



## **BESTLINK COLLEGE OF THE PHILIPPINES**

### **SCHOOL INFORMATION SYSTEM (DOCUMENT APPROVAL, TRACKING MANAGEMENT SYSTEM)**

A Project Study  
Presented to the IT Project Evaluation Committee of  
BESTLINK COLLEGE OF THE PHILIPPINES

In Partial Fulfillment  
Of the Requirements for the Capstone:  
Bachelor of Science in Information Technology

PROPONENTS:  
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### 1. Project Management

#### 1.1 Business Case

##### 1.1.1.1 Executive summary

This business case outlines how the Document Approval Tracking Management System will address current business concerns, the benefits of the project, and recommendations and justification of the project. The business case also deliberates detailed project goals, performance measures, assumptions, constraints, and alternative options.

##### 1.1.1.1.1 Issue

The current manual tracking system used to record and track the document from the respective files and offices faced many problems especially when the document needs to be retrieved in a short time. The current manual system used generates some problems or issues that become challenges for the management of the document. The issues or problems that related to the current system include:

More effort is necessary to keep a document properly tracked, more time is needed to search and retrieve a document, huge efforts possible to exert just to find one document, missing document or misplaced, duplication of a document in a different file, no sharing, separation, and isolation of documents.

##### 1.1.1.1.2 Anticipated Outcomes

All these issues and problems need to be solved to make sure every source and information can be used effectively. Therefore, a systematically computerized or online approval and tracking management system need to be developed for the benefit of all users namely the staff

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of the faculty. The current practices of handling or tracking the documents have to be automated with the availability of higher technology and higher specification website.

### 1.1.1.1.3 Recommendation

- Documents can easily be located even in the worst-case scenario of someone deleting the document track record, there are several ways to retrieve such deleted records.
- Users can update the status of their documents no matter where the user is currently in place as long as there is an internet connection.
- Files are easy to access and retrieve due to every transaction being recorded in the system.

### 1.1.1.2 Business case analysis team

The following individuals are part of the business case analysis team. They are responsible for the study and implementation of the Document Approval and Tracking Management System.

Business case analysis team		
Role	Name & Contact Information	Responsibilities
Project Owner	Khristian Mendoza Hosena	a) Provide strategic direction and guidance b) Make business or approach decisions for the project c) Ask questions about the project

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		development to further improve its Functions
Scrum Master/ Project Manager	Mr. Marvin Marilao	a) Report to and receive direction from sponsors and project adviser. b) Manage, review, and prioritize project work plans. c) Recommend changes and mitigate risks.
Business Analysts	Ms. Juvell Alquero	a) Supports a Project Manager by helping them analyze the business domain, stocking the product backlog, and grooming the product backlog. b) Report to and receive direction from sponsors. c) Manage, review, and prioritize project work plans. d) Recommend changes and mitigate risks.
Assistant Programmer	Mr. Aldrine De Guzman	a) Writing and testing for a new program. b) Identifying and correcting

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		coding errors. c) Responsible for analyzing.
Software Analysts	Mr. Rogel Quintero	a) Participate in project activities, including planning, implementing of deliverables, and quality control. d) Design, develop, and test software that meets clients' needs.
Document Analysts	Ms. Catherine Flaviano	a) Responsible for maintaining the system for document storage. b) Responsible for documents security and access.

Table No.1: Business case analysis team of DATMS

### 1.1.1.3 Problem definition

#### 1.1.1.3.1 Problem statement

The major problem that the manual document management system mostly encountered was slow processing and tracking of an employee's documents. because the company doesn't have enough staff to process the documents, another one is lack of equipment that is the reason why companies tend to have slow type of document tracking. Another one is

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wrong input or the wrong person placed the document. this usually happens especially when many applicants are needed in the BCP.

### 1.1.1.3.2 Organizational Impact

The impact of DATMS is an easily understood system of tracking documents from different offices, that can also help store paper documents in clearly labeled paper folders and filing cabinets. It can also lead to and help create a hierarchical system of disk directories and a document indexing system. While the directories can facilitate browsing for the desired document quickly, the index can help retrieve documents using a search engine. Document Tracking will allow administrators to specify the policies and procedures for handling old documents. These might be archived in a standard manner if it's likely they will be needed later or removed if their usefulness has passed. though the latter has such overwhelming advantages that wherever the investment is justified, A Document Approval Tracking and Management System should be installed in full or part.

### 1.1.1.3.3 Technology Migration

There is no doubt that technology migration, understood as an adaptation to the new business needs, brings about important economic benefits that can be measured in a short to medium-term period. However, there are other, indirect benefits of migrating towards an advanced document tracking system which also increases productivity levels such as enhanced organizational processes and improved performance, as no

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more time is wasted on performing operations with out-of-date software. But what are the key elements involved in a successful migration project? First of all, the new software must securely replace the legacy, outdated document and ensure that all data is preserved. Secondly, the migration process must ensure scalability and functionalities that meet the new organization's needs and position within the ever-evolving system.

But because this is the first version here in our campus of document tracking management system there is no necessary technology migration needed.

### 1.1.1.4 Project Overview

This system is one of the major systems that the organization must have to handle the management and tracking of documents. It gives many benefits and helps the top-level management to retrieve the document tracking reports easily at any time and anywhere with the support of an internet connection. One of the major roles played by administrative staff mainly the Personal Assistant is to provide and manage the documents in and out from the faculty. Therefore, it is very important to make sure the best way is applied to gain a competitive advantage and effectiveness or efficiency in managing or handling the documents.

Document Approval Tracking and Management System can be implemented even if most of the documents are paper-based, electronic document management systems have overwhelming advantages. Where the volume of documents is sizable, trying to manage using paper-based systems can put the business at a severe competitive disadvantage.

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### 1.1.1.4.1 Project description

The Document Approval Tracking and Management System project intended to provide a reliable system for tracking documents at Bestlink College of the Philippines. There are some issues that the administrators and professors have difficulty in monitoring and tracking the documents, this matter will be addressed to provide a system that will manage the documents smoothly and to have a better document transaction on Bestlink College of the Philippines.

### 1.1.1.4.2 Goals and objectives

The Document Approval Tracking and Management System project will support the goals and objectives established by Bestlink College of the Philippines. The following table lists the business goals and objectives that the Document Approval Tracking and Management System project supports and how can it support them.

BUSINESS GOALS/OBJECTIVES	DESCRIPTION
Improve processing time	The clients and admins will avoid wasting a lot of time by processing documents.
Accessibility of documents	The clients can have access anytime and anywhere by just using the internet.

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Avoid losing documents	Losing documents can lead to disappointments of the clients and the blame is on the admins. (DATMS) will ensure the integrity of the documents.
Easily track documents	The users can easily track the document's current location.

*Table No. 2: Goals and Objectives of DATMS*

### 1.1.1.4.3 Project performance

The table lists below are the key resources, processes, or services and their performance measure of the project.

