**PROBLEM PYRAMID**

**Problem**

1. **The problem of the current system is the speed of the processing and queuing of documents because the main communication is through e-mail which may cause the document not to be seen.**

**3. The team aims to cut the long process of the current system to 1 to 2 days after the document is submitted.**

**6. The team aims to provide a system that will contain a notification box for the approver for pending document submissions and revisions.**

**5. The requirements is to notify the approver for the documents that are submitted and needs to be revised to prevent document queuing and improve the speed of processing documents.**

**Measure (Now)**

**Cause(s) *As is***

**Measure - Goal**

1. **Depending on the approver, the document will be processed if the e-mail was seen or the approver was notified immediately.**
2. **The current processing duration of document takes 1 week or more.**

**How (Design)**

**What *Should Be*** (Requirements)