

HOSSEIN CHAHABDAR

09175991704

Chahabdarhossein@gmail.com

Alternateco.com

Presenting to:

Professor

Eslam Nejad

Civil registration



Summary of the organization routines and tasks

National Organization for Civil Registration:

Mainly in this specific organization registration, issuing and validations of various certificates are being handled.
Such as:

- Birth certificates for babies
- Death certificates
- Changing the ID certificate
- National card issue
- Marriage and Divorce certificates
- Population statistics gathering

This organization works under the supervision of the country's minister.

Civil registration has one HQ and 31 Administrations.
Administration quarters work nearly same as HQ.

**System
analysis &
design**

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Targets of this system.

Main concept of this organization's system analysis & design is tracking the population statistics such as:

- Population count
- Birth and death control

This organization's system is the base of all other orgs.

Imagine if you don't have an ID or SSN
And you are willing to book a room in a hotel or
you want to have an insurance.

Or if a person dies how should his/hers
Heritor/s approach the law for claiming their
inheritance.

After all the data this organization provides
could be effective in many
Fields, pollution policies, DOJ (Department of
Justice) system.

- Each SSN only can have 2 vehicles in possession.
- Referring to the population density of this area needs for hospitals, Fire Stations and are high.
- All male* citizens that are informed for military service and has never shown their presence by below conditions can be freed of doing the service.
 - Over 30 years old
 - Having 2 or more childs
 - Being married more than 10 years

System analysis & design

This part refers to the problems, complications, Solutions, that could be Offered and deployed to The Project.

System analysis & design

Challenges & Security

Security Levels of such an important organization is a Challenge so we need the Organization roles and Assignments for every single one of the employees.

At top of the pyramid, we have:

The countries General Minister

whom that presents the connection between
The government and the people.

All the operations are being controlled directly &
Un directly by General Minister.

Choose By: President

Next person at second position:

the General minister's deputy

Who has the direct and effective vision
on the organization

Choose By: General Minister

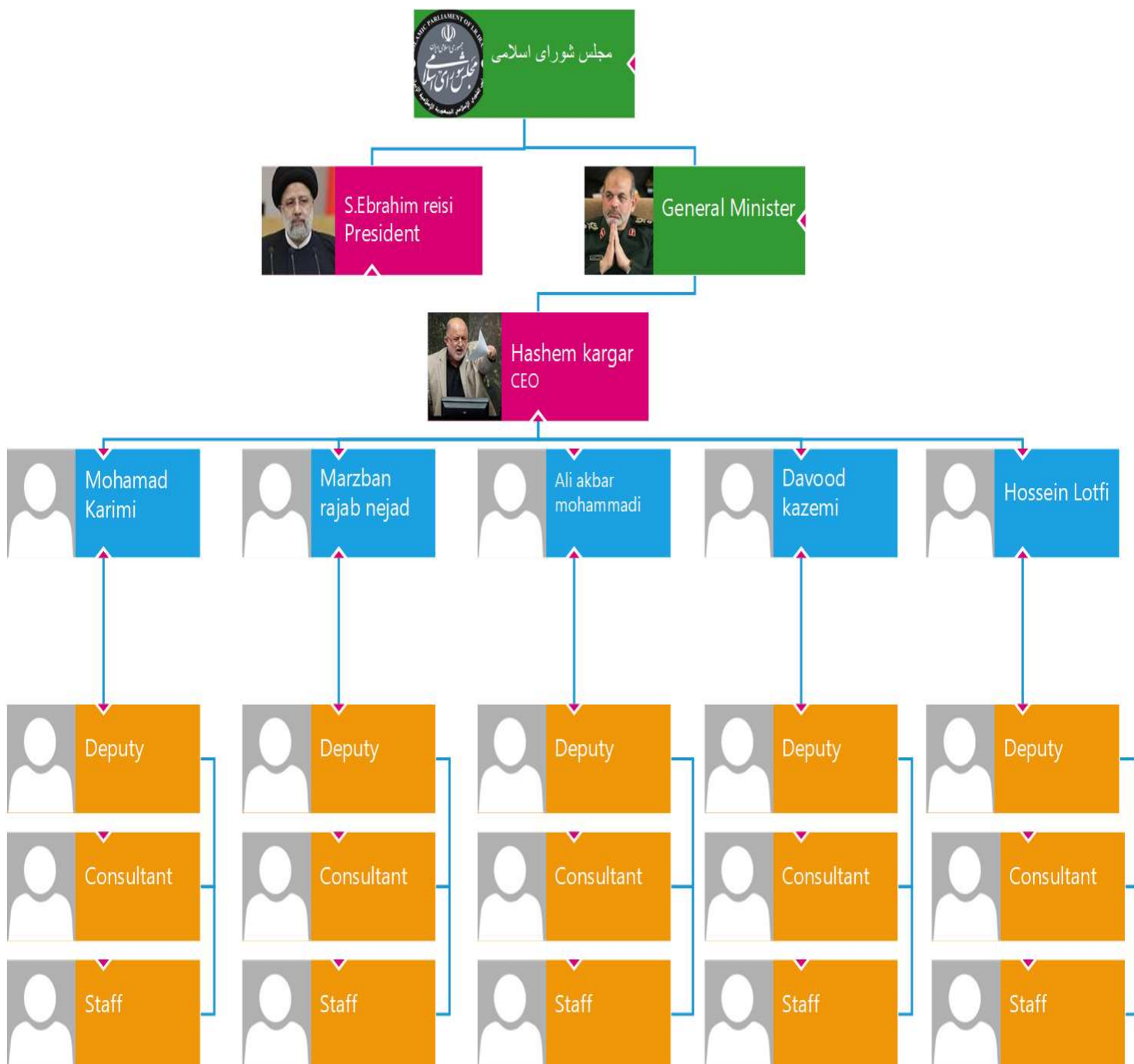
Next levels are the deputy departments:

Every one of them are obliged to serve

In one specific department & state.

Choose By: Minister's Deputy

Chart and Tree of the organization roles would be available in next pages.



This is a general chart.

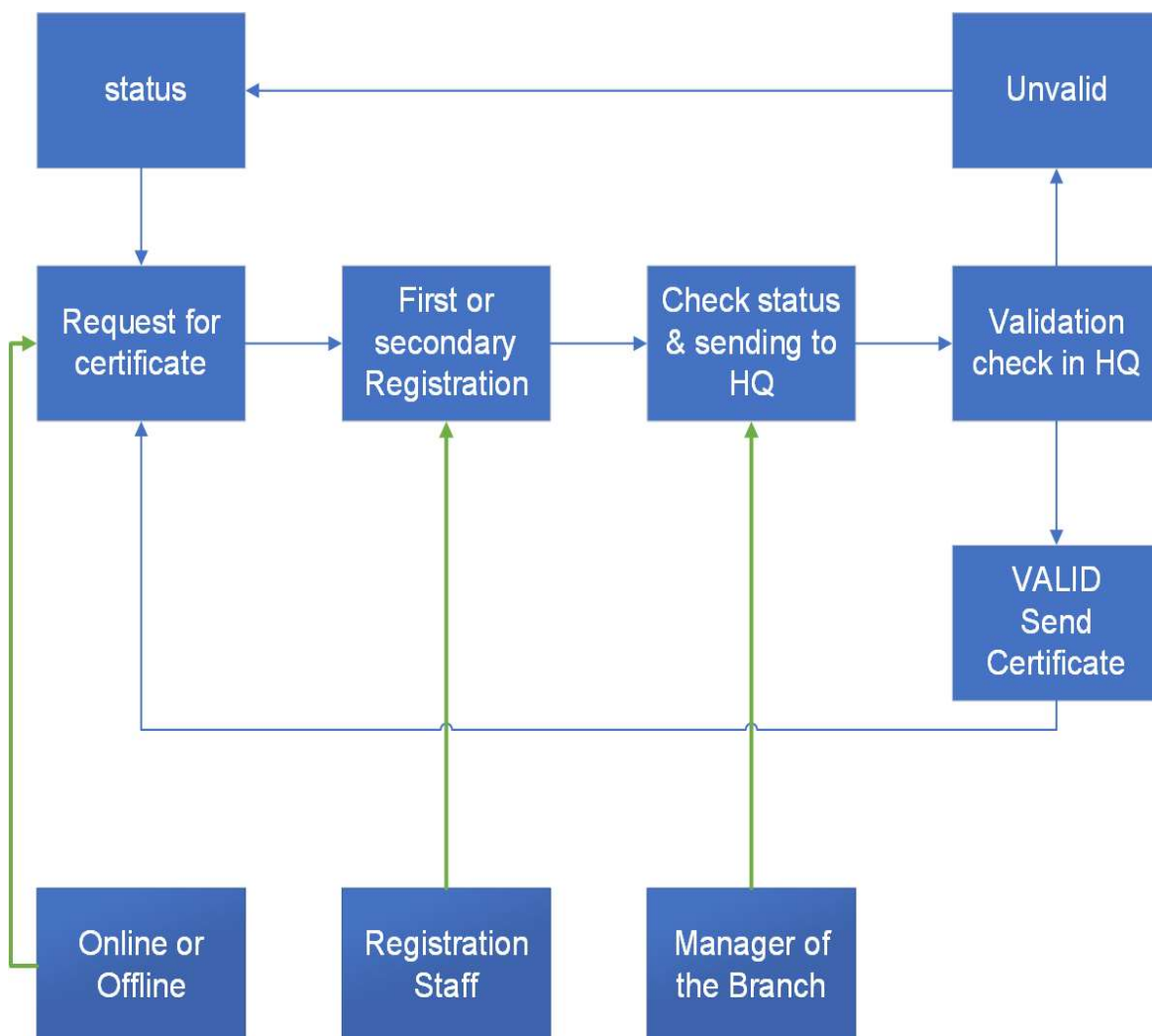
More specific inheritance chart and layers of access to statistics & Data for employees and staff will be Shown later after some explanation.

