**REQZONE - Project Documentation**

**Nigerian Communications Commission (NCC) Facility Management Approval System**

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**1. The Process**

**Current Workflow**

At NCC, facility management approvals follow a multi-layered bureaucratic process:

1. **External Facility Manager** submits a formal request for job execution or payment.
2. The request is received by **Corporate Services**, where an internal memo is written to justify the need.
3. The memo and request are forwarded to the **Unit Head (UH)** for verification and approval.
4. Once confirmed, the UH forwards the document to the **Zonal Controller (ZC)** for further review.
5. After ZC approval, the document is sent to the **Director of Corporate Services** at the head office.
6. The Director signs and forwards the request to the **CEO** for final approval.
7. Upon CEO approval, requests are sent to either:
   * **Procurement Department** (for job execution)
   * **Finance Department** (for payment processing)

**Challenges in the Process**

* Manual approval steps causing delays.
* Lack of centralized tracking, leading to lost or misplaced documents.
* Inefficient communication between departments.
* No real-time status updates for facility managers.

**2. Problem Statement**

The current facility management approval system is **slow, inefficient, and lacks transparency**, creating operational bottlenecks at NCC. REQZONE aims to **digitize the process**, providing automated approvals, real-time tracking, and a centralized request portal to **enhance workflow efficiency and accountability**.

**3. Requirement Documentation**

**Functional Requirements**

* Users can submit **job requests** and **payment requests** digitally.
* Requests undergo **automated hierarchical approval** (Corporate Services → UH → ZC → Director → CEO).
* Role-based access ensures only designated authorities can approve requests.
* Notifications are sent at each approval stage.
* Requests can be tracked in **real-time** via a dashboard.
* **Approval comments & decision logs** are recorded for transparency.

**Non-functional Requirements**

* Secure login and authentication system for role-based access.
* Web-based and mobile-responsive platform for accessibility.
* Fast processing speed to minimize delays in approvals.

**4. Design Documentation**

**System Architecture**

* **Frontend:** Web-based UI for request submission and tracking.
* **Backend:** API-driven architecture managing approvals and notifications.
* **Database:** Stores request history, user roles, and approval logs.
* **Security Measures:** Authentication, encrypted storage, and role-based access.

**UI Mockups**

* Login screen with authentication.
* Request submission form for facility managers.
* Approval tracking dashboard showing request status.
* Notification panel for pending approvals.

**5. Development**

**Technology Stack**

* **Frontend:** React.js or Vue.js
* **Backend:** Node.js or Django
* **Database:** PostgreSQL or MongoDB
* **Hosting:** Cloud-based deployment (AWS, Azure, or Firebase)

**Implementation Roadmap**

* **Week 1-2:** Setup project architecture & database schema.
* **Week 3-4:** Develop frontend UI and backend logic.
* **Week 5-6:** Integrate approval workflow automation.
* **Week 7-8:** Implement notifications & role-based authentication.
* **Week 9-10:** Testing and debugging.

**6. Testing**

**Testing Strategies**

* **Unit Testing:** Verify individual components.
* **Integration Testing:** Ensure smooth communication between system modules.
* **User Acceptance Testing (UAT):** Gather feedback from NCC stakeholders before deployment.

**Expected Outcomes**

* Faster processing of approvals.
* Transparent documentation of requests.
* Reduced manual paperwork and inefficiencies.

**7. Presentation or Sign-Off**

**Demo Session Plan**

* Walkthrough of REQZONE’s interface and features.
* Showcase real-time request submission and approval tracking.
* Live testing with NCC stakeholders for feedback.
* Sign-off process for implementation approval.

This document gives you a solid foundation for presenting REQZONE as an impactful solution to NCC’s facility management issues. Let me know if you need refinements, additions, or even a different format! 🚀