select “New CWP Proposal” to view the project.
2. Filter CWP proposals and forward the CWP to NLC for approval.
3. After NLC members approve the project, DLC members will be notified about the approval and he or she can select “Send CWP Implementation Order” to GM for implementation.

* **View Promotion Report and Project Report.**

1. Select “View All Ongoing Projects” to see the projects in that district.
2. Select “PWP Project” to view ongoing PWP Projects.
3. Select “CWP Project” to view ongoing CWP projects.
4. Select “Promotion Chart” to view all the promoted members.

* **Submit Fund for Party wellbeing & receive the donation receipt.**

1. Select “View Monthly Donation” to see notice for monthly donation.
2. Enter the donation amount in the number field and select “Donate” to make the donation.
3. Receive donation receipt.

**User 3: General Member**

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| * **Receive assigned party welfare project (PWP) from DLC & send necessary response to Manager.** |
| |  | | --- | | 1. Select “View PWP Order” to view his or her assigned PAG details | | 1. Select “View PWP Feedback” to see feedback from NLC on his or her progress | | 1. Write his or her progress, requirements and/or complaints in a text field & upload documents if necessary and select “Submit” to forward it the manager | |
| * **Create new community wellbeing projects (CWP) goals & request for approval from DLC after submitting, & get notified about the approval.** |
| |  | | --- | | 1. Select the “Introduce CWP” option to write a description in a text field for the project and enter an expenditure in another text field and upload documents if necessary. | | 1. Select “Submit” to send the newly created goal to DLC for approval | | 1. Get notified about approval of CWP from DLC and start implementing | |
| * **Receive community wellbeing projects (CWP) details & feedback from NLC, & send necessary responses to Manager.** |
| |  | | --- | | 1. Select “View CWP” to view CWP details from NLC | | 1. Select “View CWP Feedback” to see feedback from NLC on his or her progress | | 1. Enable input field (text) to write his or her progress, requirements and/or complaints and select “Submit” to forward it the manager | |
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| * **Submit Fund for Party wellbeing & receive the donation receipt.**  |  | | --- | | 1. Select “View Monthly Donation” to see notice for monthly donation. | | 1. Enter the donation amount in the number field and select “Donate” to make the donation. | | 1. Receive donation receipt. (Optional: Download the receipt as PDF, but we don’t know how to generate PDF yet)  User 4: Manager |  |  | | --- | | * **Receive party welfare project (PWP) implementation report from GM & forward to NLC, & receive feedback of party welfare project (PWP) implementation report & forward to GM.** | | |  | | --- | | 1. Select "View PWP Implementation Report" to view it from GM. | | 1. Select "Send PWP Implementation Report" to send it to NLC members who can view it when they select "View Ongoing PWP". | | 1. Select “View Feedback” to view feedback from NLC, then select “Send feedback” to forward NLC feedback to general members for implementation improvisation. | | |  | | * **Receive community wellbeing projects (CWP) implementation report from GM & forward to NLC, & receive feedback of community wellbeing projects (CWP) implementation report & forward to GM.** | | |  | | --- | | 1. Select "View CWP Implementation Report" to view it from GM. | | 1. Select "Send CWP Implementation Report" to send it to NLC members so that they can view when they select "View Ongoing PAG". | | 1. Select “View Feedback” from NLC, then select “Send feedback” to forward NLC feedback to the general member for implementation improvisation. | | |  | | |  | | --- | | * **View job applications, shortlist for interview, hire & send hiring report.**  1. Select “View Application” to see all applications from job applicants of financial managers. | | 1. Select “Mark for Interview” to call applicants for an interview. | | 1. Select “Hire” to hire the suited candidate. | | 1. Select “Send Hiring Report” to details of the newly hired employee. | | |  | | * **Process DLC performance report, send it to NLC, receive and view DLC promotion report and then send promotion notice to the selected DLC member.** | | |  | | --- | | 1. Select “Process DLC Performance Report” to generate a performance report of DLC. | | 1. Select “Send Report” to send a performance report to NLC. | | 1. Select “View DLC Promotion Report” to see the vote result of NLC. | | 1. Select “Send Promotion Notice” to send promotion notice to the selected DLC member. | | |  | | * **Process GM performance report, send it to DLC, receive and view GM promotion report and then send promotion notice to the selected GM.** |  |  | | --- | | 1. Select “Process GM Performance Report” to generate performance report of GM. | | 1. Select “Send Report” to send the performance report to DLC. | | 1. Select “View GM Promotion Report” to see the vote result of DLC. | | 1. Select “Send Promotion Notice” to send promotion notice to the selected GM. | |

# User 5: Financial Manager

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| * **Send Donation Notice to all members, receive donation, update donation databases and send receipts to all members automatically.** |
| |  | | --- | | 1. Select “Send Donation Notice” to all members regarding monthly donation. | | 1. Receive donation from members, update donation database and send donation receipt to members automatically | |
| * **View party welfare project (PWP), approve expenditure and if not plausible propose a new expenditure plan and send to NLC.** |
| |  | | --- | | 1. Select “View PWP” to see PWP details and proposed expenditure information | | 1. Select “Approve PWP Expenditure” to approve the proposed expenditure and send a notification to NLC. | | 1. If not plausible, modify the proposed PAG Expenditure to comply in the party fund | | 1. Select “Send Newly Proposed Expenditure” to send the newly finalized budget to NLC. | |
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| * **View community wellbeing project (CWP), approve expenditure and if not plausible propose a new expenditure plan and send to NLC.** |
| |  | | --- | | 1. Select “View CWB” to view CWB details and proposed budget information | | 1. Select “Approve CWB Budget” to approve the proposed budget and send a notification to NLC. | | 1. If not plausible, modify the proposed CWB budget to comply in the party fund | | 1. Select “Send Newly Proposed Budget” to send the newly finalized budget to NLC. | |
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| * **Update financial records on regular and financial** |
| 1. Select “Update Party Fund Balance” after every project approval/donation |
| 1. Select “Create and Upload Annual Balance Sheet” to create and upload annual balance sheet |