PUP IQMSO PORTAL

Document Management System

Work Breakdown Structure

Group 4:

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Document Management System

Software Development Life Cycle

	Document Management System											
	December				January				February			
	1	2	3	4	1	2	3	4	1	2	3	4
Planning												
IQMSO Portal	█											
Determining the modules and choosing the specific IQMSO module - Document Management System	█											
Discussing the module to the group		█										
• Project preparation		█										
- Determining the purpose of the system and the institution's current problem		█										
Objectives			█									
- Encourage users from every department to scan or upload paper records related to audit in a digital form.			█									
Scope for the rest of first semester			█									
- College of Computer Sciences (CCIS), PUP Sta. Mesa - Document management control (enrollment, distribution, revision, archiving)			█									
Determining the role of institution, module and system users			█									
Gathering the manuals and documented information					█							
Interpreting the given conceptual framework					█							

Meeting with the project adviser assigned to the module							▓						
• Planning the development of system							▓						
- Collecting and thematic analyzation of related literatures and studies of the system							▓						
- Identifying sub-modules from the conceptual framework of this system for the first semester							▓						
1. Enrollment/Registration 2. Distribution 3. Revision 4. Archiving							▓						
- Meeting with assigned professors for determining what will be the further functions of the system							▓						
Analysis													
Analyzing the institution's current business process								▓					
Determining and analyzing the flow of the system's modules								▓					
- Creating a flowchart								▓					
- Having the flowchart evaluated by the project adviser								▓					
Data collection for each module								▓					
- Referring to the project's manuals and documented information								▓					
- Data based on the institution processes								▓					
Identifying the system requirements								▓					
1. The document management system must support or follow the ISO 9001:2015 QMS								▓					
2. Process of each sub modules								▓					

Task										
3. User registration and admin account						■				
4. Enrollment/Registration						■				
- Document Request Change Form (DCRF) - Creation, Revision, Deletion						■				
5. Distribution						■				
- Approved documents						■				
6. Revision						■				
- Document modification and completion						■				
7. Archiving/Deletion						■				
- Obsolete and old documents						■				
Design										
Developing the database design								■		
- Identifying the database tables and columns								■		
- Creating the Entity Relationship Diagram (ERD)								■		
- Defining the structure and data inputs of the system								■		
- Designing the interface layout								■		
- Wireframe								■		
1. Login and registration page								■		
2. Document enrollment page								■		
3. Revision page								■		
4. Distribution page								■		
5. Deletion/Archiving page								■		
Implementation										
Programming and Developing									■	

Task														
- HTML, CSS, Javascript for the front-end interface												🟩		
- Php, Microsoft MySQL for the back-end database												🟩		
Deploying the modules through a web hosting service												🟩		
Documentation												🟩		
Testing and Integration														
Users and admins test the module functionalities													🟩	🟩
Monitoring and inspecting the module to ensure that it meets the quality standards													🟩	🟩
Maintenance														
Maintaining system module functionalities													🟩	🟩
Ensuring constant updates and improvements													🟩	🟩
Providing necessary repairs and fixes													🟩	🟩

Document Management System

Initial Functions and Features

Sub-Module	Description	Group Members
1. Enrollment and Registration	The entire module starts with the enrollment/registration sub-module, which involves accomplishing the Document Change Request Form (DCRF). In this sub-module, the process owner is required to fill-up the DCRF and choose a specific action whether to Create, Revise, or Delete.	1. Belonio, Christian Allen 2. Empleo, Jericho
2. Distribution	Upon approval, the Document Controller and the Quality Management Representative (QMR) will provide a controlled copy of the document to the process owner attached with a digital signature.	
1. Revision	If a manual needs to be revised, the document controller will review the completeness of both the document and the DCRF. If the document and DCRF is not approved as complete, it will be returned back to the process owner for further action. Meanwhile, the approved documents by the QMR will be processed according to the request of the process owner. - The old documents in the manual will be replaced by the revised documents submitted by the process owner. - The new and updated manual will be uploaded to the designated repository	1. Inday, Rey Adrian 2. Manansala, John Michael
2. Deletion/ Archiving	If the process owner chooses deletion, the document will be deleted from the system module but will only be archived from the database.	