KEY RESOURCES/PROCESSES/SERVICE	PERFORMANCE MEASURE
Security	Bestlink College of the Philippines will have a system that will secure the documents using different security measures, instead of keeping them in the different stock rooms.
Reporting	The web-based system will generate and print the document tracking reports if requested by the clients.
User-friendly	Document Approval Tracking and Management System is a user-friendly system, it is easy to use and easy to understand.

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Convenient	Having a system that can manage and track documents is convenient in most department.
Document Status Monitoring	The DATMS will be able to hold and monitor the status of the document if it is ongoing, outgoing, or pending.

*Table No.3: Project Performance of DATMS*

### 1.1.1.4.4 Project assumption

the following assumptions apply to the Document Approval, Tracking Management System. As project planning begins and more assumptions are identified, they will be added accordingly.

- This system is capable of covering those who submit documents to Bestlink College of the Philippines.
- The process of handling documents will be easier and less hassle for the users.
- The processing time in requesting documents will be reduced.
- Authorized users will be trained on using this system.

The project will follow agile methodology throughout the execution

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### 1.1.1.4.5 Project constraints

- The admin can't guarantee the smooth process of the system, possible problems on internet connection and system malfunction may occur.
- The faculty staff is not capable of creating a document to track.
- The faculty staff cannot generate barcodes for document tracking.
- The secretary, approver, and faculty don't have access to other users logs
- The secretary, approver, and faculty are cannot generate document reports.

### 1.1.1.4.6 Major project milestones

The following are the major project milestones identified at this time. As the Document approval, tracking management system project planning moves forward and the schedule is developed, the milestones and their target completion dates will be modified, adjusted, and finalized as necessary to establish the baseline schedule.

Milestone/Deliverables	Target Date
Project Management	10/24/2021
Project Planning	10/27/2021
Project Execution Plan	11/7/2021
Project Closure	11/20/2021
Technical solution design	11/29/2021

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System Architecture	11/26/2021
Project review and completion	11/30/2021
Project Kickoff	12/18/2021
Sprint 2	12/21/2021
Sprint 3	12/23/2021
Sprint 4	12/27/2021
Sprint 5	1/30/2022
Sprint 6	1/2/2022
Sprint 7	1/4/2022
Project Completion	1/5/2022
Milestone/Deliverables	Target Date

Table No.4: Major Project Milestones of DATMS

### 1.1.1.5 Strategic Alignment

The Document Approval, tracking, and Management project is supporting the progress of the department. This project will help the department to improve for the betterment and maturity of the company.

PLAN	GOAL	RELATIONSHIP TO PROJECT
2022	Improve keeping record and information management	This project will keep records of collection and allow real-time management, increase data accuracy

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2022	Improve transaction easily manage and generate	This project will allow all transactions to be automated to reduce time and access easily the reports
2022	Improve employee's work manageable and reduce workload	This project will allow employees to work in an efficient and manageable and reduce some workload

Table No.5: Strategic Alignment of DATMS

### 1.1.1.6 Cost-benefit analysis

The following table captures the cost and savings actions of the Document approval, tracking management system Project, descriptions of these actions, and the costs or savings associated with them through the year. At the bottom of the chart is the net savings for the year of the project.

COST ANALYSIS	
COST CATEGORY	AMOUNT IN PESO
Hostinger Domain Server Cost	₱ 1,500.00
Add: Hpanel Cost	₱ 683.00
Add: SSL	₱ 629.00
<b>TOTAL DOMAIN SERVER COST</b>	<b>₱ 2,917.00</b>
Developer Team Cost	
Front End Developers Cost	₱ 15,000.00
Back End Developers Cost	₱ 25,000.00
<b>TOTAL DEVELOPERS TEAM COST</b>	<b>₱ 40,000.00</b>

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Business Team Cost	
Business Analyst	₱ 16,000.00
Business Middle Man	₱ 10,000.00
Researcher	₱ 12,000.00
<b>TOTAL BUSINESS TEAM COST</b>	<b>₱ 38,000.00</b>
Overall cost	₱ 80,917.00
<b>Payback Period</b>	<b>1 Year</b>
<b>BENEFITS ANALYSIS</b>	
<b>BENEFITS CATEGORY</b>	<b>AMOUNT IN PESO (Assumption)</b>
Improves workflows	₱ 20,000
Promotes better version of document tracking	₱10,000
Preventing document loss or misplacement	₱ 5,000
Saves time managing and tracking document	₱ 25,000

Table No.6: Cost-Benefit Analysis of DATMS

### 1.1.1.7 Approvals

The signatures of the following individuals below indicate an understanding of the purpose and content of this Business Case by signing it. By signing this document, you indicate that you approve of the proposed project outlined in this business case and that the next steps may be taken to create a formal project following the details outlined herein.

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Approver Name	Title	Signature	Date
Pineda Enrico	Project Sponsor		
Khristian Mendoza Hosena	Product Owner		

Table No.7: Approvals of DATMS

### 1.1.2 Project charter

Document Approval Tracking and Management System is a key feature for Bestlink College of the Philippines. DATMS automates the process of searching, accessing, tracking, and managing documents or files. In Document tracking, you can control where the document is going and see who accessed it, what status changes have been made, and where the document has been sent.

There are many benefits of Document approval tracking; it can reduce the effort in terms of document tracking, enhance security, and improve workflow. DATMS tackled the use of the system in processing, sending, receiving, and tracking documents online without doing too much effort.

The Project Plan will be submitted and supported, as displayed in the Gantt Chart. Assets will be appointed to the venture later the task proposition has been supported, and work will start straight away. The Project Sponsor should approve any timetable changes that might have sway on achievements. A definite timetable will be remembered for the venture plan. An undeniable level achievement plan is as follow:

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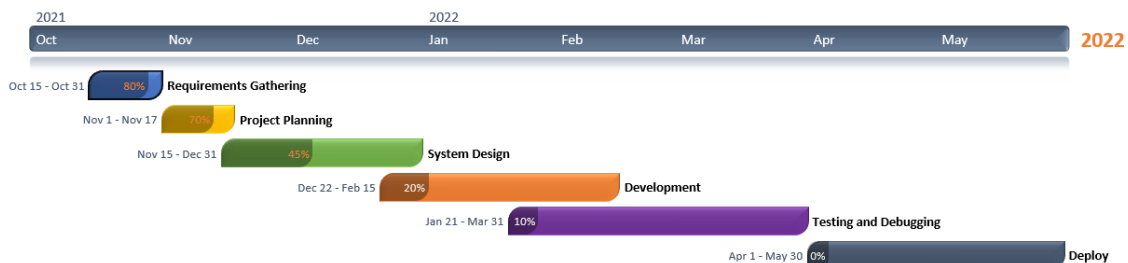


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### Gantt Chart

<b>Project Title</b>	Document Approval Tracking Management System
<b>Project Manager</b>	John Marvin L. Marilao



### 1.1.3 Stakeholder Strategy

#### 1.1.3.1 Introduction

Document Approval Tracking Management System will be designed and developed as a solution to improve the efficiency of retrieving documents online at any time and tracking the movement of documents in and out of all the departments. Each document can be logically registered, preserved, retrieved, and renewed at high speed while tracing the required documents or files. So efficiently performing office work, reduced volume of consumed paper, and minimizing workspace.

