



\*\*replace with product logo and have this in the upper right corner 😊\*\*

DocuHub

Team Members: Sarah Santos, Sarah Phan, Carine Gordillo, Jason Lam, Brandon Galich

Team Leaders: Kay Kayale

Date: September 11, 2023

# TABLE OF CONTENTS

Product Overview

Target Audience

Goals

Use Cases

Competitors

Scope

User Types

Phase 1 Features

Phase 2 Features

Dependency Unknowns

Vision

Glossary

## **Product Overview**

Our website provides users with a streamlined solution to filing paper documents through an online system. This service will allow users to upload their documents to a custom filing system with features that promote increased productivity. Users will be able to search, filter and sort, and highlight/markup their documents. They will also have the option to turn on reminders for documents that have deadlines as well as share files with other users. Keeping up with the world's trend of moving from paper to digital, DocuHub will play a part in the evolution of personal work organization. DocuHub will be of great use for all who need a clutter-free workzone, greater accessibility to important files, and time-saving efficiency.

## **Target Audience**

DocuHub is intended for those who aim to maintain an organized workspace. Whether it be for a student at home or for a CEO in their office, our website will benefit all who need a secure and productive space to keep documents. With its file-sharing capabilities, DocuHub will also be useful to people who need to stay connected with others through their files.

## **Goals**

- Create a new solution to online filing systems
- Promote organization by helping users maintain a clutter-free workzone
- Promote collaboration through file-sharing features
- Encourage productivity through a deadline reminding feature
- Provide an outlet for users to analyze their documents through file editing and file sorting features
- Provide a user friendly experience through the use of a simple and easy-to-use interface

## **Use Cases**

- Use case for users who use DocuHub for personal productivity purposes
  - Purpose: When storing information that is uploaded, that information will be accessible in an easy to understand format that allows users to add on and

determine the type of storage they would like such as money spent or time spent.

- Use case for users who use DocuHub for professional settings
  - Purpose: Storing information in a pleasing format while also being accessible as a web app or phone app can help in a work environment that has to deal with many statistical data such as charts and graphs, A real world scenario would be where people would look at past data to determine drops and highs within the data to give them an accurate perspective based on the data given.

## Competitors

While there already exists other online filing systems, such as Google Drive or Filecenter, our website will be the hot spot for many features that those websites do not provide. For one, our service will be completely free to use which will make it more accessible to a wider range of users. In addition to that, DocuHub aims to be an all-in-one place where all features will be built-in and users will not have to be redirected to other applications in order to utilize those tools.

## Scope

- Scope: Our team will create a website that includes all the necessary functions and features to provide users with a robust and customizable online filing system. We will implement the following features: the ability to search for specific documents, filter and sort through documents, highlight/markup files, turn on reminders for documents with deadlines, and share files with other users.
- Deliverables
  - Functional website where users can upload documents to their account and utilize the mentioned features in order to organize, analyze, and share files
  - A page with customizable folders where users can store their documents and keep them organized
    - Users will be able to assign favorite/important folders, set password securities on folders, as well as share folders with other users

- A login system for users to register and sign-in to their accounts
- A profile page for users to update their profile and connect with other users
- Constraints: Our website will not be built with mobile compatibility in mind, therefore many features may not work on mobile devices. As a result of this, users will not be able to directly scan files onto their account. They must upload files via their computer.

## User Types

- Individual users
  - These users utilize our website for personal productivity purposes
  - They can access all features from our website
  - Since they will only be using file organization and analyzing features, they will not need to use the file sharing features
- Collaborative users
  - These users utilize our website as a space for networking with other collaborative users
  - They can access all features from our website
  - They will use our file sharing features in order to stay connected with other users

## Phase 1 Features

### 1. Uploading documents

- Purpose/Description: The upload feature is to take an uploaded file and use that uploaded file to then gather information to build upon the details and format the information given into a graphical display.
- Value: Gives the input foundation as this is the way that we decided to gather the input from the users.
- Constraints: File type, File Size

### 2. Built-in editor

- Purpose/Description: Fixes errors while allowing edits and the creation of files
- Value: Helps users go back into files that may have the wrong information or information that was not originally added to now add.
- Constraints: Detection Speed