Security layers and organization rules

From the highest level of manipulating data in organization:

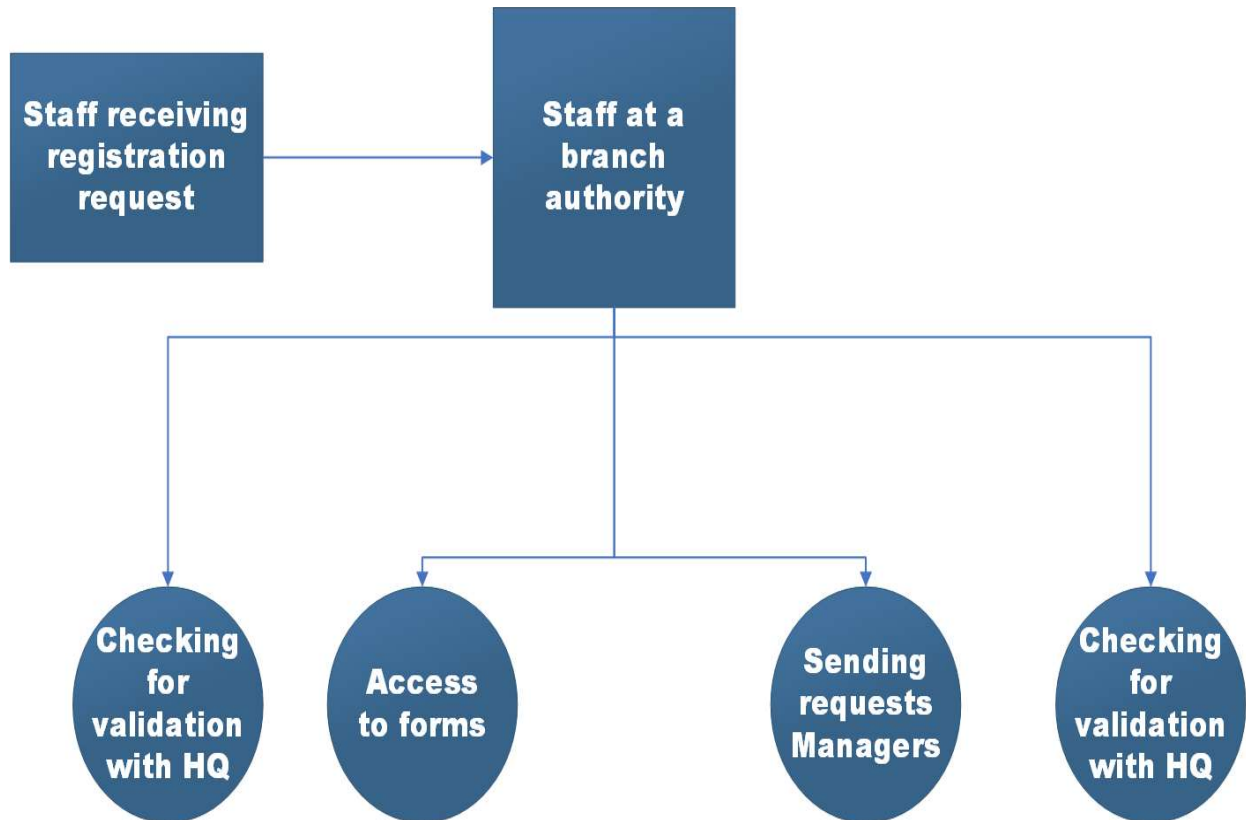
1. Managers at the Head Quarters at the capital
2. Staff at the Head Quearters at the capital
3. Managers at all branches in different states
4. Staff at branches in different states
5. Normal staff that has no authority in the system

