De La Salle University

College of Computer Studies
Software Technology Department

CSO Activity Processing System
SOFTWARE REQUIREMENTS SPECIFICATION

Team Name	**Teamtation**
Section	S15
Team Members	Baldemor, Deanne Cayne C.
	Banda, Veejay Rexel S.
	Coronel, Francis Sean Anthony M.
	Espiritu, Alexander C. Jr.
	Laid, Ana Francesca Nicole S.
	Magtoto, Aliana T.
	Onate, Kim
	Ordenes, Jan Pauline Mae D.
	Tan, Cathrina Eloisa V.
	Tanenggee, Marc Glennrick T.

Date Submitted	March 8, 2017

Table of Contents

DLSU Software Engineering
Software Technology Department

1 Executive Summary

The Council of Student Organizations which is popularly known as CSO is a union of accredited organizations of De La Salle University that is founded on 1974. It is subdivided according to its nature specifically professional organizations, special interest organizations and socio-civic organizations. These professional organizations are further subdivided into categories namely: Alliance of Special Interest and Socio Civic Organizations (ASPIRE), Alliance of Science Organizations (ASO), College of Liberal Arts Professional Organizations (CAP12), Engineering Alliance Geared Towards Excellence (ENGAGE), and Alliance of Professional Organizations of Business and Economics (PROBE).

In order to prepare, execute, and document all of the activities, projects, and initiatives of the said organizations, the Council of Students Organization is composed of nine Executive Teams that is headed by the Executive board and is divided into four categories. First, the Internals which is composed of the Activity Monitoring Team, Organizational Research and Development, Training and Development. Second, the Externals which is composed of the Civic Awareness and Responsibility, Projects and Linkages, Publicity and Marketing. Third, the Finance which solely includes the Finance Team and lastly, the Activities and Documentations which is composed of the Activity Documentations and Management and the Activity Processing and Screening.

In addition to this, the Executive Board of the Council of Students Organization oversees all of the implementation of the "university-wide activities including the Annual Recruitment Week (ARW), Green Card Alliance (GCA), the Lasallian Excellence Awards (LEA) and the Lasallian Enrichment Alternative Program (LEAP)" (DLSU, n.d.).

2 Overview of the Business Process

This chapter presents the company's business process and goals as an organization/department. Included in this chapter are the following items:
- *Description of the company's existing process and business requirements*
- *Data requirements as part of the business process, including data that are captured, stored and generated (report formats should be placed in the Appendix)*
- *Different roles in the business process*

2.1 Existing Business Process

When the organization has an upcoming activity based on the activities that were included in the Goals Objectives Strategies Measures of the organization, the organization will fill out the Pre-Activity Forms needed. The template of the Activity Approval Form (A-Form) and Project Proposal (PPR) will be downloaded from the DLSU website. These forms will be printed and filled out by the corresponding organization head. Along with these forms are the other forms and documents that needs to be submitted depending on the activity that the organization opts to have. After completing all of the necessary requirements, the organization representative will leave these documents at the rack of the Activity Processing and Screening (APS) team in the CSO office. The organization representative will then log their respective activities on the computer of the CSO.

The APS team is given a lead time of three to five working days in order to allow the APS team to check whether they have filled out the necessary fields, submitted all of the documents, and whether there are discrepancies with the information that they have submitted. The associates of the APS team will be the first ones who will check if the organization has complied with what is needed. Once this is done, the associate will leave these documents at the rack of the vice chairperson of the APS team so that they can double check the documents and approve it in the end if they have complied with all of the documents needed.

If the organization did not comply with all of the requirements needed, then their Pre-Activity forms will be pended and it will be up to the organization if they will still pass the missing documents or change the details of the forms that they originally pass or if they will not push with this activity in the end. The organization will be given corresponding deductions with their organization grade if they will not push through with the event.

2.2 Data Requirements

The different entities that are included in the system are users, the GOSM created by the organizations and the different forms that the organization representative has to accomplish for their activities.

The different users of the system are the Council of Students Organization Activity Processing and Screening Team and the different organizations. Upon creating a new user of the system, the organization name, acronym, and email address. Along with this, the user will be asked to provide for a username and password for confidentiality, integrity and security issues so that the information of the organization can be only viewed by the organization itself and only the organization is the one allowed to fill out forms for themselves.

The Goals, Objectives, Strategies, Measures (GOSM) of the organization is also included in the system. Each of which includes the different activities that the organization opts to implement for the term. The Person In-Charge for each activity as well as the date, venue, and budget of the activity are included. Details about the activity in terms of its nature, type, reach and whether it is related to their organization or not are also included.

