

**BSc(Hons) Business Information Technology/ BSc(Hons) Computer Forensics/
BSc(Hons) Computer Forensics & Security/ BSc(Hons) Computer Security &
Ethical Hacking/ BSc(Hons) Computing
Courses 2015/16**

Level 6 Production Project

Name:

Student I.D.:

Course:

FINAL PROJECT INDIVIDUAL AIM & OBJECTIVES

Title of my Project:

Document Management System for South Asian Association for Regional
Cooperation(SAARC)

Aim of my Final Project:

The main aims of my project is to develop a web based document management system for SAARC organisation which will help the organisation to track, manage and store documents and reduce papers.

Objectives of my Final Project:

To meet the aim of my final project following objectives are setup:

- Create a Gantt chart with appropriate task and milestones.
- Create a details requirement using the MoSCoW methods.
- Create a user's friendly interface and establish connection to MySQL Database using PHP.
- New users Registration through admin only and JQuery (Client side) and PHP (server side) Forms validations during users Registrations process.
- Secure login system with Md5 password protection and SQL Injection protection.
- Identify the document uploads limitation & can select multiple document to upload at same time.
- Users can send Message and document to specific user as well as multiple users at same times.
- Advance Search system so user can search the list of document according to their preferences.

- Allow users to see list of members according to Departments.
- Creating a Dynamic Calendar where users can see SAARC events, holidays and every year admin can upload new Calendar.
- Testing the web based system using a mock data to ensure the proper functionality as well as Unit testing and integration testing.
- Demonstrate the final project during project Presentations.
- Deploy the web application to the internal server of SAARC so only people working inside SAARC can access it for the documents security purposes.

Specification of my Final Product:

I have followed the MoSCow approach for the specification of my final product

Must Have:

- Login Form
- Logout Button
- MD5 Password Encryption
- Anti SQL Injection Protection.
- Form validation with JQuery and PHP both.
- Send Messages to users.
- Allow admin to add Edit users.
- Allow user to Upload document and send it to other users.
- Document limitation for uploading the document.

Should Have:

- Advance Search system using complex Queries.
- Responsive Users interface.
- Notification on receiving the new messages.
- Allow user to edit profile details.

Could have:

- Display online users
- News feeds where users can post some news and other can comment there.
- Forward the message or documents to other users.

Future Changes:

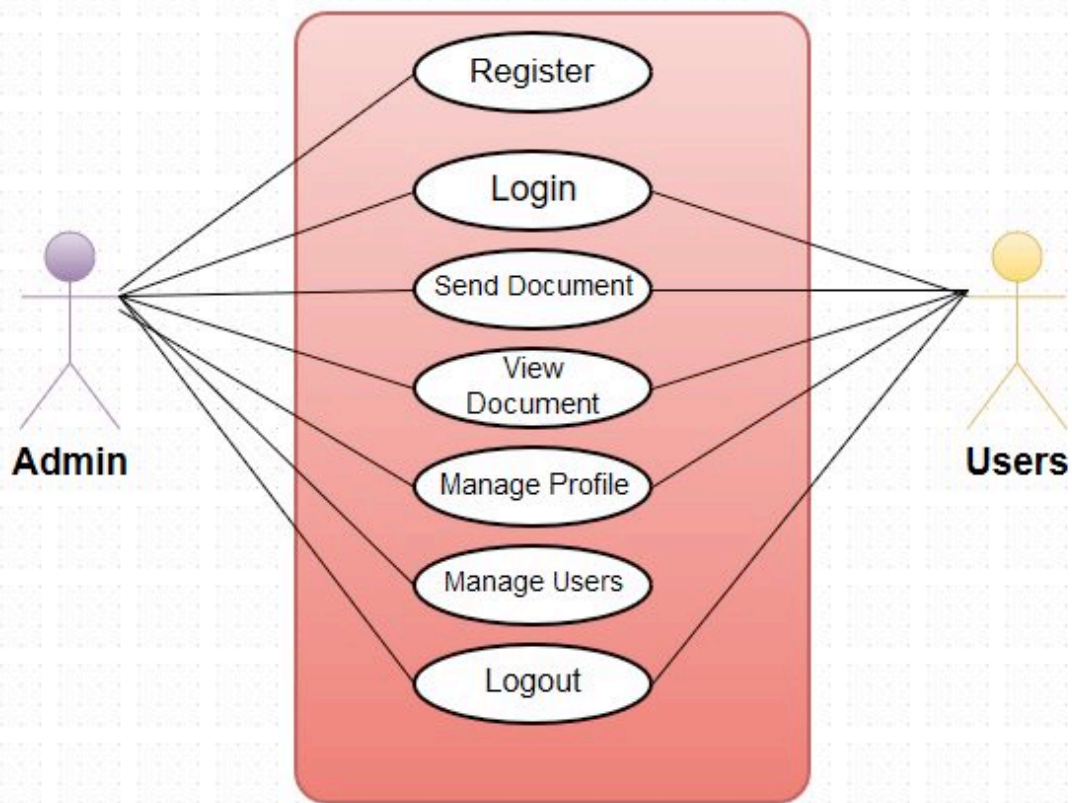
- Real time chat with others users as well as group chat.
- Image Gallery where users can upload important images during SAARC events and meetings.