For understanding Sub-Layers will be introduced.
which can be understood by main process.
(Related Diagrams)

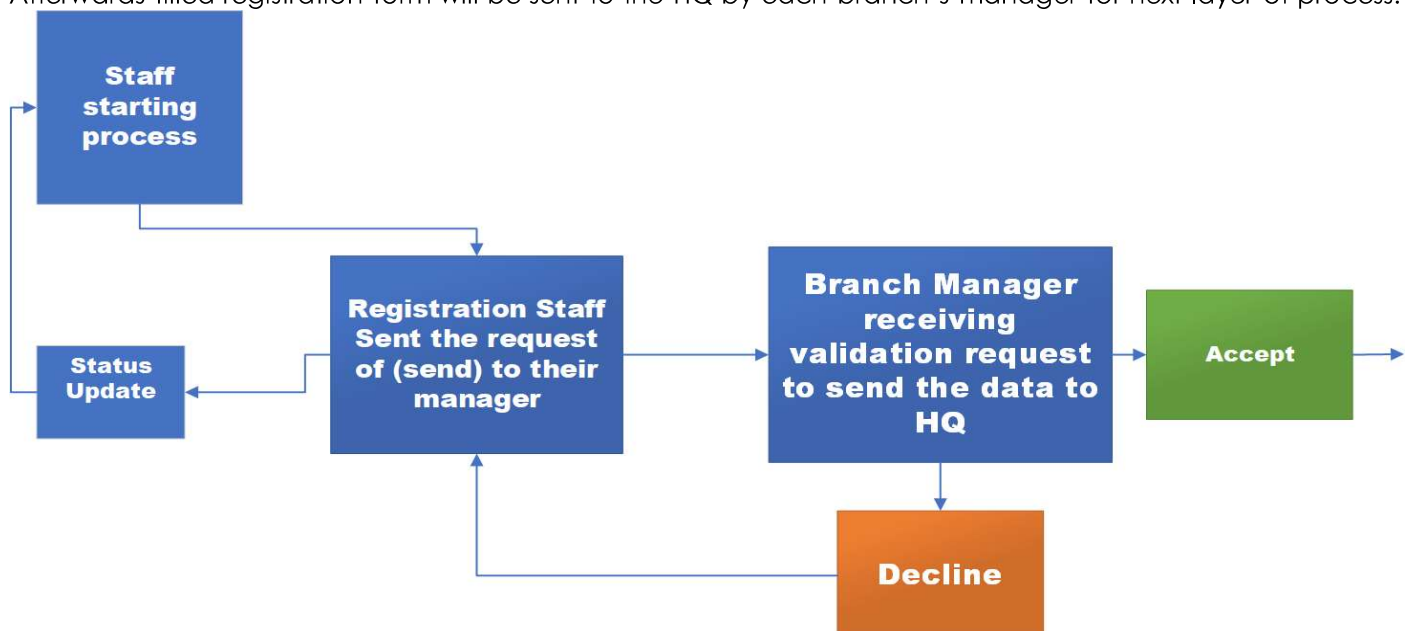


In above diagram staffs and managers all two main concept of the layers explained in previous page, I try to make their differences clear.

Let's start with staff:



Registration staff at all branches of the organization have access to the containment of circles above. After they start the registration process if integrity of the request is valid, they should start filling the forms With specified protocols and sending them to their managers. Afterwards filled registration form will be sent to the HQ by each branch's manager for next layer of process.