#### 1.1.3.2 Identify stakeholders

The project team will have a brainstorming session to identify stakeholders for the project. This session will include the primary project team and project sponsor. These stakeholders may include professors, personnel,

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and development team, and any other employee who will be affected by the Document Approval Tracking and Management project.

The following criteria will be used to determine if an individual will be included as a stakeholder:

1. Will the person or their organization be directly affected by this project?
2. Will the person or their organization hold a position from which they can influence the project?
3. Will the person have an impact on the project's resources (material, personnel, funding)?
4. Will the person potentially benefit from the project?
5. Any individual who meets one or more of the above criteria will be identified as a stakeholder.

### 1.1.3.3 Key stakeholders

The project team will identify the key stakeholders who have the most influence on the project or who may be impacted the most by it. Key stakeholders are the people who are more needed in the project's progress. Once the key stakeholder is identified, the project manager will create a plan to gather their ideas, concerns, or any form of participation in this project.

Based on the feedback gathered by the project team, the resolution may be made to involve key stakeholders in project meetings, or any deliverable works. Through communication with key stakeholders, it will ensure that all the concerns and needs will be identified and addressed.

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### 1.1.3.4 Stakeholder analyst

After all the Project stakeholders have been identified, the project team will categorize and analyze each stakeholder to determine the stakeholders' level of influence, plan the management approach for each stakeholder, and determine the appropriate levels of communication and participation each stakeholder will have on the project.

The chart below will be used to establish stakeholders and their levels of power and interest for use on the power/interest chart as part of the stakeholder analysis.

Key	Organization	Power (1-5)	Interest (1-5)
A	Product Owner	5	5
B	Departmental Admin	4	3
C	Professor	2	2
D	Department Secretary	3	3

Table No.8: Stakeholder Analyst

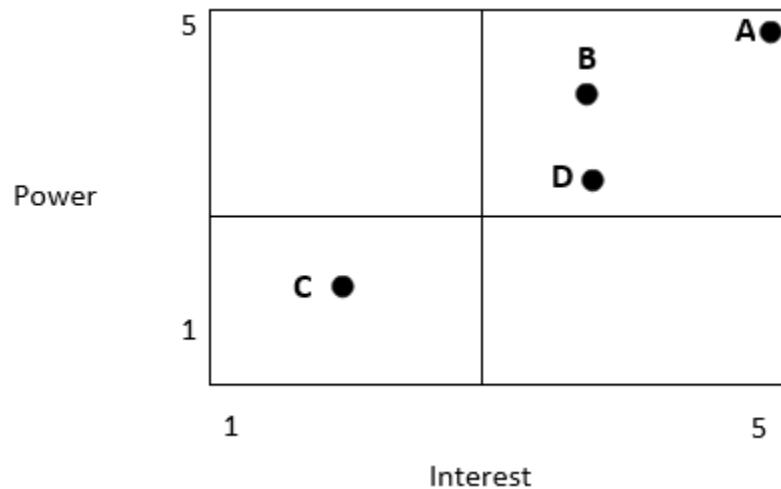
Below is the power/interest chart for the Document Approval Tracking Management System project stakeholders. Each letter represents a stakeholder by the key in the chart above.

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Based on the power and interest analysis and chart above, stakeholders A get the largest participation, followed by Stakeholder B and D as they reside on the upper right quadrant of the matrix, the stakeholder C will require less involvement effort for they reside in the lower right quadrant.

The stakeholder analysis matrix will be used to assess the interests of those stakeholders and show the level of involvement based on the stakeholder analysis and power/interest matrix above.

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Stakeholder	Concerns	Quadrant	Strategy
A	Provide all the requirements needed that will be given to the system	Keep Satisfied	Gather and examine all the final requirements before passing them to the system
B	Uploading of documents	Key Player	Creating and uploading of contents and templates of documents
C	Receiving and sending of documents	Minimal Effort	Receiving and sending of documents

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D	Document Monitoring and transmitting	Keep informed	Examine the documents that came from the Department Head and decide if it is approved or not.
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Table No. 9: Stakeholder analyst for DATMS

### 1.2 Project Planning

#### 1.2.1 Project management plan

##### 1.2.1.1 Introduction

The BCP Information Technology department has recently approved and authorized the Document Approval and Tracking Management System project to develop and implement a system that can track and monitor documents to use in Bestlink College of the Philippines. This project will help to improve Department's manual document tracking. This project will meet BCP's need for fast and manageable Tracking Documents services and generates collection reports easily. The project deliverables shall include Data Approval and Tracking Management System design, all coding, testing, implementation of an integrated system. This will be able to develop a first tracking system in the IT department.

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### 1.2.1.2 Project management approach

The project team will use the Agile Methodology that aims to deliver the right product, with incremental and frequent delivery of small chunks of functionality, through small cross-functional self-organizing teams, enabling frequent customer feedback and course correction as needed.

The Project Manager, Marvin Marilao, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and communicate with all the project team and management, as required, to ensure successful and timely completion of the project. All project and subsidiary management plans will be reviewed and approved by the product owner.

The project team will report their progress and throughout the overall project. The Project Manager is responsible for communicating to the project team about their progress and performance to the project.

### 1.2.1.3 Project scope

The scope of Document Approval, Tracking and Management Project includes planning, design, all coding, testing, and implementation of an integrated system. It also includes the documentation and user's manual when the project is in completion and successfully executed.

The scope of this project does not include any changes in the current process of the collection; rather it will improve its ways of collection and generating all reports.

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### 1.2.1.4 Milestone list

The below chart lists the major milestones for the Document Approval, Tracking, and Management Project. This chart consists only of major project milestones such as completion of a project phase or gate review. If any scheduling delays may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

Milestone	Description	Date
Requirements Gathering	All requirements for Document Approval, Tracking Management must be determined to base design upon	
Document Approval Tracking Management System Design	All system design for the software is working and its functionality	
Document Approval Tracking Management development	All coding completed resulting in a software prototype	
Document Approval Tracking Management	All functionality was tested and all identified errors corrected	

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Testing		
Implementation of Document Approval, Tracking Deployment	Software and documentation for Implement in BCP Document Approval, Tracking Management Dept.	

Table No. 10: Milestone list for DATMS

### 1.2.1.5 Schedule baseline and WBS

The WBS of Document Approval, Tracking Management System is comprised of work packages with a given proper time of work by the team member. The Project Manager and team member will determine the impact of the change on the schedule, cost, scope, and risks. The Document Approval, Tracking Management System was based on the WBS and Project Charter with input from all project team members.

The WBS Dictionary consists of all work packages for the DATMS. These include all tasks, resources, and deliverables. The schedule will be maintained by the Project Manager.

### 1.2.1.6 Change management plan

The following steps comprise the project team change control process for all projects and will be utilized on the Document Approval, Tracking project:

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Step #1: Identify the need for a change, Requestor will submit a completed change request form to the project manager.

