**Document Management System**

Software Development Life Cycle

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|  | **Document Management System** | | | |
| 1st Semester – A.Y. 2022 – 2023 | | | |
| Dec | Jan | Feb | Mar |
|  |  |  |  |  |
| **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  - PUP Main – CCIS Department  - Determining the role of institution, module and system users  - Determining the responsibilities of each group members  - Gathering the manuals and documented information  - Meeting with the project adviser assigned to the module |  |  |  |  |
| Understanding the given conceptual framework |  |  |  |  |
| 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  - Enrollment/Registration  - Distribution  - Revision  - 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  - Checking of flowchart by the project adviser |  |  |  |  |
| Data collection for each module   * Referring to the project’s manuals and documented information * Data based on the institution process |  |  |  |  |
| Identifying the system requirements  - The document management system must support or follow the ISO 9001:2015 QMS  - Process of each sub modules  - User registration and admin account  - Enrollment/Registration  - Creation, Deletion, and Revision  - Distribution  - Approved Document  - Revision  - Document Modification and Completion  - Archiving  - Obsolete and Old Document |  |  |  |  |
| **Design** |  |  |  |  |
| - Developing the database design  **-**Database for Enrollment/Registration process  -Database for Log-in and Registration process  -Database for Sectors, Offices, Department, and its Processes |  |  |  |  |
| - Defining the structure and data inputs of the system |  |  |  |  |
| - Designing the interface layout  - Wireframe for Log-in and Registration  - Wireframe for Enrollment/Registration process  - Wireframe for Revision process  - Wireframe for Distribution and Archiving process |  |  |  |  |
| **Implementation** |  |  |  |  |
| - Programming and Developing  - HTML, CSS, Javascript – Interface or design  - Php, Microsoft MySQL – Database or Back-end |  |  |  |  |
| - Deploying the modules through a web hosting service |  |  |  |  |
| **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

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| Sub-Module | Description | Group Members |
| 1. Enrollment and Registration  2. Distribution | 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.  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. Belonio, Christian Allen  2. Empleo, Jericho |
| 1. Revision  2. Deletion/ Archiving | 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  If the process owner chooses deletion, the document will be deleted from the system module but will only be archived from the database. | 1. Inday, Rey Adrian  2. Manansala, John Michael |