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| **LIS 161 THU3**  **Project Scope Statement** | **Prepared by:** BETTYBELL E. MABONGA  **Date:** 12 September 2019 |
| **General Project Description**  Project Name: Room-based Electronic Case Monitoring System  Sponsor:  Project Manager: | |
| **Problem/Opportunity Statement**  This project proposal will solve the following problems:   * manual submission of draft decisions/resolutions/orders * manual indexing of newly received appealed cases and pleadings * manual preparation of monthly accomplishment and inventory reports * manual preparation of the calendar of conferences/hearings * laborious preparation of notices * hassle monitoring of cases * too many logbooks * too much use of paper | |
| **Project Objectives**  To be able to enhance workplace productivity and have effective office management | |
| **Project Description**  This system is an online service for room-based electronic case monitoring which primarily allow the end-users to access, record and update case information in a database. Such information basically includes the date of the case was received, the name of the complainant and respondents, the grounds of the case, and the promulgation date. Also, this online monitoring tool will allow the end-users to create an account for themselves and have online submissions of their works. | |
| **Business Benefits**  This project will strengthen the performance outcomes of the employees in terms of competitiveness and ability to complete administrative duties, and in observance with the institution’s expected number of resolved cases within the prescribed process cycle time. | |
| **Project Deliverables**  Upon the completion of this project, the end-users can access the electronic case monitoring system and do the following:   * upload and submit draft decisions/resolutions/orders * update and monitor cases through online indexing * generate monthly reports * create notices * make an online calendar of conferences/hearings | |
| **Estimated Project Duration**  Three to four months | |