Step #2: Log change in the change request register (Project Manager) The project manager will maintain a log of all change requests for the duration of the project.

Step #3: Analyze the change (Project Manager, Team Member, Requestor) The project manager will conduct an evaluation of the impact of the change to cost, risk, schedule, and scope.

Step #4: Submit a change request to (Project Manager) The project manager will submit the change request and analysis to all the project team and stakeholders.

Step #5: Project team and stakeholder decision the project manager will discuss the proposed change and decide whether it will be approved based on all submitted information.

Step #6: Implement change (Project Manager)

All change requests will be logged in the change control register by the Project Manager and tracked through to completion whether approved or not.

Any project manager and team member may submit a change request for the Document Approval, Tracking Management System, Project

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Sponsor will chair the CCB, and any changes to project scope, cost, or schedule must meet his approval.

### 1.2.1.7 Communication Management Plan

This Communication Management Plan has set in ensuring the communication for the entire progress of the project. This will be used to have effective and clear communication between the project team to stakeholders. This will easily conduct and schedule meetings or any form of communication for the development of the project.

The Project Manager will take the lead role to ensure effective communications on this project. The communications requirements are documented in the Communications Matrix below. The Communications Matrix will be used as a guide for what information to communicate, who is to do the communicating, when to communicate it, and to whom to communicate.

Communication	Description	Frequency	Format	Participant/ Distribution	Deliverable	Owner
Weekly Status Report	Email summary of Projects	Weekly	Messenger	Project Manager Team Member	Status Report	Project Manager
Weekly Project	Meeting to explain the Project	Weekly	Messenger or	Project Manager	Updated Action Register	Project Manager

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Team Meeting			Face to Face	Team Member		
Project Monthly Review	Explain and present the status to the team member	Monthly	Face to Face	Project Manager Team Member	Status and Presentation	Project Manager
Project Gate Reviews	Present planning, build-up, implementation, and close-out.	As needed	Face to Face	Project Manager Team Member	Phase completion report and phase kickoff	Project Manager
Technical Design Review	Present and review technical designs work related to the topic.	As needed	Face to Face	Project Manager Team Member		

*Table No. 11: Communication Management Plan for DATMS*

The project team directory for all communications is:

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Name	Title	Email	Office No.	Cellphone No.
Khristian Mendoza Hosena	Project adviser	21khristian@gmail.com		
Marvin Marilao	Project Manager/Scrum Master	Marvinmarilao92@gmail.com	N/A	0920-296-6614
Juvell Alquero	Business Analyst	alquerojuvell@gmail.com	N/A	0963-843-6243
Aldrine De Guzman	Assistant Programmer	Aldrinedeguzman28@gmail.com	N/A	0945-116-1755
Rogel Quintero	Software Analyst	Rogelquintero.rq@gmail.com	N/A	0938-723-7969
Catherine Flaviano	Document Analyst	Cathalterado@gmail.com	N/A	0916 – 615- 0067

Table No. 12: Communication Management Plan for DATMS

### 1.2.1.8 Cost management plan

The project manager is responsible for the planning and execution of a project's budget and staying organized. This will enable the project manager to estimate the costs, allocate resources, and control overall spending. Reporting the cost performance of the project to a Project Sponsor is a major responsibility of a project manager due to the decisions, budget authority, and changes that will be held and reside by the Project Sponsor.

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### 1.2.1.9 Procurement Management Plan

The project manager must list all the procurements needed for the project and what requirements are expected to be associated with it. The project manager will work with the project team and Project Sponsors to manage the procurement activities.

### 1.2.1.10 Project scope management plan

This plan ensures that the Project Team and the people involved in this project have a common and thorough understanding of the project's overall objective and how this need will be met. The Project Manager and Stakeholders will be responsible to approve and initiate documentation in measuring project scope. The scope for this project is defined by the Scope Statement, Work breakdown structure. Quality Checklist and all deliverables are included in establishing the scope management plan.

The project manager will be responsible if there are any proposed changes for the scope, thus the Project manager will then examine and evaluate the proposed changes and inform the project team and stakeholders. The project manager will then provide and update project documents and communicate with all stakeholders for the scope changes. The acceptance of the final project deliverables and scope is accountable to the Project Sponsor.

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### 1.2.1.11 Schedule management plan

Project schedules for the Document Approval and Tracking Management System will be created using MS Excel. The deliverables were identified in the Work Breakdown Structure (WBS). All activity has been defined to identify specific work that will be performed for the completion of all deliverables.

Once a schedule has been developed, it will be reviewed by the project team and any assigned project tasks will be monitored. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved the project sponsor will review and approve the schedule and it will then be baselined.

In accordance with BCP organizational standards, the following will be designated as milestones for all project schedules:

- Completion of scope statement and WBS
- Base lined project schedule
- Approval of roles and responsibilities
- Requirement's definition approval
- Project implementation
- Acceptance of final deliverables

The project team is responsible for participating in work package definition, sequencing, duration, and resource obtaining. The project

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team will also review and validate the proposed schedule and assign all work packages on the schedule approved.

### 1.2.1.12 Quality management plan

All members of the project team will have the responsibility in terms of doing the quality management. Ensuring that all deliverables for the project must meet the level of quality from individual packages to the final deliverables.

The Project Manager is responsible for quality management throughout the entire development of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation. The Project Manager will monitor all deliverables and will conduct acceptance quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.

The Project manager or some of the project team will be Quality Specialists to take the responsibility of working with the Project team to develop and implement the Quality Management Plan. Quality Specialists will recommend tools and methodologies for tracking quality and standards to establish acceptable quality levels.

All members of the project team will have the responsibility in terms of doing the quality management. Ensuring that all deliverables for the project must meet the level of quality from individual packages to the final deliverables.

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The Project Manager is responsible for quality management throughout the entire development of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation. The Project Manager will monitor all deliverables and will conduct acceptance quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.

The Project manager or some of the project team will be Quality Specialists to take the responsibility of working with the Project team to develop and implement the Quality Management Plan. Quality Specialists will recommend tools and methodologies for tracking quality and standards to establish acceptable quality levels.

### 1.2.1.13 Risk management plan

The method that will use to identify and manage risks for this project will have a significant impact on its development. The project team will put a full effort to identify the risks associated with this project, as collecting all its resources, and recognizing risks at an early stage allows the project team to build a strategy for addressing the risks.

As the data gathers, the project team may encounter difficulties in the development of the project, which indicates the project's risk. To address and find a solution, the project manager will examine it and will set a group meeting together with the project team and stakeholders.

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### 1.2.1.14 Risk Register

Risk Register is a document that contains information about identified risks, results of Risk Analysis, as well as Risk Response Plans. You also use the Risk Register to monitor and control risks during the whole project life cycle. This risk register for this project keeps a record of all identified risks, their potential and impact on the project, the category to which they belong, mitigation strategies, and when the risk will occur.

