Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Academic Affairs
College of Computer and Information Sciences

WEB DEVELOPMENT PROJECT PROPOSAL

Project Title:	Document Revision Control for Document Management System
Members:	Anonuevo, Stphene D.
	Inday, Rey Adrian R.

PROJECT CONCEPT

Overview:	The proposed project, entitled Document Revision Control for Document Management System, is a system that will be used in managing, editing, and approval of documents, as well as keeping track of the information about the changes and revisions made within a specific document. These include data regarding the revision history such as document number, document type, revision number/index, date of revision, name of approver, and the summary of changes. Generally, the objective of this project is to develop a system that can help a business or organization to manage different drafts and versions of their documents or records efficiently in order to minimize discrepancies that can be caused by improper document control.
Statement of the Problem:	Document management is critical for any organization in order 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 in a document management system. It is also important to consider the data that is impermanent and require updates in order to maintain information quality. All things considered, the proponents aim to solve the following problems: 1. How will the system ensure the accuracy of updates and revisions of documents? 2. How will the system maintain the traceability of the documented information? 3. What methods will be used to ensure the security of document revisions?
Proposed Solution:	In order to establish proper revision and update of documents, as well as to ensure the traceability of the documents, the proposed document revision system will have its own feature of document version control. In this feature, different data will be produced, such as document name, document type, revision number, date of revision, status of approval, and a summary of changes. This will provide the list of all past and present revisions of specific documents, which will give traceability information by providing the version history of the revised document. Additionally, the system will also include safeguards that will ensure all data input adheres to the proper data format. The process of update or revision will also be secured, as the user is required to sign in and enter an OTP, or one-time password, to successfully accomplish document revision.
Target Users	The faculty and staff members of the Polytechnic University of the Philippines, Manila, are the intended users of the proposed system. This will include the university's various sectors, offices, and departments.
Proposed Pages	Admin side: 1. Admin Login Page - the page where the admin inputs their username and password to access the admin features. 2. Admin Dashboard - the page that will appear after the admin successfully logs in to their account. This is where the admin can navigate through different options and menus. 3. Add/Manage Users - this is where the admin can view the list of registered users and add or remove a user from the list. 4. View/Manage/Approve Documents - this is the main page where the admin can view and manage the list of documents and give permission for approval/authorization to edit documents. 5. Manage Document Version Control Table - the page where the admin can update the document details in the document version control table. User side: 1. User Login/Registration Page - this the page where the user can register and login using their credentials in order to access the system. 2. User Profile - the page where the user can manage their user information. 3. Add/Upload Documents - the page where the user can upload their documents. 4. Authentication Page (OTP) - the page for OTP authentication which is required when a revision is needed for specific documents. 5. View/Edit Uploaded Documents - this is the page where the user can view and edit/revise the document that requires revision. 6. View Document Version Control Table - the page where the user can view the document version control table which contains the details regarding the revised documents.

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Academic Affairs
College of Computer and Information Sciences

APPROVAL	
Signature:	
Name of Faculty:	**Prof. Arlene B. Canlas**
Course:	Web Development
Date:	01-07-2023

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/revise on their proposals and it should be logged on the revision sheet attached.