**Progress Report**

Within the given date, the group has been able to acquire important data from its client, the Supplies and Property Services Office (SPSO) of UPVTC. The group has come up with the Statement of User Specifications (SUR) as well as the Software Requirements Specifications (SRS).

On April 18, 2011, the group went to the SPSO to set an appointment with them in the morning of April 19. The group handed the questions in advance so that they may be able to prepare the necessary forms for the interview.

On April 19, the group met with SPSO personnel and interviewed them. The questions were focused on the process flow of their transactions and the forms that are used along the way. It was then known that the transactions can be generally divided into three parts which are (1) Inventory, (2) Annual Procurement Plan and (3) Purchase Process.

From the interview, the SPSO personnel stated that saving documents to Microsoft Excel (.xls) and Portable Document Format (.pdf) will be very useful in generating their reports.

Having been oriented on the flow of the processes, the team went to construct flow diagrams which were subjected to verification by the SPSO the next morning. At the same time, the group requested for all reports necessary for their transactions.

The group was also given installer and documentation CDs of the Inventory System and the APP Stock Monitoring System by their professor. The two systems were developed by last year’s batch of BS Computer Science students who also took the OJT.

Given the data and the forms, the group then constructed the Statement of User Requirements (SUR) which contained the flow charts of the transactions and the Software Requirements Specifications (SRS).