Each risk was included within the project plan supported the timeframes and each risk identified within the risk register. At the correct time for the project, the project manager assigns a risk manager to make sure compliance with the consensus reduction strategy. Each risk manager assigns the danger status assigned to the bi-weekly project team meeting within the planned time frame for the chance.

### 1.2.1.15 Staffing Management Plan

The Document Tracking Approval Management System Project will consist of a matrix structure with support from various internal organizations. All work will be performed internally. Staffing requirements for the Document Tracking Approval Management System Project include the following:

Project Manager – responsible for all management for the Document Tracking Approval Management System. The Project Manager is responsible for planning, monitoring, and managing all work activities, communicating to the team member, evaluating, and staffing.

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Programmer – responsible for designing and creating software programs, integrating systems and software, training end-users, analyzing algorithms, modifying source code, writing system instructions, debugging, and maintaining operating systems. All coding and programming tasks will be testing its performance.

Assistant Programmer – responsible for assisting the Project Manager in creating and tracking quality control and assurance standards. The Quality Specialist will have primary responsibility for compiling quality reporting and metrics for the Project Manager to communicate. The Quality Specialist will be managed by the Project Manager who will provide feedback.

Business Analyst – responsible for supporting a Project Manager by helping them analyze the business domain, stocking the product backlog, and grooming the product backlog. Report to and receive direction from sponsors, Manage, review, and prioritize project work plans. Recommend change and mitigate risks.

Documentation Analyst – responsible for compiling all project documentation and reporting into organizational formats. Responsible for assisting the Project Manager in Configuration Management and revision control for all project documentation. Responsible for scribing duties during all project meetings and maintaining all project communication distribution lists.

Software Analyst – responsible for maintaining, manage and modifying all

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software systems and applications. Define specifications for complex software programming applications. Interface with end-users and software consultants. Develop, maintain and manage systems, software tools, and applications. Resolve complex issues relating to business requirements and objectives. Coordinate and support software professionals in installing and analyzing applications and tools.

The Project Manager will negotiate with all requirements to identify and assign resources for the Document Approval, Tracking, and Management System. All resources must be approved by the appropriate functional manager before the resource may begin any project work. The project team will not be co- located for this project and all resources will remain in their current workspace.

### 1.2.1.16 Cost Baseline

The cost baseline for the Document Approval Tracking Management System includes all budget costs for the successful completion of the project.

Project Phase	Budgeted Total	Comments
Requirements Gathering	200	Includes work hours for all project team members for gathering requirements
System Design	500	Includes work hours for all

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		project team members for work on conceptual design
Development	15,000	Includes all work hours for coding
Testing	2500	Includes all work hours for testing (including beta testing) of software
Deployment	1500	Includes all work hours for transition to operations and implementation

Table No. 13: Cost Baseline for DATMS

### 1.2.1.17 Quality Baseline

Item	Acceptable Level	Comments
Administrator Recognition	At least 90% admin recognition and 10% or fewer errors	Using an administration account, it will recognize by database
Compatibility	It can access the Faculty or Department of school cause its compatible	Department and Faculty can access easily because of the system compatibility
Supporting Documentation	All documents must be complete	

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Table No. 14: Quality Baseline

### 1.2.2 Risk management plan

#### 1.2.2.1 Introduction

When an organization starts to identify, evaluate, analyze, monitor, and mitigate the risks that threaten the achievement of the organization's strategic objectives in a disciplined and systematic way. Every organization small or large is susceptible to risk in many different ways. Any of these can impact (positively or negatively) Most local organizations are, of course, concerned primarily with the type of risk that may negatively affect them. However, before the risks can be identified and managed, there are initial elements of the project that must be completed. The risk management of these elements is described in the approach.

In any event, the actual implementation of your organization's risk management strategies is the responsibility of all of your department directors, employees, and elected officials. When assessing risks, try to stay focused on risks over which your organization has some degree of control.

#### 1.2.2.2 Top three risk

The top three high risks to this project are:

##### **The problem in Internet Connection**

There are times that the internet connection is not stable, sometimes there is a delay or problem in the internet connection, and it is inevitable. This will cause a problem in the transaction of documents and

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a waste of time. The project manager will reduce the risk by suggesting using a high-speed network when necessary.

### **Denial-of-Service Attack**

Due to the flooded requests during a short time, the network becomes overwhelmed and is meant to shut down a machine or network, making it inaccessible to its intended users. Attacks generally feature tools, such as a bot, that overwhelm the network with repeated signals until it can no longer process genuine requests from users. The project manager will educate the project team on signs of DDoS attacks so everyone can be alert for warning signs.

### **Hardware Failure**

Due to hardware overheating and inadequate ventilation around computer hardware, severe damage to the equipment like malfunction within the electronic circuits or electromechanical components of a computer system may occur. The Project Manager will advise that the recovery from a hardware failure requires repair or replacement of the offending part.

#### 1.2.2.3 Risk management approach

The approach that was used to manage the risks for this project included a methodical process by which the project team identified and classified the various risks. Upon the fulfillment of the project, during the final process, the project manager will study each risk together with the risk management process. By this analysis, the project manager will identify any enhancement that can be made to the risk the management process for future activities.

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### 1.2.2.4 Risk identification

The project manager held a risk assessment meeting and conducted a brainstorming session together with each team member to identify the possible risks. The risks for this project were identified at the first risk assessment of the Project Team.

#### **Risk Analysis Meeting**

A risk analysis meeting was held with key team members and stakeholders. The risks identified throughout this meeting were included in the project plan and Risk Register.

#### **Conversational Interview**

The project manager conducted an online interview with the key personnel of Bestlink College of the Philippines. The encountered risk and problems in terms of handling documents are revealed.

#### **Historical Assessment of Manual Document Management System**

The Project Team analyzed and reviewed the previous manual document management system of Bestlink College of the Philippines to find out the most common risks and the plan used to alleviate those risks.

### 1.2.2.5 Risk Qualification and Prioritization

Each risk was assigned a likelihood and impact factor to manage the severity of the hazards identified by the team. This task gives the project manager the authority to prioritize risks based on the project's outcome. Each risk was assigned a likelihood and impact factor to manage the severity of the hazards identified by the team. This task gives

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the project manager the authority to prioritize risks based on the project's outcome. To assist the team in moving each risk to an acceptable location on the graph, the project manager used a probability and effect matrix.

### 1.2.2.6 Risk Monitoring

The project manager is responsible for leading the project team in devising a response to each risk that has been identified. As new risks are discovered, they are certified, and the team creates methods for avoiding and mitigating them. These risks are included to risk registration and project planning so that they may be monitored and managed in a timely way. This project's risk will be managed and controlled within the schedule, scope, and budget constraints. The impact of all identified hazards on this triple limitation will be assessed. With the support of the project team, the project manager will establish the best method to respond to each risk to ensure that these limitations are met.

