**PROBLEM STATEMENTS**

1. Records being kept

- For example, they find it hard to write the information in a piece of paper and to put it back in the file. Plus, when there are things that need to update, it is hard to rewrite the information because it will take a longer time to erase and write it back. Other than that, it is hard for the Top Manager to observe their middle managers’ activities that are going on inside and outside of the company.

1. Security problem.

- When they are using the manual filing method, everyone can easily access to the information of the managers’ projects’ details. The data is not secure at all and it can lead to leaking of information. Hence, this may ruin or cause problems to the company. The top manager request strictly that he is the only person that can access to the data of his managers.

1. Unrecorded transaction are hard to keep track

- The company cannot trace the money withdrawal that have been made outside the company. This can create a difficult time for manager to keep tracks of details within the company such as product stocks.