TASK SHEET

* + - 1. Document Control

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| **Project Ref.No: 4** | | **Project Title:**  **Document Management System** | **Date of Preparation of Activity Plan** | | | |
| **Sr. No.** | **Task** | | **Actual Start Date** | **Actual Days** | **Team Member Names** | **Status** |
| 01 | **Introduction** | | Dec, 12, 2015 | 18 | All Members | Completed |
| 02 | **Exiting Scenario** | | All Members | Completed |
| 03 | **Customer Requirement Specification** | | All Members | Completed |
| 04 | **Functional Requirement Specification** | | All Members | Completed |
| 05 | **System requirements, Development software and Technology** | | All Members | Completed |
| 06 | **USE CASE AND SEQUENCE DIAGRAM** | | Phan Le Viet Tin  Ngo Ngoc Thoi | Completed |
| 07 | **ENTITY RELATIONSHIP DIAGRAM** | | Hua Tran Huu Trung | Completed |
| 08 | **ENTITY PROPERTIES** | | Phan Le Viet Tin  Le Minh Dong | Completed |
| 09 | **DATABASE RELATIONSHIP DIAGRAM** | | Hua Tran Huu Trung | Completed |
| 10 | **DATABASE STRUCTURE** | | Hua Tran Huu Trung  Ngo Ngoc Thoi | Completed |
| 11 | **SITE MAP** | | Hua Tran Huu Trung  Ngo Ngoc Thoi | Completed |
| 12 | **GUI DESIGN** | | Hua Tran Huu Trung  Le Minh Dong | Completed |

* + - 1. Function Control

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| **Project Ref.No: 1** | | **Project Title:**  **Room4U** | **Date of Preparation of Activity Plan** | | | |
| **Sr. No.** | **Task** | | **Actual Start Date** | **Actual Days** | **Team Member Names** | **Status** |
| 01 | * Create interface for home page. * Manager manages process of a draft: view, approve, return and remove. * Manager manages process of a published document: transfer, reply. * Top Manager manages process of a draft: approve, not approve and return. | | Dec, 12, 2015 | 18 | Hua Tran Huu Trung | Completed |
| 02 | * Manage user: view, create, update, reset user password * Manage role: view, create, update a role * Manage department: view, create, update a department | | Le Minh Dong | Completed |
| 03 | * Stationary manages published document: create a new one, update one created, remove one created. * Stationary update an outgoing published document needed to reply or save an outgoing one not needed to reply to storage area. * Stationary mange status of published document which is needed to reply or status of incoming one from outside which are replied to outgoing one sent before. * Stationary publish a draft to published document. * Stationary transfer published document to a relevant department for processing reply or some departments for processing further. | | Ngo Ngoc Thoi | Completed |
| 04 | * Common function: login, logout. * Staffs manage process of a draft: create, view, update and remove. * Staffs manage process of a published document: receive one transferred by his/her Manager or Stationary for processing further. | | Phan Le Viet Tin | Completed |