### 1.2.2.7 Risk Mitigation and Avoidance

The project manager is responsible for leading the project team in devising a response to each risk that has been identified. As new risks are discovered, they are certified, and the team creates methods for avoiding and mitigating them. These risks are included to risk registration and project planning so that they may be monitored and managed in a timely way. This project's risk will be managed and controlled within the schedule, scope, and budget constraints. The impact of all identified hazards on this triple limitation will be assessed. With the support of the

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project team, the project manager will establish the best method to respond to each risk to ensure that these limitations are met.

### 1.2.2.8 Risk Register

Risk Register is a document that contains information about identified risks, results of Risk Analysis, as well as Risk Response Plans. You also use the Risk Register to monitor and control risks during the whole project life cycle. This risk register for this project keeps a record of all identified risks, their potential and impact on the project, the category to which they belong, mitigation strategies, and when the risk will occur.

Each risk was included within the project plan supported the timeframes and each risk identified within the risk register. At the correct time for the project, the project manager assigns a risk manager to make sure compliance with the consensus reduction strategy. Each risk manager assigns the danger status assigned to the bi-weekly project team meeting within the planned time frame for the chance.

### 1.2.3 Scope management plan

#### 1.2.3.1 Introduction

The Scope Management is provided by the project's scope framework. This document organizes the scope management strategy, project roles and duties, scope definition, verification and management procedures, scope amendment control, and the project's work breakdown structure. Any project communication that relates to the scope of the project must be made to follow the Scope Management established.

This project is for coming up with, programming, and testing

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replacement wares that can be accustomed to improve generating of assortment reports. This includes the kind of the package, all programming and writing, and testing/validation of the package. No external resources or outsourcing unit is anticipated for this project.

### 1.2.3.2 Scope management approach

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This project is for coming up with, programming, and testing replacement wares that can be accustomed to improve generating of assortment reports. This includes the kind of the package, all programming and writing, and testing/validation of the package. No external resources or outsourcing unit is anticipated for this project.

### 1.2.3.3 Roles and responsibilities

The project manager and teams can all play an important role in managing the scope of this project. Therefore, project managers and team members must consider their responsibility to ensure that the work being done on the project is within the specified range throughout the project period. The following table defines the scope management roles and responsibilities for this project.

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Name	Role	Responsibilities
Marvin Marilao	Scrum Master/Project Manager (Team Leader)	a) Provide strategically direction and guidance b) Approve changes to the scope c) Make business or approach decisions for the project d) Ask questions about the project development to further
Juvell Alquero	Business Analyst (Team Member)	a) Supports a Project Manager by helping them analyze the business domain, stocking the product backlog, and grooming the product backlog. b) Report to and receive direction from sponsors. c) Manage, review, and prioritize project work

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		plans. d) Recommend changes and mitigate risks.
Aldrine De Guzman	Assistant Programmer (Team Member)	a) Writing and testing for the new program. b) Identifying and correcting coding errors. c) Responsible for analyzing.
Rogel Quintero	Software Analyst (Team Member)	a) Participate in project activities, including planning, implementing deliverables, and quality control. b) Design, develop, and test software that meets clients' needs.
Catherine Flaviano	Document Analyst (Team Member)	a) Responsible for maintaining the system

Table No. 15: Roles and responsibilities for DATMS

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### 1.2.3.4 Scope definition

The scope definition section of this Scope Management Plan template details the process of developing a detailed description of the project and its deliverables. This can only be completed after the requirements have been identified and defined during the requirements definition process. During the requirements definition process three documents were created; Requirements Documentation, Requirements Management Plan, and a Requirements Traceability Matrix

### 1.2.3.5 Project scope statement

Document Approval and Tracking Management System is responsible for creating a user account with the objectives of preventing a slow process of tracking documents and having a better system in terms of handling documents within the departments of Bestlink College of the Philippines. The project team will analyze the tasks and produce minimal required project management documentation and estimate a list of risks and milestone charts to accomplish the project. Document Approval and Tracking Management System project can let the users create an account so they can upload, post, review/revise, track, approve, save, download, and submit documents. This project will help the administrators and the departments of Bestlink College of the Philippines to track and manage documents easily, and to avoid unwanted prints of documents.

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### 1.2.3.6 WBS

The Work Breakdown Structure will help the Project Manager to effectively manage the project's scope as a result of the project team working on the tasks necessary for project completion.

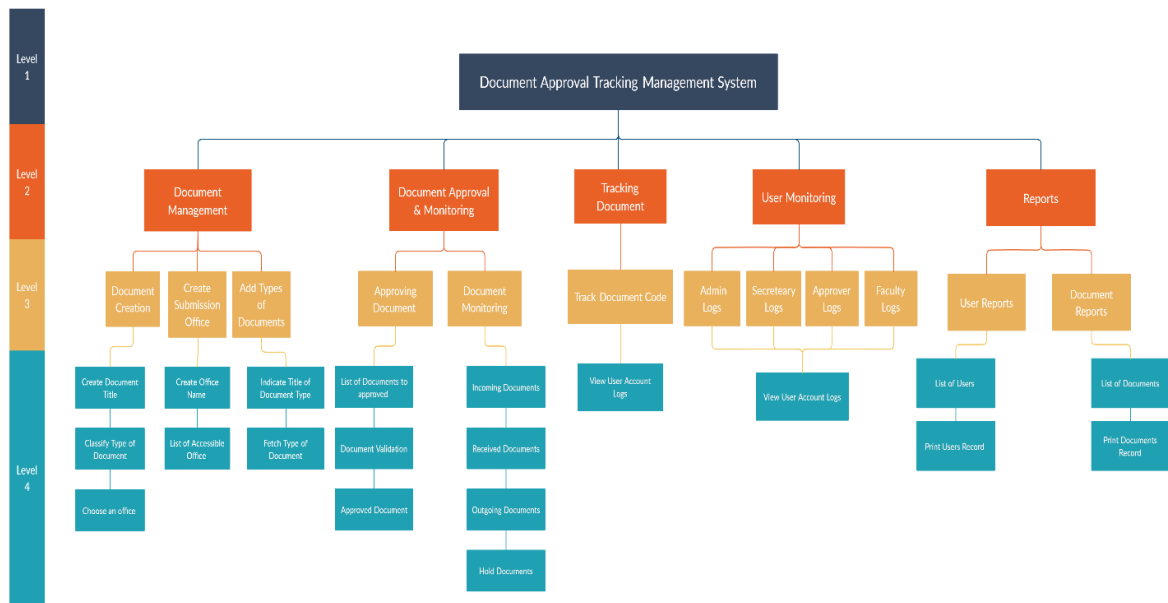


Figure No. 1: WBS for DATMS

To clearly outline the work necessary for project completion, the WBS Dictionary is employed. A WBS dictionary is where the details of the tasks, activities, and deliverables of the work breakdown structure are located. The project team will use a WBS dictionary to make sure that the project work is done right the first time and avoid costly and timely revisions.

Level	WBS Code	Element Name	Description of Wok	Deliverables



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1		Subsystem	Document Approval and Tracking Management System is implemented to track, approve, and monitor documents.	The developers created four specific interfaces to provide requirements .
2		Modules	This level of WBS will identify where the users can choose different modules to access.	The developers created five modules, document management , document approval and monitoring, tracking document, user monitoring, and reports.