The Activity Approval Form and the Project Proposal are the Pre-Activity requirements that are needed to be filled out regardless of what kind of activity will held. Regardless of whether the activity is part of the GOSM or not, the details of the activity in the Activity Approval Form such as its title, type, nature, and reach are all similar to what was first filled out in the GOSM. In line with this, the organization can also have activities that can be held for more than one day and have multiple start and end time as well. The Project Proposal on the other hand is where the details of the activity is elaborated. It includes the project heads, objectives, brief description of the activity and the program flow. The program flow which is known as the comprehensive program design composes of the details of the different activities that would happen in that activity and the corresponding time, description and the person in charge for it. The breakdown for the different expenses of the organization, source of funds, organizational funds, and projected income should all be included as well.

If the activity is not part of the GOSM, the Special Approval Slip should be accomplished along with the other requirements. In this form, the reason as to why the activity is not part of the GOSM should be justified and explain. As for the other types of submission such as Late Submission, In Case Of Change, Cancellation of Activity, Without Term-End Requirements and Lost A-Form, the reason as to why this request is being made should be justified as well. If the type of submission that was chosen is "In Case Of Change," the Approval of Changes in Activity Details should be accomplished as well. In here the details on the title of the activity, type of activity, venue, and original date and time when the activity was supposed to push through should be included. The changes of the details should be chosen by the user and indicate whether there would be a change in the venue, date, time, cancellation and program design will apply in their activity and the new details should be specified as well.

The other forms that have to be accomplished along with the Activity Approval Form and the Project Proposal depending on the activity type are included in the system and this include the Approval for the Use of Trademark, Contest Mechanics, Equipment Entry, Food Entry Permit, List of Participants, and Minor Publication Proposal. All of the fields from the original form that is downloadable from the DLSU website are included in all of the said forms.

2.3 Roles in the Business Process

Various employees are involved in the business process of CSO Activity Processing and Screening. The roles of the users and their tasks are summarized in Table 2-1.

Role	Description of Tasks
Organization representatives	● *Fills out the GOSM at the start of the term* ● *Submit Pre-Activity Forms for the activity they opt to implement* ● *Encode the details of the Pre-Activity Form in the CSO computer* ● *Implement activities*
CSO APS Team Member	● *Check the documents submitted by the organization* ● *Double check the documents submitted (APS Associate Vice Chair)* ● *Sign and Approve the Pre-Activity Form (APS Associate Vice Chair)* ● *Pend the Pre-Activity submitted by the organization representative if there are incomplete requirements*

Table 2-1. Employee Roles and Tasks in CSO Activity Processing and Screening

3 Problem Analysis

This chapter presents the findings of the investigation on the organization's needs and problems to be addressed by the software. (Only problems to be ADDRESSED) This section will also provide the reader with a background of the organization which is the primary stakeholder of the system to be developed. The various users and stakeholders of the software are also presented here.

ID #	Description What's the problem?	Cause What causes the problem?	Symptoms How do we know the problem exists?	Impact Why is this important? What are the consequences?
1	The data found on the different forms submitted are not consistent.	.In the different Pre-Activity Forms that the organization representative has to fill out, there are some details that are present in multiple forms. Since there are a lot of forms that has to be completed and there are several fields that has to be filled out, the organization representative end up giving inconsistent details among the different forms.	It has happened before in the previous years with the different organizations. Because of this issue, there are a lot of Pre-Activity Forms that end up being pended and sometimes, the event itself does not push through.	If the fields in the different forms are not consistent, then the APS team of CSO will not be able to approve the forms that they have filled out. This is because all of the needed information has to be the same and consistent in every form. Thus, in the end the approval of the Pre-Activity Form of the organization will be pended and this can lead to the organization not being able to push through with their event if they do not have enough time to comply with what is needed.
2	The fields in the different forms submitted are not all filled out.	Since there are no instructions written on the form, the organization representative sometimes miss out the fields on the form. Even if they were already given sample documents and Activity Processing workshops, this	It has happened before in the previous years with the different organizations. Because of this issue, there are a lot of Pre-Activity Forms that end up being pended	If the fields in the different forms are not consistent, then the APS team of CSO will not be able to approve the forms that they have filled out. This is because all of the needed information has to be the same and consistent in every form. Thus, in the end the approval of the Pre-Activity Form of the organization will be pended and this can lead to the organization not being able to push through with their event if they do not have enough time to comply with what is needed.