Rationale:

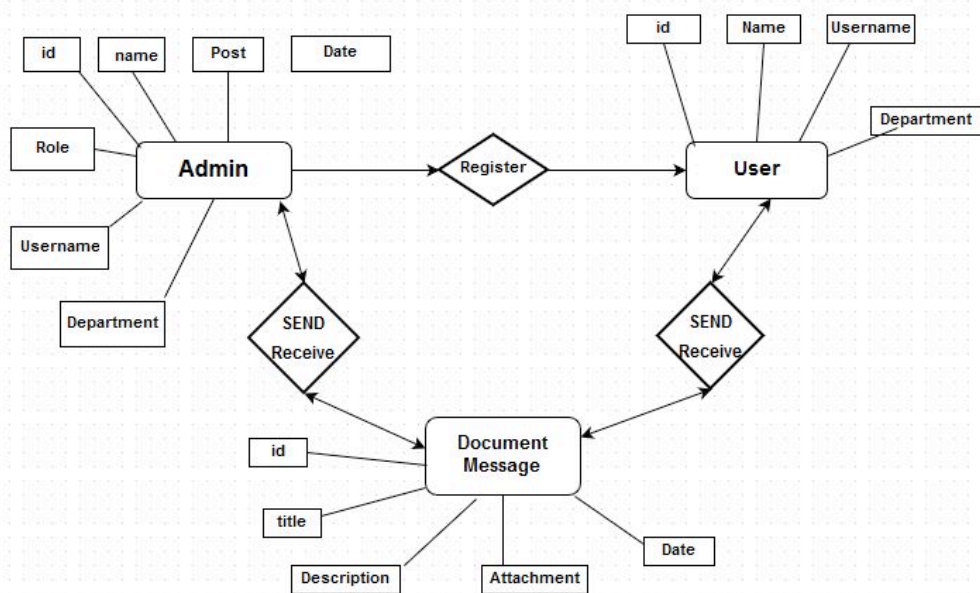
This web based application is developed to help the staffs of SAARC Organisation to upload, track, manage and store important documents in internal server and reduces the use of papers in the Organization.

This web based application project will be the milestone for enhancing my skills as well as it will help me to gain more depth knowledge of intermediate level php, MySQL, Bootstrap and jquery. I hope to make career in web development and this project would help me alot to gain the skills and experience.

PROJECT PLANNING DOCUMENTS



Use case



		Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾
0			▸ Web Development	150 days	Mon 11/9/15	Fri 6/3/16
1			▸ Planning and Analysis	29 days	Mon 11/9/15	Thu 12/17/15
2			Decide the appropriate project titles	6 days	Mon 11/9/15	Mon 11/16/15
3			Create project aims & objectives	5 days	Tue 11/17/15	Mon 11/23/15
4			Create the specification of final product	4 days	Tue 11/24/15	Fri 11/27/15
5			Submit initial project plans and wait for feedbacks	7 days	Mon 11/30/15	Tue 12/8/15
6			Changes needs to be done after getting feedbacks	3 days	Wed 12/9/15	Fri 12/11/15
7			Submit the research topics for projects	4 days	Mon 12/14/15	Thu 12/17/15
8			▸ Design and Implementation	150 days	Mon 11/9/15	Fri 6/3/16
9			Research on submitted topics	60 days	Fri 12/18/15	Thu 3/10/16
10			Prepare mock screen design	4 days	Fri 3/11/16	Wed 3/16/16
11			Develop the simple prototype	7 days	Thu 3/17/16	Fri 3/25/16
12			Create Tables in databases	3 days	Mon 3/28/16	Wed 3/30/16
13			Add Constraints to tables in databases	2 days	Thu 3/31/16	Fri 4/1/16
14			Write HTML and CSS code	14 days	Mon 4/4/16	Thu 4/21/16
15			Jquery Form Validation	1 day	Fri 4/22/16	Fri 4/22/16
16			Write PHP code	25 days	Mon 4/25/16	Fri 5/27/16
17			Manage Sessions	2 days	Mon 5/30/16	Tue 5/31/16
18			MD5 password protection	1 day	Wed 6/1/16	Wed 6/1/16
19			Protect from SQL Injection attacks	1 day	Thu 6/2/16	Thu 6/2/16
20			PHP form Validation	1 day	Fri 6/3/16	Fri 6/3/16
21			Finished the projects and make ready for testing	3 days	Mon 11/9/15	Wed 11/11/15
22			▸ Testing	10 days	Mon 11/9/15	Fri 11/20/15
23			Unit Testing	2 days	Mon 11/9/15	Tue 11/10/15
24			Integration Testing	3 days	Wed 11/11/15	Fri 11/13/15
25			Fixing all the bugs and errors	4 days	Mon 11/16/15	Thu 11/19/15
26			Submit the projects	1 day	Fri 11/20/15	Fri 11/20/15

PHYSICAL RESOURCE

The hardware and software I require to complete my Project successfully:

Item (Hardware or Software)	Source (<i>Faculty, own or specified other organisation</i>)
<ul style="list-style-type: none"> Sublime TEXT 2.0: It is a text editor which will helps to write the codes. 	OWN

<ul style="list-style-type: none">• Adobe Photoshop: It is an image editing software. It is needed to design logo and resize the image for background image for websites.	OWN
<ul style="list-style-type: none">• WAMP: It allows to create web applications with Apache2, PHP and MySQL database.	OWN
<ul style="list-style-type: none">• Memory Stick: It is need to save work in it so that the project can be opened easy on different computer if required and also work as backup.	OWN
<ul style="list-style-type: none">• GIT: It is used to control version as well as backup for the original file and for every future changes.	OWN
<ul style="list-style-type: none">• Microsoft Project: It is used to make a Gantt Chart	OWN
<ul style="list-style-type: none">• DELL LAPTOP	OWN
<ul style="list-style-type: none">• Web Browser(Google Chrome, Mozilla Firefox, Microsoft Edge)	OWN

HUMAN RESOURCE

I am working on my Project with the following people

Name 1:	Role: Tutor
Organisation: The British College	
Student 1:	Student I.D.:
Course: BSC(HONS) Computing	

Research Title: Document Management system.

1. INTRODUCTION

Arranging large number of physical document is troublesome and there are situation where it can be hard to separate a record from a vast volume of them. Without the use of an efficient document management system, it is almost practically sure that management of documents will be prone to human error. That's why nowadays, a large number of organizations documents are stored on PCs and Servers which can be effortlessly available to clients at any place as long as they get authorization to view the documents. Organizations are utilize these documents in a number of ways: to just store them at one area, or to keep up preparing records and logs.

At Saarc the same need has tagged along since the plans for expansion came into being. This needled to developing a Document Management System which can be used to store organization important documents for future references and to reduce the paperwork that needs to be maintained.

2. Research on Document Management System

To start working on document management system I did some research on the internet and found some very important components of document management system. The important components that I researched are storage, metadata, security, Integration, as well as workflow and retrieval capabilities of Document Management system.

2.1 Metadata

Metadata needs to be regularly stored for each and every document that are stored. Metadata may, for example, including the date that the document has been stored as well as identity of the person who is storing that document. In some Document Management system there is a features that extract metadata from the document automatically or prompt the user to add metadata. The result in extracting metadata can be used to assist users in locating documents by identifying probable keywords or providing for full text search capability, or can be used as a source for searching document collections.

2.2 Storage

Storage of the documents plays the vital roles in Document management system. Storage of document often includes management of those same documents where they are stored, for how long, migration of the documents from one storage media to another media. Some document management application store documents in

the server while some advance document management application encrypt the documents and stores it in the multiples servers located in different places for security purpose.

2.3 Integration

Many document management systems attempt to integrate document management directly into other applications, so that users may retrieve existing documents directly from the document management system repository, make changes, and save the changed document back to the repository as a new version, all without leaving the application

2.4 Security

Document security is vital in many document management applications. Compliance requirements for certain documents can be quite complex depending on the type of documents. For instance, in the United States, the Health Insurance Portability and Accountability Act (HIPAA) requirements dictate that medical documents have certain security requirements. Some document management systems have a rights management module that allows an administrator to give access to documents based on type to only certain people or groups of people. Document marking at the time of printing or PDF-creation is an essential element to preclude alteration or unintended use.

2.5 Workflow

Workflow is a complex process and some document management systems have a built-in workflow module. There are different types of workflow. Usage depends on the environment to which the electronic document management system (EDMS) is applied. Manual workflow requires a user to view the document and decide whom to send it to. Rules-based workflow allows an administrator to create a rule that dictates the flow of the document through an organization: for instance, an invoice passes through an approval process and then is routed to the accounts-payable department. Dynamic rules allow for branches to be created in a workflow process. A simple example would be to enter an invoice amount and if the amount is lower than a certain set amount, it follows different routes through the organization. Advanced workflow mechanisms can manipulate content or signal external processes while these rules are in effect.

2.6 Indexing

Indexing tracks electronic documents. Indexing may be as simple as keeping track of unique document identifiers; but often it takes a more complex form, providing classification through the documents' metadata or even through word indexes extracted from the documents' contents. Indexing exists mainly to support retrieval.

2.7 Retrieval

Retrieval of documents in the electronic context can be quite complex and powerful. Retrieval of documents can be supported by allowing the user to specify the unique document identifier, and having the system use the basic index (or a non-indexed query on its data store) to retrieve the document. More flexible retrieval allows the user to specify partial search terms involving the document identifier and/or parts of the expected metadata. This would typically return a list of documents which match the user's search terms. Some systems provide the capability to specify a Boolean expression containing multiple keywords or example phrases expected to exist within the documents' contents. A document retrieval system consists of a database of documents, a classification algorithm to build a full text index, and a user interface to access the database.

A document retrieval system has two main tasks:

1. Find relevant documents to user queries
2. Evaluate the matching results and sort them according to relevance, using algorithms such as PageRank.

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