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3		Functionalities	This level of WBS will identify where the users can use different functions of each module they access.	The developers created different functionalities of the system, like document creation, approving documents, document monitoring, tracking document code, and accessing different user logs.
4		Procedure	This level of WBS will identify where the users can see the	The developers created different procedures for every

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			procedures of the system.	function of the system.
--	--	--	------------------------------	----------------------------

Table No. 16: WBS for DATMS

### 1.2.3.7 Scope verification

In this phase, the project team will analyze the client's requirements to produce a specification document that will contain the project scope of work, it is an important process in ensuring that the project team delivers exactly what the customer requested. Once the Project Manager ensures that the scope meets the necessities outlined within the project setup, the Project Manager and Stakeholders can meet for formal acceptance of the deliverable. Throughout this meeting, the Project Manager can give the deliverable to the stakeholders for formal acceptance. If a deliverable fails its acceptance criteria, a formal document stating non-compliance should be produced instead. The key aspect for any acceptance is to ensure the requirements are met, before completing the documentation to state that a deliverable has been achieved.

### 1.2.3.8 Scope control

The Project Manager and the project team can collaborate to control the project's scope. If a change to the project scope is necessary, the technique for recommending changes to the project scope should be abandoned. Changes to the project scope can be requested by any project team member or sponsor. All requests for changes should be presented to the Project Manager in the format of a project modification request document. The Project Manager can then go over the requested changes to the project's scope. If the modification request does not apply

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to the project's intent, the Project Manager can either decline it or call a modification management meeting with the project team and Sponsor to evaluate the request and undertake an effective assessment of the modification.

### 1.3 Project Execution plan

#### 1.3.1 Implementation and migration plan

##### 1.3.1.1 Purpose

The Project Manager and the project team can collaborate to control the project's scope. If a change to the project scope is necessary, the technique for recommending changes to the project scope should be abandoned. Changes to the project scope can be requested by any project team member or sponsor. All requests for changes should be presented to the Project Manager in the format of a project modification request document. The Project Manager can then go over the requested changes to the project's scope. If the modification request does not apply to the project's intent, the Project Manager can either decline it or call a modification management meeting with the project team and Sponsor to evaluate the request and undertake an effective assessment of the modification.

##### 1.3.1.2 Description of implementation

Document Approval Tracking Management System is implemented to see who approved and track the document is. Once the test has been completed and the functionality of the DATMS has been verified, operator

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training will be carried out with maintenance personnel for the new tool. Upon completion of the training, the DATMS will be uploaded to the organizations. The department then verifies the functionality of the database on the actual servers.

### 1.3.1.3 Points of contact

The DATMS Project is a very fluid and technical project that covers different organizations. As a result, it's important to recognize the points of contact for the project's characteristics. The table below lists the points of contact for all team members in case they have any urgent questions/concerns. All Document Approval Tracking Management System stakeholders are ensuring that their communications are compliant.

The table below provides points of contact for all interested parties with urgent questions or concerns:

Name	Role	Contact Information
Marvin Marilao	Project Manager/ Scrum Master	0920-296-6614
Juvell Alquero	Business Analyst	0963-843-6243
Aldrine De Guzman	Assistant Programmer	0945-116-1755
Rogel Quintero	Software Analyst	0938-723-7969
Catherine Flaviano	Document Analyst	0916- 615- 0067

Table No. 16: Points of contact for DATMS

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### 1.3.1.4 Major task

The Document Approval Tracking and Management System project team has created a listing of the most tasks required to successfully implement and migrate this project. All of those tasks are checked by the project manager and team members to make sure they're within the scope of this project. The following could be a list of the most tasks for the Document Approval Tracking Management System.

#### **1. Requirement Gathering: IT Department**

This task Gathers user requirements for building a document management system.

#### **2. Project Planning: IT Department**

This task discipline addresses how to complete a project in a certain timeframe

#### **3. System Design: IT Department and Maintenance Operations Group**

This task involves the conclusion of all design work for the System

#### **4. Coding: IT Department**

This task completed resulting in a software prototype

#### **5. Testing and Debugging: IT Department**

This task implies the successful testing of the system in the testing environment

#### **6. Implementation: CSS Department and Maintenance Operations Group**

This task implementation and migration of all phases department will test and support the implementation

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### 1.3.1.5 Implementation Schedule

The implementation schedule for Document Approval Tracking Management System aims to identify the various tasks and responsibilities of the Parties as outlined in the Terms of Reference. For sustainability, the main tasks/steps described above are included in this timeline to raise awareness about the project team and stakeholders.

Milestone/Deliverables	Target Date
Project Management	10/24/2021
Project Planning	10/27/2021
Project Execution Plan	11/7/2021
Project Closure	11/20/2021
Technical solution design	11/29/2021
System Architecture	11/26/2021
Project review and completion	11/30/2021
Project Kickoff	12/18/2021
Sprint 2	12/21/2021
Sprint 3	12/23/2021
Sprint 4	12/27/2021
Sprint 5	1/30/2022

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Sprint 6	1/2/2022
Sprint 7	1/4/2022
Project Completion	1/5/2022
Milestone/Deliverables	Target Date

*Table No.17: Implementation Schedule for DATMS*

### 1.3.1.6 Security

The Security lets you control which groups of employees have access to each document type, and what control actions these individuals can take once they gain access. The department has the responsibility of establishing and implementing security measures. The DATMS will be protected by the department's existing firewall and security procedures, which will be maintained by the information security major. While databases don't have any unique or additional security protections, the security administrator will be involved in designing, testing, implementation, and migration of all phases. In addition to the security, you specify an access level to control actions you can take on a particular document type once you gain access.

### 1.3.1.7 Implementation Support

The IT department will test and support the implementation of the Document Approval and Tracking Management System on both the test server and the maintenance server based on the views and needs of the

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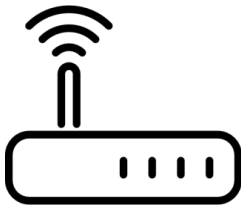


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operations and maintenance group. If additional assistance is needed, this will be coordinated by the Project Manager and the IT Department Leader.

### 1.3.1.8 Listing of hardware, software, and facilities




HARDWARE		
LOGO	NAME	DESCRIPTION
	LAPTOP and PC	Workstations for creating documentation, and for constructing and coding the system.
	Switch	This switch is used in a wired network to connect to other devices using Ethernet cables.
	Router	The router is used to connect to the internet to do research data about the project and is also used to connect to the system.