### 3. Sharing feature

- Purpose/Description: Share files created by a user that allows exposure to that data.
- Value: Allows the collaboration efforts of multiple users rather than just one user.
- Constraints: Exposure of data, authenticity, authorization

### 4. Reminder feature

- Purpose/Description: Gives users an option to get reminders on upcoming deadlines that they are to achieve that are set by the user.
- Value: Reminding the user of deadlines consistently gives users the expectation of a deadline to keep them on track to make steady progress.
- Constraints: Reminders through e-mail or sms

### 5. Search feature

- Purpose/Description: Searching through already premade files or files that may be public to other users to use on their own
- Value: Having a search feature allows for a more interactive feature for users while also allowing them to get as close to possible to what they are looking for
- Constraints: Data retention, privacy

### 6. Filter and sorting

- Purpose/Description: Gives a much more detailed on optional feature of giving the users what they are searching for.
- Value: Filtering and sorting can be combined with searching

- List additional constraints to the feature

## 7. Login/Registration

- Purpose/Description: Allows easy control of past data while also providing and keeping easy access to new data and keeping data more secure
- Value: Having a registration will make it easier to track data on specific users and will be easier to troubleshoot and manage what information they have access to.
- Constraint: Authentication, Authorization

## 8. Profile customization

- Purpose/Description: Adds additional features to show how others would be able to see you while also being able to customize settings of the overall application
- Value: Main focus is to customize the public view of the user and being able to change settings of the application to fit that user.
- Constraints: Inappropriate customizations or changes to the profile.

## 9. Folder customization

- Purpose/Description: Customize folders to fit the user's preference in how they want folders to be seen either public or private and the order they want the folders to be seen
- Value: Being able to customize how folders are helps other users see another user's list of folders and can be seen as possibly the best at the top and the weakest at the bottom
- Constraints: Customization such as filters and sorting

## 10. Document locks/passwords

- Purpose/Description: Prevents documents such as public and private documents to have another layer of security
- Value: Having a lock and/or password on a document can help prevent other users from accessing that document and giving away confidential information.

- Constraints: Authentication

## 11. Account deletion

- Purpose/Description: Lets users decide when they decide they want to delete their information and will have the option to do so.
- Value: Due to the privacy concerns within California, having an account deletion is a must when the user wants to and whenever they want to.
- Constraints: Data retention, CPRA, CCPA

## 12. Data visualization

- Purpose/Description: Takes in a uploaded input and in return, gives a graphical output such as text as well as displaying certain information in a format that can show statistics
- Value: Gives users a clean organized set of information based on the information that they gave by displaying the output in a graphic display that can be used in a professional setting
- Constraints: Graphical options, formatting

# Phase 2 Features

Phase 2, we are further along development and should have phase one features completed, these features should help enhance our product value

## 1.Security

- Purpose/Description: Security is needed in order to secure information that may be sensitive to the user.
- Value: Keeps sensitive information secure while also maintaining a sense of protection throughout the whole use of the application.
- Constraints: Authentication, leaks

## 2.Authorization



- Purpose/Description: Keeps accessibility to a public or private side through registration.
- Value: Having authorization can help keep track of the flow of information and storage between users that are registered and those that are not

### 3.Privacy

- Purpose/Description: Keeps information secure along with security while also following the CPRA and the CCPA
- Value: Protects confidential information of users and follows guidelines on data gathering.
- Constraints: CPRA, CCPA, GDPR, Cookies

### 4.Server Storage

- Purpose/Description: Provide a storage space through a server to control the flow of information and easy access to that information when obtaining information that is needed while also keeping logs of information that processes through the server.
- Value: Having a server storage keeps the flow of information and processes much more efficient and constant.
- Constraint: Access Speeds, Connection Speeds

### 5. UI

- Purpose/Description: UI for easy to understand maneuvering of the application as well as having the application look pleasing to the eye
- Value: UI gives a easy way to maneuver the application while also giving a foundation on how the format of information should be
- Constraint: Accessibility

## Dependency Unknowns

-Ex. Will product need to use an external service or data sources? How will it impact the value of the product or feature(s) if this dependency is not available?

## **Vision**

-talk about the end goal for the product and how phase 2 satisfies that.

## **Glossary**

- list of technical terms, abbreviations, or acronyms used throughout the project documentation. Provide clear and concise definitions or explanations for each term.
- Separate into Business Terms and Technical Terms