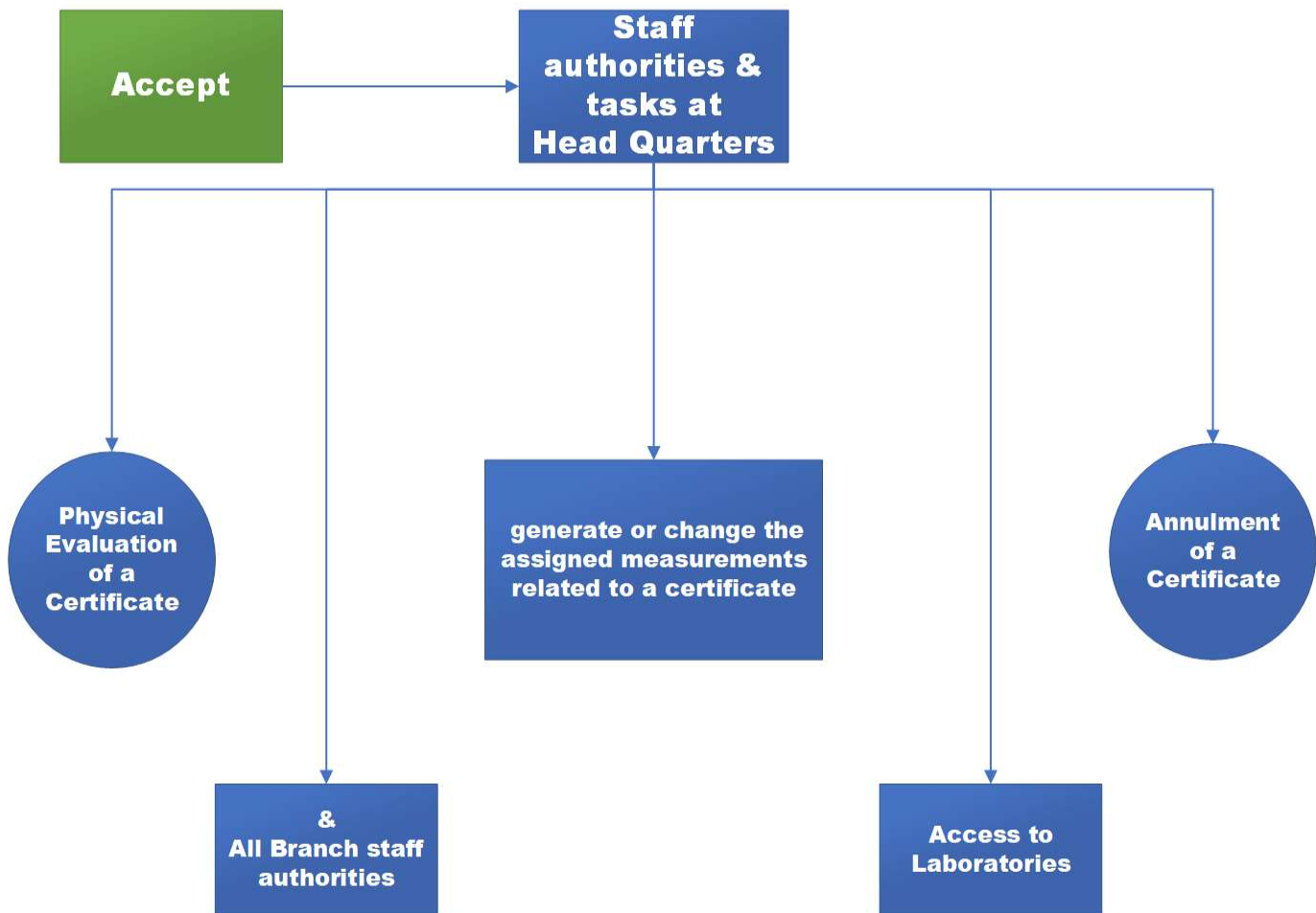
Managers at each branch will check out the received data from their registration staff so they can divide the decision by two:

1_ Accept

2_Decline

In case of relinquishment a decline status and reason will be sent to related registration officer and the case owner.

But if the request gets accepted the process will go on to next level.



