**Project Initiator:**

Sakib Azad

Director (HR, Admin, IT, ERP)

**Proposed Project Lead:** Md Golam Muktadir Asif

**Topic:**

Digitizing Hameem Group’s Head Office’s document approval processes with software.

**Problem:**

Hameem Group daily needs signatures and approvals on many internal documents. Often the process can be hectic as the person in need of the approval has to physically move from one place to another to get the appropriate signatures. Also, managing these hard-copy documents can be quite a hassle. This manual process takes up time and uses up paper which increases cost and makes the entire process less transparent. An electronic document approval system is a software to manage approvals of internal documents. Many companies have shifted to the use of electronic document approval system for their internal paperwork. Hameem Groups which tries to stay up to date with the latest trends in the business world also needs to implement such a system. This will not only make the entire process of signing documents smoother and less costly but will enhance the image of the company as being “green”.

**Notes:**

* To implement an electronic approval management system, an application needs to be developed keeping in mind the specific nuances of Hameem Group.
* The application needs to be developed with input from concerned individuals. Also, the application needs to be hosted on a server that will allow Hameem Group’s people to access it over the internet.
* The entire process of developing and implementing the application consists of three phases:
  + - 1st Phase: Development
      * Research on the nuances and specific processes of the company to find out how all of its manual document approval processes can be mapped to the software application
      * Develop the software with periodic inputs from concerned individuals.
      * Have concerned individuals check the software and test it after initial development.
      * Fix any errors or problems that come up. Make any modifications needed as per the request of the concerned individuals.
    - 2nd Phase: Deployment
      * Talk with IT to find out any problems with the software and fix the problems
      * Prepare software for production by making final changes needed for production.
      * Deploy the software on the company’s server.
      * Dummy test the software over the network to ensure it is working perfectly on the network
    - 3rd Phase: Implementation
      * Gradually make the various departments aware of the software and train them about its usage.
      * Make the software accessible to some of the departments in a gradual manner, going from one department to the next.
      * Continuously monitor for any problems with the software and fix them. Keeping doing so until no problem remains.
      * Take feedback from the users to see what modifications and improvements are needed. Make the appropriate modifications/improvement if possible.
      * Make the software accessible in the entire head office. Monitor the usage and make improvements if necessary.
      * Finally, if there have been no problems so far make the software accessible company wide. Train appropriate individuals in the usage of the software if necessary.