

FILE MANAGEMENT SYSTEM

FOR: LECTURERS

PROJECT SCOPE

September 16, 2022

OVERVIEW

1. Project Background and Description

Lecturers deal with so much documentation. Take, for instance, student assignments, examination papers, letters, and teaching documents. Not to mention, large chunks of paper-based files. This factor is already enough reason for every lecturer to get a file management system.

A FMS Software offers various tools that help manage all documentation. It ensures secure storage but also makes document tracking easy and effective. What's more, electronic documentation can get rid of all the paperwork and clear up storage space.

A file management system improves collaboration through the use of tools that allow users to share any file types and even work on the same project simultaneously. Matter centrality is also another critical benefit of FMS software. All your documentation including email and case information are centrally sorted and located in the same place. This management tool organizes all files according to file types and therefore makes work easy.

2. Project Scope

In order to achieve the above-named, the project will implement a responsive web-based application system that will:

- Allow users to register and log in
- Allow users to change their login passwords whenever necessary.
- Allow users to create folders and perform crud operations
- Allow users to add files to folders and perform crud operations
- Allow admins to manage users and assign user roles

- Allow admins to manage files and folders by performing crud operations
- Allow users and admins to download files

The functionalities that will be implemented at a high level are: -

Registration and login Module

Will include: -

- New users registration and login
- Users changing password

Folders Module

will include: -

- Creation of a new folder
- Editing of an existing folder
- Deletion of a folder
- Adding files to a folder
- Grant approval/rejection process
- Grants business logic that ensures compliance with the program rules

Files module

Will include:

- Addition of files to folders
- Editing files
- Deleting files
- Downloading files

3. High-Level Requirements

The system is a web-based application. As such, any device with internet access and the latest browser will be able to access it.

The system must have an ability to allow users to access the application without downloading any software

4. Deliverables

- Back-end software that is hosted on localhost.
- UI Prototype for both admins and users.

- A web-based application that can easily be accessed by both users and admins

5. Affected Parties

- Admin (Lecturer)
- Users(students)

6. Affected Processes or Systems

- User registration
- File storage
- File organization

7. Specific Exclusions from Scope

- Integration with existing systems (if any).

8. Implementation Plan

The project will kick off with the implementation of stubs necessary to enable the development of the prototype.

After the stubs, the UI prototype will be developed. Once the prototype has been developed, a few lecturers and students will go through it and approve it. This stage is to ensure that all required functionalities have been factored in and that the user experience (UX) is excellent.

After the UI prototype has been done, the stubs will be replaced with the program logic.

Signing off, commissioning and training will follow thereafter.

9. High-Level Timeline/Schedule

#	Date	Description	Dep.	Comments
1	9/9/2022 – 3/10/2022	UI Prototype/Wireframe		
2	3/10/2022 –17/10/2022	frontend implementation	#1	
3	17/10/2022 – 31/10/2022	Admin side implementation	#2	
4	31/10/2022 – 14/11/2022	database implementation	#3	
5	14/11/2022 – 28/11/2022	Official commissioning + training management	#4	

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Signature	Date
Felix Otieno Okoth	Mr		

Approved

By

Approved

By