		still remains to be a problem until now.	and sometimes, the event itself does not push through.	
3	Not all of the necessary documents are attached and submitted	When submitting the Pre-Activity Form to the CSO, the A-Form and PPR has to be submitted. Along with it are additional documents and these documents vary depending on the type of activity. These said requirements will be based on what is written on the Cheat Sheet provided by the CSO and SLIFE at the start of every term. Since there are a lot of forms and documents that has to be completed and it varies per activity type, the organization representative ends up not passing all of the needed requirements just because they have missed out one or they were not reminded of it.	It has happened before in the previous years with the different organizations. Because of this issue, there are a lot of Pre-Activity Forms that end up being pended and sometimes, the event itself does not push through.	If the fields in the different forms are not consistent, then the APS team of CSO will not be able to approve the forms that they have filled out. This is because all of the needed information has to be the same and consistent in every form. Thus, in the end the approval of the Pre-Activity Form of the organization will be pended and this can lead to the organization not being able to push through with their event if they do not have enough time to comply with what is needed.

4 Software Solution

4.1 Objectives

4.1.1 General Objective

The software aims to provide a system that processes, checks and approves submitted pre-activities in order to mitigate the inconsistent information and incomplete requirements that the Council of Student Organizations encounter in handling and checking their forms.

4.1.2 Specific Objectives

The specific objectives of the software are as follows:

- To provide a facility for the Council of Student Organizations for the approval of pre- activities;
- To provide a facility for viewing all activities of organizations upon an organization's submission of pre-activities;
- To provide a calendar of an organization's upcoming activities;
- To provide a pre-activity form completion guided with instructions and predefined information from other related forms;
- To reduce errors and inconsistencies in handling forms;
- To eliminate redundancy in the information in filling up of forms;

4.2 Characteristics

4.2.1   User Interface
- The system will follow a user interface with DLSU color scheme (green and white);
- The system will show notifications on user dashboards (CSO and organization);
- The system will display user-friendly forms, with fields provided with guidelines and information from the physical copies

4.2.2   Usability
- The user of the system can access the web application in desktop computers;
- The system application shall run on browsers such as Google Chrome, Firefox, Internet explorer

4.2.3   Security
- The system will use a framework (CodeIgniter) that would utilize prepared statements upon inserting data into the database to avoid SQL injections

4.2.4   Data Integrity
- The system will be operated with a database storing all information from the automated forms in order to keep track its information history, should there be a loss or misplacement of the physical forms of CSO

5 User Stories

- When a new organization has completed all of the requirements in apply for a new organization and has been approved, CSO can already assign their username and password so that they could have access to the system.

- When organizations pass their Pre-Activity Forms, CSO will be able to see the details of their activity so that they can be informed on the expected number of Pre-Activity Forms for the week.

- When the organization creates their Pre-Activity Form or GOSM, CSO can view the forms and documents that were made so that CSO will be updated with the different activities that have been recently done.

- When the organization have already filled out their GOSM, CSO will be able to view the details of the activities so that CSO will be aware of the different details.

- When the organizations have upcoming activities for the week, CSO wants to be notified about it so that they can anticipate the expected number of activities for the week and if the organizations already completed their Pre-Activity Form.

- When the organization wants to have their Pre-Activity Forms be approved before the date of activity, the organization wants to know if there are upcoming activities for the week or month based on the GOSM so that they can prepare beforehand and avoid their documents to be pended.

- When it is the start of the term, the organization wants to fill out their GOSM so that they can fill this out before the deadline.

- When the organization's activity were already implemented, the organization wants to see the details of the activity and the date when it happened so that they can easily keep track of this.

- When there are upcoming activities for the week, the organization wants to be notified about it so the organization can check whether the documents that they need to pass are already complete.

- When the organization is filling out the different forms needed for the Pre-Activity Forms, the organization wants to be notified about the additional requirements needed so that they can complete this beforehand and avoid their Pre-Activity Forms to be pended.

DLSU Software Engineering
Software Technology Department

Appendix B – Interview Transcript

Transcript Number 1

Date: January 23, 2017
Time: 4:15-5:00
Location: Henry Sy Library
User Participant: Lara Tagnong
Project Team Participants:
- Deanne Cayne C. Baldemor
- Alexander C. Espiritu
- Ana Francesca Nicole S. Laid
- Marc Glennrick T. Tanenggee

Deanne: Hi we are teamtation, so what is your position in CSO?

Lara: Associate and Vice chairperson for activity,processing and screening team.

Deanne: So as your position what do you do exactly in AVS?

Lara: So kami yung nagscreecreen and nagaaprove ng activities ng 42 organization sa La Salle.

Deanne: So walang exception like all orgs?

Lara: except those activities that will incur expenses or get money from students like fund raising. Through S-Life sila hindi sa amin. USG is not under CSO.

