



## WEB DEVELOPMENT PROJECT PROPOSAL

Project Title:	Document Registration and Distribution Management System
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PROJECT CONCEPT	
Overview:	Digitalized systems boost productivity in the work environment. A management system is a method organization that uses to integrate the different aspects of operations to accomplish its goals. To better understand the goal of the project, document management systems are computerized system that can store, share, track, and manage files or documents. Organizing physical papers consumes time by checking, approving, and distributing. To make a solution, the developers will make a digitalized system to avoid misplaced or damage. The title of the project is document registration and distribution system where employees, auditors may upload, enroll, or register document files and personal information's. Another feature of the system is there will be distribution of files to be uploaded to the MS Teams process owners account reviewed by the admins. It will help the university to control, access, and process efficiency to have a better productivity for all its employees. The target users of the system are the Polytechnic University of the Philippines (Main Campus) – CCIS Department. The system will be implemented through web-based by having a user interface for the employees to register the files needed and admin interface to manage different files and data.
Statement of the Problem:	The university is still utilizing manual transactions of its offices' auditing. The university has different offices and has large number of employees, manual transactions would consume much time creating, checking, approving, and distributing different papers that would result for the employees to have less time to do more important work and lessen productivity level. Document management is critical for any organization to maintain information quality and efficient business processes. However, even with utmost attention to details and information, human error still plays a vital role in the accuracy of data.
Proposed Solution:	<p>To develop a system that digitalized major auditing transactions of every office of the university. Digitalizing the transactions will lessen the time allocated dealing with the documents and of course will also lessen its cost. Every possible paper transaction will go through in digital form that will help the university addressed the problems:</p> <ol style="list-style-type: none"><li>To enroll or register documents to improve control, access, and process efficiency.</li><li>To distribute the approve document files in the MS Teams account of the users.</li></ol>
Target Users	Polytechnic University of the Philippines (Main Campus) - CCIS Department
Proposed Pages	<p>The system will be implemented through web-based and will include the following web pages:</p> <ul style="list-style-type: none"><li>Login and Registration form (User and Admin)</li><li>User Interface<ul style="list-style-type: none"><li>login/Registration Page<ul style="list-style-type: none"><li>* Home tab</li><li>* Document Creation tab</li><li>* Document Sharing tab (review)</li><li>* Document Registration/Registered tab</li></ul></li><li>Admin Interface<ul style="list-style-type: none"><li>* Home tab</li><li>* Reviewing tab</li><li>* Approval tab</li></ul></li></ul></li></ul>

	<div>* Managing Users tab</div> <div>* Managing Document tab</div> <div>Note: The following content of the web system above is only partial. The final content will either be added or be removed.</div>
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APPROVAL	
Signature:	
Name of Faculty:	Prof. Arlene B. Canlas
Course:	Web Development
Date:	01-07-2023
<i>Note: This part shall only be signed by the Faculty-in-Charge if there are no further revisions needed to be done for the proposal. Until such, the students should be advised on what to enhance/revised on their proposals and it should be logged on the revision sheet attached.</i>	