Ozark Technical Community College Shipping & Receiving Management Application Capstone Proposal

|  |  |
| --- | --- |
| Author  Kalin Bowden | Date  01.18.2018 |
|  |  |

Contents

1. Overview
   1. Brief Overview
2. Rational
3. Requirements Vs Desires
   1. Requirements Thus Far
   2. Desires
   3. Comments
4. Optimal End Result of application
5. Sample of Purchase Order
6. Sample of Daily Receiving Log
7. Authors Thoughts on Premise of the Application

Overview

**Project Name** Shipping & Receiving Management Application

**Problem Owner** Danny Lane, Supervisor

**Business** OTC’s RPM

**Brief Summary**

An application that will allow the OTC Shipping and Receiving team to manage, automate, and streamline their daily duties as it pertains to shipping, tracking, and receiving packages.

Rationale

Danny Lane, the supervisor of shipping and receiving at Ozarks Technical Community College, must log all incoming and outgoing packages daily. These packages can be delivered/shipped via U.S.P.S, U.P.S, FedEx, and other lesser carriers. Packages once received then must be distributed internally throughout the college. The ability to know when a package was ordered, who ordered it, when it was received, who received it, when it was delivered, and who singed for it, as well as record any problems that might have arisen(i.e. broken or damaged box) is crucial to his ability to accomplish his duties. Mr. Lane must be able to produce his records for any individual or group order at a moment’s notice.

Currently, all incoming and outgoing packages are logged by hand in a paper and file system. Reports for individual packages, daily reports, and monthly reports are hand entered into several different excel sheets which are then either printed out and filed or stored in a shared folder on OTC’s intranet. Much of the information that must be entered in the Excel sheets must be done so repeatedly adding unnecessary time wasted and delayed package delivery. Different information is needed for each carrier and often for each vendor. These task our tedious but necessary for record maintenance.

The client wishes to have a single application where he can track ordered product, store their information, and update that information as its status changes without having to reputedly enter information. The client also needs to be able to keep, update, and delete a record of OTC employees and faculty who receive or order freight.

Requirements VS Desires

|  |  |
| --- | --- |
| **Requirements Thus Far**   * Store orders and their status * Status must be updatable * Orders should be searchable * List on all OTC employees * Employee list must be searchable * Store vendor information * Update and delete vendor info * Secure information * Login/Permissions per user * Add, delete, update users * Daily Log * Log must be printable | **Desires**   * Ability to make monthly reports * Ability to make weekly reports * Smart auto fill * Hit and go functionality * Ability to use scanner * Ability to send reports to supervisor |
| **Comments**  My only real concern thus far is securing information such as total cost. | |

Optimal End Result of Application

A single application that allows the user, Danny Lane, and those under him to securely and quickly add new orders, update orders as their status changes, and store orders that have been completed. Eliminate the need for hand searching for orders as well as a adding a smart fill feature when adding updating or adding information. Eliminate the need for hand searching employee information as well as tracking any special instructions that employee may have. The ability to create and automate reports of anytime frame as well as allowing Danny Lane the ability to control who has access to what information and who can update or add.

The end goal of this application is to greatly increase the speed of receiving packages from various vendors as well as orders from various faculty as efficiently and painlessly as possible while still maintain immaculate records.

Author Thoughts on Premise of Application

This project at first glance does not seem overly complex but there are some unknowns. A single application that uses a normalized database to track multiple types of information allowed for reporting and quick filling out of information does not seem an overly complex task (Knock on Wood). However, I feel that with a semester long timeframe and a small team we can take this and shape it into a product that meets and hopeful exceeds the needs and desires of the client.

I fell this project would best be done with either Windows Forms or WPF. Additionally, I would like to consider using Electron as an option to create a more user-friendly and aesthetically pleasing application. I feel equally confident about using a Access database since this information does not necessary need to be used on multiple computers.

I expect some bumps along the road, but nothing to terrible. I have a close relationship with the client as well as working experience in the department. I feel our client in not only willing to work with use but honestly excited about the premise if reducing his daily agony.