**Project Management – Team 6**

**Members:** Arboleda, Gozar, Limon, and Zorrilla

***D****escription:*

Documents are a crucial part in every institution because it carries out critical informations. In an organization everyday we send out documents for the purpose of getting an approval/assignatory or just to relay out information to different departments or persons concerned and always there is a one in a million chance that the document/s that we sent out tend to disappear or get stucked in a department this causes delay in the process. Keeping these problems in mind our system proposal will be able to solve all of these with the use of the Document Tracking System you will be able to monitor the status of your document whether it is pending and yet to be received by the recipient or if it’s already received by the recipient.

***R****esource* ***P****erson:*

Mr. Renato Butch R. Bituonan - Head, Web Development Unit

***P****roject* ***C****overage:*

**Target Users**: All employees of TUP Campuses

**Site:** It will be a stand-alone website which can be accessed in the header of the TUP website from there you will be redirected to the Document Tracking System(DTS)

**Location:** It will be implemented on all campuses of TUP

***S****print* ***P****lan*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Name** | **Responsible** | **Start Date** | **End Date** | **Remarks** | **Status** |
| ***Sprint 1*** | - | - | - | - | - |
| Database | Zorrilla | 30/01/2017 |  |  |  |
| Account - CRUD | Zorrilla | 30/01/2017 |  |  |  |
| Account - UI | Gozar | 01/02/2017 |  |  |  |
| Document List Interface | Limon | 03/02/2017 |  |  |  |
| **Sprint 2** | - | - | - | - | - |
| Routing of Documents | Arboleda |  |  |  |  |
| Document Tracking | Arboleda |  |  |  |  |
| SMS Notification | Zorrilla |  |  |  |  |
| **Sprint 3** |  |  |  |  |  |
| Reports | Gozar |  |  |  |  |
| UI of Reports | Limon |  |  |  |  |

*Sprint 1 –* This includes the creation of database, the accounts form where you’ll create the accounts of every department, and the list of documents sent and received by the user

*Sprint 2* – This is where the crucial process of our system lies. Document tracking and routing is the one that monitors the status of each document depending whether a certain department/user holds it or it is still pending and after it has been received or sent back you will be notified via SMS

*Sprint 3* – This contains the report module