Alex: So gusto namin malaman ang main process or over view ng process ng AVS

Lara: So yung first step is they get the template online, and they fill it out, and they attach all the neccessary document they submit it sa rack namin. Then we are going to check it checheck namin kung tama yung pagkakafill out and naattach mga neccessary documents. If ok siya iaaprove na namin if hindi then mapepend siya. Either way they are going to log it sa computer. After checking kami maglolog if approve or pend.

Deanne: Every when nangyayari yung pagcheck?

Lara: At least 3-5 days ang lead time

Deanne: Diba madami kayo paano niyo malalaman kung which one ang magaaprove dito and ganun

Lara: Wala kami specific

Deanne: Wala naman kayo requirement to check kung at least ilan pre-acts?

Lara: Wala naman, except if they pass the pre-acts after 5pm, then it is consider for tomorrow

Deanne: Ilan kayo nagchecheck ng ganun? Kahit anung position pwede magcheck?

Lara: Oo, kasi since may associates na kami sila ang una magchecheck and kami mag may position kami ang magdoudouble check, tapos kami na din nagsisign

Deanne: Tapos si ate CJ, anu difference anu ginagawa niya?

Lara: Si ate CJ siya ang Vice-Char siya ang pinakahead ng APS, siya ang tagaoversee if consistent ang pagkakacheck namin

Deanne: So what if may napend na activities? Anu mangyayari doon?

Lara: Babalik kami sa computer,may website kami then makikita namin mga nalog nila na activities then sa pinakadulo may nakasulat na status icliclick namin if pending or approve

Deanne: May time na di sila nakapaglog?

Lara: Oo, if di sila nakalog, ihohold yung pre-acts d namin iinput yung status kasi nga di sila nakapaglog, so what we do is we call the project head and tell them to log sa website, para lumabas na sa system namin. Tapos medyo my problem doon kasi sunod sunod lang siya e

Deanne: Pero what if di niyo nacontact si project head kaagad? May inalot ba kayo na time?

Lara: Discretion na nila kaya nga may process workshop kami e para malaman nila yung process. So sa orgs namin pinaprocess workshop.

Deanne: Meron bang instances na akala nila naapprove pero hindi naman pala?

Lara: meron parang nagapprove kami ng activity tapos ipapalog naman sa associates naman pero sa ibang entry pala nila naapprove, sa maling activity nila naaprove.

Deanne: Pero mistake na yan ng tao

Lara: Oo kung ganung kami ng accountable

Alex: What happens if nagkamali kayo na approve tapos na push through ang program?

Lara: Well may instance na ganun, so kailangan namin ng proof kasi for an activity to be able to push through if nakuha mo na pre-acts with our signature, so if you push through without reciveing pre-acts na may signature namin

Deanne: Anu mangyayari if hindi nila nakuha yung approve nila na pre-acts?

Lara: Pwede naman matuloy yung activity so ihecheck nila online yung status ng activity nila pero they have to verify with us if approve na ba talaga since hindi nila kinuha yung documents nila. Kailangan pa rin verification from us.

Deanne: May chance ba na malalampasan ng 3-5 days?

Lara: Sobrang rare lang since masisipag naman associates namin. So if napend dapat mga 3 days lang kailangan na nila ibalik or else late approve na yun

Deanne: If late approve anu nangyayari?

Lara: If consecutive time sila late approve may demerit sa org parang bawas sa grade nila

Deanne: So sa pagchecheck ng APS mga ilan kayo?

Lara: Mga associates namin mga 20 sila pero madalas active lang mga 10, tapos mga may position mga 6

Alex: Diba may ipapasa na pre-acts? Yun lang ba yung forms na finifill up? How about the forms internal?

Lara: Ah yun mga additional documents? Pag gusto namin maghead ng project as a team, process siya through S-Life hindi na sya through APS

Alex: Yun lang ba yun forms na ginagamit?

Lara: Depende kasi sa activity type eh

Deanne: So it varies sa activities?

Lara: Oo, depende siya sa activity type so nakaattach na siya sa pre-acts mga additional requirements for a specific activity type

Alex: Sa people involve pala kay nino dumadaan mga documents? Meron ba kayo standard na pagcheck parang sa kanya muna then siya

Lara: Wala basta associates muna magcheck then kami double check

Lara: Meron kami mga term long na activities kunyari tutorials, pero it with last a whole term so bali sa conprehensive design kailangan may date kayo kung kailan niyo ihohold yung tutorials then pwede na siya maging series na pre-acts

Deanne: May idea ka ba kung anu ginagawa sa post-acts?