All Staff at HQ has authorities as above

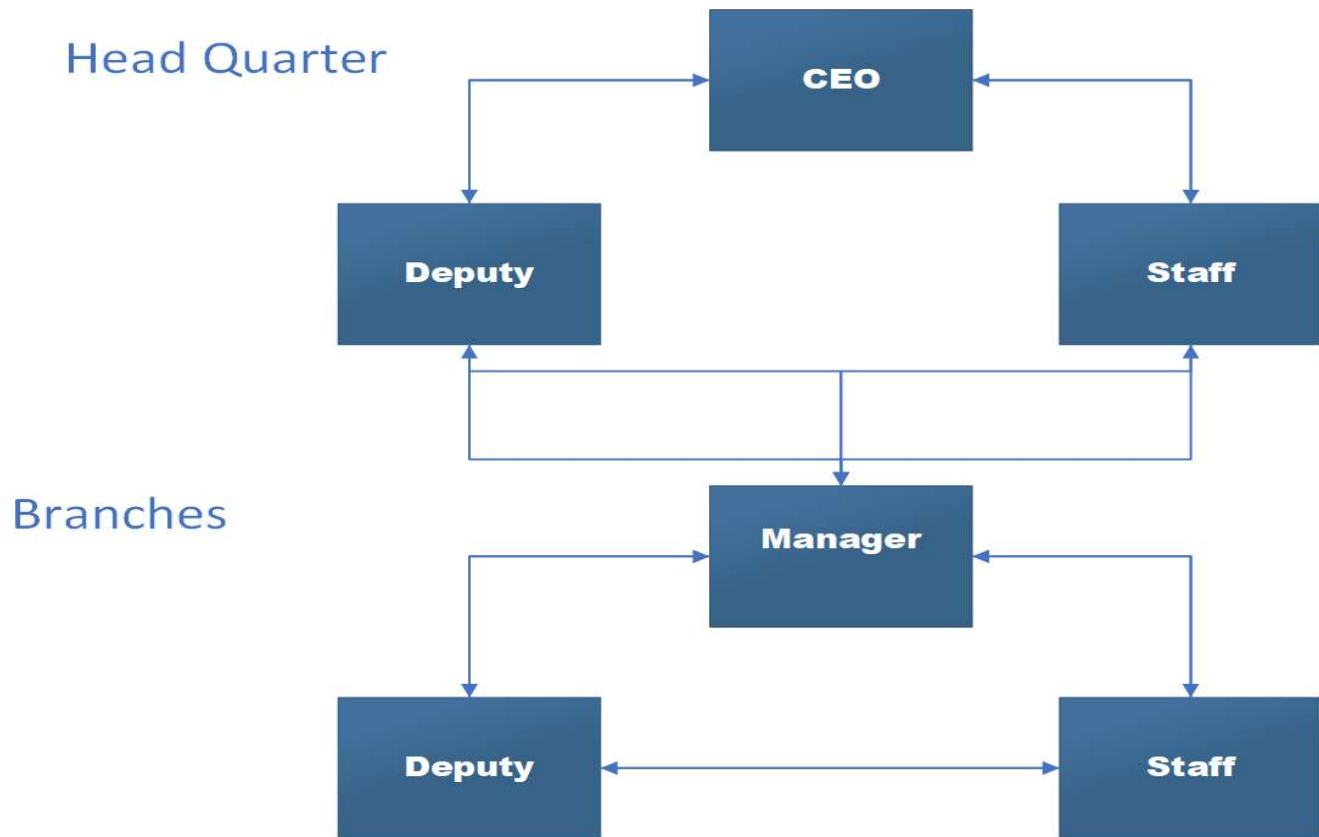
Which their reports are directed to the deputy of organization located at Main origin.

These authorities of staff make them the last and the most internal layer of the journey.

More will be covered about the details of each authority and task in business process.

Business Process

After all those general explanation about business modeling, organization Rules & Roles it's time to dig deep to main process, start point would be for all processes. Main control flow of the procedure.



Technically, all processes that we would handle in this organization has to pass this procedure.

All the process needs multiple validation by managers and Deputies, so every send request has a receive request for taking the status and sending to next person and layer.

Process Model 1:

Forms will be introduced later for all processes.

Birth certificate process:

- 1- Request comes from a person to staff at organization.
- 2- Staff fill the forms and check the validation of input with managers and deputy's permission with main data base at HQ if everything was accepted moves to next level.
- 3- Managers at branches send the status back two ways: accepted or relinquished.
- 4- After accept status from HQ references the status or certificate will be returned to Deliver to the person's request.

Check the diagram below.