Lara: Example post acts ng seminar kailangan doon mga list of participants, attendanc elog sheets, evaluation form and etc.

Deanne: Yung post acts basically sasabihin lang anu nangyari?

Lara: Oo parang assessment lang siya what went wrong parang activty report

Deanne: What if nagiba yung program during the activity at hindi nasundan yung pre-acts o post-acts?

Lara: Well that's why meron sila GOSM which is list of activities nila for the term so bawal magpalit ng title, ng date, type of activity since nacheck siya ng EB of CSO. So pag pinalit nila may susubmit mapapansin ng CSO. If magchachange ka ng date susubmit ka pa ng special approval sheet.

Deanne: Anu nangyayari sa special approval sheet?

Lara: kay Christian na dumadaan yun pero kailangan approve na yung Pre-acts

Deanne: Meron bang time na kayo ang nakulangan sa oras kaya late approve? Kasi sobrang daming stuff

Lara: Ay oo kasi sa sobrang dami minsan kailangan yung org ang nagfofollow up if di pa naapprove activity nila

Alex: Madalas ba nangyayari yun?

Lara: Oo kasi kami madalas naghahabol kasi nahihinayang kami sa activity kasi signature ko lang naman kailangan e

Alex: Paano pala yung logging

Lara: The thing with logging kasi the orgs have their own DTS parang may sariling sila folder so nakaayos na mga activity nila per folder

Deanne: E paano narereflect yun sainyo?

Lara: Well may link kami for viewing na parang spreadsheet sa website namin kung saan siya pwede iview isang line lang siya na puro actvity na sunod sunod para siyang excel natuloy tuloy at nakakalito siya

Deanne: Yung ganun ba pwede mo siya isort by date? Or lalabas lang siya as is

Lara: Lalabas lang siya as is kaya control f lang kami para mahanap yung title kaya medyo nalilto talaga

Alex: Anu nangyayari sa status since ganun ang itsura?

Lara: Nakakalito diba kasi kaialangan mo iliteraly i control f tapos isa isa iset yung status

Alex: Sino pala may acces doon?

Lara: Lahat kami may access kaya lahat kami pwede magset ng status

Deanne: Saan niyo nakukuha mga funds ninyo?

Lara: bawal kami magfundraising e kaya more on sponsors na talaga

Alex: Aside from human error na nagkakamali meron ka ba nakikita na pwede iimprove yung process ng APS?

Lara: More on probelm talaga namin is yung system kasi mahirap talaga maghanap ng activities na sunod sunod na hindi sorted out

Alex: Do you get notification pala if nagpass ng pre-acts?

Lara: Wala so makikita nalang namin if nalog na

Deanne: So paano ninyo nachecheck yung GOSM?

Lara: So anually cinocompare namin mga data namin at sa GOSM ng mga org para malaman namin kung alin na push through at alin hindi

Deanne: What if umiba yung data?

Lara: then they are subjected to suspension or demerits sa org nila, yung suspension si Christian lang nagdedecide demerits kami na

Alex: So what if may activity na hindi na push through paano status niya?

Lara: Pending na siya forever

Alex: Parang ang weird if may activity na hindi na push through pending padin?
Lara: Pending kasi assume namin is ireresubmit mo pero if hindi napush parang you should have notified us na. Pero sa database namin pending lang pa din yung status. Wala kasi kami status for unpush through activities kasi if na sa GOSM yung activity mo ang assumption namin is kailangan mo ipush through.

Deanne: Ah okay sige for now ito nalang muna thank you

Lara: Thank you

Date: January 30, 2017
Time: 4:15-5:30
Location: CSO Office
User Participant: CJ Inocencio and Christian Pollido
Project Team Participants:

- Deanne Cayne C. Baldemor
- Veejay Rexel S. Banda
- Francis Sean Anthony M. Coronel
- Alexander C. Espiritu
- Ana Francesca Nicole S. Laid
- Aliana T. Magtoto
- Jan Pauline Mae D. Ordenes
- Cathrina Eloisa V. Tan
- Marc Glennrick T. Tanenggee

CSO: Yun nandito strickly lang yan kailangan?

Deanne: Ay hindi yun lang yun suggestion

CSO: ah okay kasi ayaw namin yan e

Deanne: Yung goal kasi namin is mameet yung requirements

CSO: So how I see this meeting kasi is we are your clients and you are our provider, what happened last term is exactly like this, so there is a proposition of a possible dashboard that they can provide and we can use. Actually there were two teams that have offered us the options. And the two teams are vaying for the applicability in the next term and pwede namin gamitin mga sinubmit nila. And if we are going to give you the same requirements, it's going to be redudunt. And there is the possibilty that all your efforts will be put to waste. So just somehow to maximize this oppurtunity that you can give us something and you might get the credit after 10 years. So ganito nalang ang ibibigay namin so I'm gonna explain it to you. So lahat na nabanggit niyo a while ago ws already tackled last term including submissions, calculation ng grades, so one thing sana we want to get from this is the possibilty..kasi whenever an organization pass a requirements or a project proposal, a general assembly, there is a specific requirements on what documents to pass. So what they have to do is to make sure your system will guide the organizations. All of the neccessary requirements that they will be needing for every specific type of activity. Let's say for example if it is a general assembly there are 3 requirements, 3 required project proposal, 1 required a-form, 1 required venue reservation ticket, 1 required credential of speakers, pag clinick nila yung general assembly..boom...eto na mga lahat na kailangan niyo, fillable fields, you are going to fill this and that. Consistensy, is also to address, one cause ng pending is if there is inconsistency sa a-form at sa ppr. So anu ba talaga so napepend sila at tumatagal process nila. With the system you are going to provide us everything will

already be address. So lahat na mga kakailanganin nila nandun na. So after they already have filled everything. May checker din sa anu mga kailangan sa every specific type of activity and then once na nafilled up na lahat na requirements, lahat na mga needed things for the document automatic print, submit and halus scanned na lahat na papers just ready for approval.

Alex: We actually talk about that yesterday, parang if it was implemented it can be a guide to the organzation kasi manual chinecheck

Deanne: Parang in what's happening right now prone talaga sa inconsistencies, parang not everything should be user input nakastore na siya sa system namin. So if ever okay lang ba humingi kami ng sample documents?

CSO: Yah of course, so how i see it how we can help you is we are going to hold a process workshop. Since you will be providing a very very accurate system. So we are going to help you through sa kung anu gusto namin makita sa system ninyo.

Alex: So how should it be access? Through the office lang or at home?

CSO: Definitely it can be access anywhere.

Alex: So paano yung database?

CSO: Yung last term SOFT-ENGG people sila yung base sa database yung, so sa inyo para siyang add-on, so plan naman sila imerge para mas maayos and then we were suggesting na magkaroon sila ng host, na gagawain online yung database so di niyo na kailangan problemahin yun, so more or less yun na ang magagamit so if ever everything has laready been done yung pagpasok nalang online, so what we can do for you guys is to hold a meeting for that group and your group to talk about what problem to address and what we will be looking forward for.

Alex: So parang do you still have anything else kasi parang mas lumawak na yung scope na itatackle namin

Deanne: Pero if ever we will be merging with the other one do we make our own version of their base kasi parang mahihirapan kami in terms of merging, kasi baka iba ang way of coding namin and stuff.

CSO: By the way your system is not just going to provide the requirements, your system is already kinda checking the requirements already so that in itself nababawasan na trabaho ng mga tao, cause imagine every specific requirements have a lot of iba ibang documents. For example provision for profit and loss has a specific type of ppr, kailangan macorporate sa system ninyo na at least 2 people ang signatories. So actually yung binibigay na namin sainyo hindi madali pero mahirap na siya. For example isang PPR, may mga sub requirements, so that sub - requirements kaialngan macheck bago amove siya to the next process

Deanne: So pwede magclarify? So parang yung buong scope namin is the process of checking and approving?

CSO: oo

Deanne: So bali ilan more or less ilan ang type of activities?

CSO: 32

Alex: Ang dami pala!

Deanne: So iba ba ang requirement ng S-LIFE sa CSO?

CSO: May mga common naman, like PPR so if nagawa niyo na nag PPR then lahat naman na kailangan ng PPR same naman nang requirements. Pero except sa pagprocess sa S-Life kasi sa S-Life kailangan tatlo ang PPR sa AVS kailangan dalawa lang. So madami talaga ang pagcheck ng documents. so yun if nagawa niyo yun as smooth as possible I'm gonna give you a medal, a trophy, mas maaprreciate ko yan kaysa last term. Last term kasi parang submission, grading, yun lang. Helpful naman sila pero mas helpful yung gagawin ninyo.

Deanne: SO if ever ok lang ba na mangungulit kami every now and then?

CSO: Yah sige ok lang!

Deanne: Okay thank you!

Date: March 8, 2017
Time: 4:30 – 7:00
Location: Starbucks Torre Lorenzo
User Participant: Christian Pollido
Project Team Participants:
- Deanne Cayne C. Baldemor
- Alexander C. Espiritu

Deanne: So eto yung chart for the top 10 organization with the most pre-acts based sa GOSM na crineate nila for the term, kasi meron naman option yung orgs na magcreate ng GOSM and then from here makikita yung recent activities ng orgs. Para maanticipate lang ng side ng CSO which of the pre-acts will implemented for the week. Tapos eto naman pwede mag-add ng new organization ang CSO pero dito inaassume na namin na nakapagcomply na yung organization mga minimum requirements. Tapos for every field naman na d nafill-up magkakaerror message na nagsasabi na kailangan nila magfill up. Tapos for the calendar makikita naman dito mga activites ng org for that week or for that month para..
Christian: Is that yung napasa? or..
Deanne: Based sa GOSM pa din
Christian: Is there a certain distinction if napasa siya o hindi?
Deanne: Ah yes pwede magclick yung CSO para makita mga details ng documents if ever napasa na o hindi
Alex: Or pwede red nalang mga d pa napapasa sa calendar
Christian: Mas maganda if color scheme siya if ever, let's say for example if napasa siya but d pa siya nachecheckan, or kapag napasa siya and nacheckan na, or kapag nalampasan na yung date sa GOSM mga ganun cases. Kasi it's going to be counter productivity if all information are there but still you can't get something from it. Parang if lahat same color mahirap magdisinguish. So how can I interpret it?
Deanne: And for the view GOSM clickable lang siya for the details of the activity in the GOSM so since sa CSO persepective siya you can choose an org tapos if napili yung org name machachange yung mga activity depending sa pinasa ng GOSM ng org na napili and then if naclick yun makikita yung activity details.
Christian: Is it possible na GOSM can be editable up unto a specific date?
Alex: Ah yes
Christian: Kasi there is a certain date na may deadline for GOSM kaya dapat nakalagay yun sa system nila na hanggang etong date lang pwede iedit GOSM nila
Deanne: pero sa system namin kasi is once lang pwede ifill yung GOSM if napasa then yun na yun ganun ba talaga dapat?
Christian: Hindi pwede pa dapat siya iedit for example maaga sila nagpasa at gusto nila ipacheck sa amin pwede pa dapat iedit
Deanne: Yun na basically for the CSO side and for the org side naman etong chart is for the activities

for the month like week 1 week 2 para lang makita nila kailan na date ng activity nila for the recent activities at upcoming activities almost same lang sa CSO pero ito side lang ng org so activities lang nila. Tapos with the calendar and GOSM same lang sa side ng CSO pero ito perspective lang nila. Tapos eto yung add GOSM pero inaayos pa namin. Tapos may option dito napipili sila USG or CSO tapos if ever napili na nila madidisable na yung isa yun yung idea pero as of now di pa siya gumagana

Christian: Ah ok sige

Alex: Pero may tanung ako anu yung relate to na option sa GOSM? Anu ba siya? Kay nila sean kasi minsan related minsan hindi?

Christian: Ah oo kasi it's there choice e if related or not if related sa nature ng org nila for example BMS ka tapos may academic ka na activity then related siya but for example team building or party hindi na siya related.

Alex: So pwede drop down nalang siya

Christian: Oo pwede naman

Deanne: And for the CenComm since possible na magkaroon ng madaming project heads pwede ka magadd details nila

Deanne: Pagkachoose ng activity type mareredirect siya sa A-form and then nandito nandito na yung activity links

Alex: Purpose ng page na yun is para malaman nila ang mga requirements na kailangan for that activity

Deanne: parang yung ang magdedetermine na if kailangan ba nila ng equipment form

Alex: Para pagkafill up mo ng A-form pre loaded na mga documents na kailangan for that activity pero ok lang ba if ganun?

Christian: It's kinda weird lang if pagkafill up nila ng A-form usual na mind set is title, nature and the other details so is it possible if ever na sa first page pa din yung title and nature tapus type ang mareredirect based sa specific requirement that they need

Christian: Tapos if it is part of GOSM if they click yes other details will be automatic fill up na pero what if it is not? kapag no kasi what they do is they have to process it. Kailangan nila magprocess ng special approval slip.

Alex: Pwede nalang namin maglagay ng option if part o hindi if not then bibigyan namin ng link to SAS

Christian: Oo pwede naman and remind them once if nagpasa sila meron pa pre-process na bago nila ipass yun sa approving body kailangan muna nila idaan yun sa signatory ng SAS after na sign then ibisabihin yun na iaalow na yung org na magprocess not GOSM activity kasi the idea kasi is bawal sila magprocess pero for certain circumstance na their department wants them to hold the activity pero di nila nasama sa GOSM and then the deadline is already final

Deanne : if nagpresent ba kami pwede ba interface lang or...

Christian: it has to be functional

Deanne: For all of the forms we added a help feature pala para description siya ng form

Christian: Will that description be seen in all forms?

Deanne: Ah yes

Christian: yah pwede siya description of the forms or reminder pero madali lang naman siya pwede na natin pagusapan yan in a later date

Alex: Possible ba na magkamultiple dates ang A-form?

Christian: Best thing with the A- form kasi is you can fill anything example sept 3 - 4 tapus 8-10 respectively

Deanne: So paano ba pag ulitple dates? Comma lang?

Christian: Oo comma lang

Alex: Paano yung ENMP?

Christian: Ah for CSO lang siya walang ENMP ang USG so pwede nalang na ileave nila as blank

Christian: Meron ba kayong venue diyan at contact?

Deanne: Pwede naman sya maderive diba sa GOSM yung contact number at venue?

Christian: Ah oo pwede naman pero kasi there are cases na magkakaroon ng differences let's for example sa venue sa GOSM dito tayo magkakateambuilding pero planned lang siya pero sa actual ay di pala pwede

Alex: So kailangan pa ng SAS if ganun?

Christian: Ay hindi na kailangan

Alex: So ok lang na di same mga details ng GOSM sa actual?

Christian: oo ok lang pero i just hope na lahat na na sa A-form at PPR ififill out lang nila once they are making the form hindi siya filled up from the data of GOSM.

Christian: Sinu nainput niyo na project head diyan dapat yun yung contact number ninyo

Alex: Pwede ba nakasulat nalang yung submitted by?

Christian: Oo pwede naman

Christian: Meron pala ako concern sa time what if multiple dates?

Alex: Pwede nalang kami gumawa ng bagong table

Christian: Pwede per specific date isang table

Christian: Meron pala akong concern let's say for example if ever participants fee doesn't incude something it should be in N/A hindi sya pwede 0 if ever the total is formula basis. Pero it should be describe as a numerical value 0. It doesn't necessarily have to be a number. Org funds can be N/A as well.

Christian: The noted by should not be inputed but be clarified who exactly is going to sign it

Christian: So yung late submission is papaalam ka kay Christian at kay Ms. Nelda na papayagan ang approving body kahit late siya sinubmit tapos kailangan nila ijustify kung bakit sila late na nagsubmit but every late may bawas sa grade nila

Deanne: What is super baba ng grade nila?

Christian: 75% ang passing if lower than that than pwede sila madissolve or masuspend lang sila for a period of time

Christian: So pre-acts pa din toh ah if not in GOSM or last submission kailangan ng pre-approval kay Ms. Nelda bago it goes to the approving body and than lastly without term end requirement dapat nakasubmit na sila last term before they can process new activities if ever di pa sila nakapagsubmit tapos gusto talaga nila iprocess pwede sila iclick toh so pre-approval siya. Yung other 3 in case of change, cancellation of activity and lost of A -form. Those are post - acts meaning tapos na ang approval of activity. Let's say team building na approve na yung team building so iproprocess yung case of change and that in case of change attach niya yung activity details. So eveytime may ganito dapat may makikita kami another sheet so meaning approve na yung activity than you want to change

something.

Deanne: meron days na pwede magapply ng ganyan? sa activity?

Christian: Wala basta within the term. Next is cancellation of activity, approve na yung activity but you don't want to do the activity sa buong term. Example seminar ni Shell on march 8 but then nagback out si Shell and hindi mo na siya pwede ireschedule this term therefore you have to cancel the activity and lastly yung lost A-form syempre approve na activity nasign na but then you want to process lost A-form so mangyayari is yun na magiging new A-form.

Deanne: So if lost A-form gagawin nila ulit from scratch?

Christian: So how I see it once nagsubmit sila ng lost A-form fill out nalang ng mga necessary details ng A-form and then attach yung SAS na lost A-form. Basically yun na yun so yung ACAD or activity details inaatach sa SAS.

Christian: Is there a way for the system to know if the activity was approve or not?

Deanne: Parang wala yata

Christian: Para di nakakalito dapat if may mga changes nandiyan din yung original info tapos tsaka ilagay kung anu yung mga changes. Like changes of date, venue or time.

Deanne: So if ever time ang mga change o yung program of design automatic na we have to create a new one?

Christian: Ok, yah so I have another request may pop sana na reminder for them that this process is only applicable for A-forms that are already approve. And than isa pa in case of change, cancellation of activity and lost A-form kailangan approve muna.

Alex: Yun nalang for now thank you

Appendix D - References and Acknowledgement

DLSU. (n.d.). Retrieved from Council of Students Organization: http://www.dlsu.edu.ph/students/cso/