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	<p>Printer</p>	<p>A printer is a device that accepts text and graphic output from a computer and transfers the information to paper</p>
	<p>Barcode Scanner</p>	<p>This barcode scanner is a device used to capture and read the information contained in a barcode.</p>
<p><b>SOFTWARE</b></p>		
	<p>PHP</p>	<p>PHP (Hypertext Preprocessor) scripting language that is used to develop dynamic and interactive websites.</p>

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The image shows the MySQL logo, which includes a blue fish-like icon, and the phpMyAdmin logo, which features a stylized sailboat.	phpMyAdmin	phpMyAdmin is used to perform most administration tasks, including creating a database, running queries, and adding user accounts.
The logo for Visual Studio Code, consisting of a blue stylized 'X' shape and the text "Visual Studio Code" below it.	Visual Studio Code	Visual Studio Code is the platform used to code that supports development operations like debugging, task running, and version control.
The JavaScript logo, which consists of the letters "JS" in a bold, black, sans-serif font on a yellow square background.	JavaScript	JavaScript is a text-based programming language used both on the client-side and server-side that can make web pages interactive.

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	Firewall	A firewall is used for a network security device that monitors incoming and outgoing network traffic.
	Internet	The Internet is used in establishing connections used for data gathering and to connect to the system.

Table No. 18: Listing of hardware, software, and facilities for DATMS

### 1.3.1.9 Performance Monitoring

The admin will monitor the performance of the system, can use users' logs to monitor and identify users' activity status. By using incoming and outgoing status identification, the admin can monitor documents using the database tracking table. If the Document Approval and Tracking Management System performance monitoring show that the database monitoring exceeds the acceptable levels, the concerns will immediately be submitted to the product owner and stakeholders to determine and implement corrective measures.

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### 1.3.1.10 Back Out Plan

Development team noticed the possibility of a database failing as soon as it runs on a campus maintenance server when preparing a database implementation. To mitigate this risk, the project team devised a contingency plan that allows the maintenance staff to continue working even if the system is not started.

All maintenance data for both the database is updated as the data gathering job advances. Until the checkout database is implemented and operationally accepted, this permits maintenance to continue while the Tracking Documents database is being troubleshot and tested.

### 1.3.1.11 Implementation Requirements (Hardware/Software/

Personnel/ Facilities/ other capital investment:

The requirements collection effort for the Tracking Documents database project has been completed by the project team and stakeholders. The list of needs is quite specific and manageable because this is a small and medium-sized project that is handled in-house without the use of a contract or outside help. The requirements for a successful deployment of a Tracking Documents database project are listed below.

Hardware/Software:

All the necessary hardware and software for implementation requirements are listed above on pages 54-57.

Functional virtual testing servers – nonexistent  
Functional maintenance servers – nonexistent

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Facilities:

None – utilize existing facilities

Other Capital Investments:

None – utilize existing resources

### 1.3.1.12 Post Implementation Verification

The requirements collection effort for the Tracking Documents database project has been completed by the project team and stakeholders. Because this is a modest and medium-sized project that is handled in-house without the use of a contract or outside support, the list of requirements is relatively clear and manageable.

## 1.4 Project Closure

### 1.4.1 Transition-out plan

#### 1.4.1.1 Executive Summary

The Bestlink College of the Philippines has sought an upgraded form of admin base transactions to maintain or handle the services of the given. A conclusion appears where the system will be fully operated and lessen the manual collecting of documents. The system will be implemented and organized by all departments. The contract is currently negotiated, handled and it will take some to decide the operations of the system.

#### 1.4.1.2 Transition Approach

Transition Approach for this case, the Development Team will provide the system and hand it over to the Bestlink College of the Philippines. The Staff will test the system and Development Team will

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maintain its integrity, efficiency, and troubleshoot it. As said earlier, the Bestlink College of the Philippines will have its staff assigned at the start of the 60-day Website performance monitoring and it will coordinate with the Development Team.

### 1.4.1.3 Transition Team Organization

The following chart illustrates the transition team members, as well as the roles and responsibilities of each team member.

Name	Title	Roles/ Responsibilities
Marvin Marilao	Scrum Master/ Project Manager (Team Leader)	Provide strategic direction and guidance; Approve changes to the scope; Make business or approach decisions for the project; Ask questions about the project development to further
Juvell Alquero	Business Analysts (Team Member)	Supports a Project Manager by helping them analyze the business domain, stocking the product backlog, and grooming the product backlog; Report to and receive direction from sponsors; Manage, review, and prioritize project work

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		plans; Recommend changes and mitigate risks.
Aldrine De Guzman	Assistant Programmer (Team Member)	Writing and testing for the new program; Identifying and correcting coding errors; Responsible for analyzing.
Rogel Quintero	Software Analyst (Team Member)	Participate in project activities, including planning, implementing of deliverables, and quality control; Design, develop, and test software that meets clients' needs.
Catherine Flaviano	Document Analyst (Team Member)	Responsible for maintaining the integrity of the document and making sure that all data indicated in system documentation is congruent to the system that the team is developing.

Table No. 19: Transition Team Organization for DATMS

### 1.4.1.4 Work Transition

For this transition, all staff will stay with their current firm, except for those working on a temporary contract basis. The BCP workforce will remain on standby to execute their transition activities until the time of the transition is accomplished and accepted by all parties.

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### 1.4.1.5 Work Execution during Transition

Around the transition of this arrangement, work will be proceeding to be executed by Bestlink College of the Philippines in line with the accepted project schedule and work breakdown structure in place. Bestlink College of the Philippines will maintain all management for the tasks and deliverables. At the end of the 60-day transition time, upon transition acceptance will take its place.

### 1.4.1.6 Property Transition

#### 1.4.1.6.1 Intellectual Property

Per the transaction contract, all intellectual property which is a straight result of work on the contract deliverables will be transitioned to the new contractor to secure the successful accomplishment of the project. The contract pricing takes intellectual property into contemplation and as such, any resulting intellectual property will be possessed by the customer.

#### 1.4.1.6.2 User Accounts and Passwords

As part of the contract transition, various user account accesses and authorizations must be created and disabled. Currently, BCP personnel listed in the chart below possess the user accounts and access necessary for contract deliverables.

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User Account	Bestlink College of the Philippines
User Management Administrator	IT Transition lead
DATMS	Transition PM and IT Transition Lead

*Table No. 20: User Accounts and Passwords for DATMS*

### 1.4.1.7 Knowledge Transfer

For this transition, knowledge transfer will occur over the entirety of the 60-days transition period. The knowledge transfer will take place via various methods. The incumbent PM will coordinate two formal classroom training sessions to be conducted by the incumbent IT Transition Lead. These sessions will focus on the specific IT concerns related to the database tasks and activities. The incumbent PM will also coordinate two formal classroom sessions to be conducted by the incumbent Configuration Manager.

### 1.4.1.8 Schedule

The GANTT chart above illustrates the schedule for the transition of the transaction contract to Bestlink College of the Philippines. Any changes to this plan will need notice and approval from the client and all other parties.

### 1.4.1.9 Handover and Acceptance

The client will create the resolution of when the transition is finished and will give formal acceptance indicating such. To do this, the client's

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transition PM will make use of the established transition checklist to decide that all activities related to the transition have been finished.

### 1.4.2 Project acceptance

This document facilitates user acceptance. Yet, as indicated in this report, the bottom line results will include radical improvements in document control, retrieval speed and accuracy, and document accessibility. The biggest change presented in this schematic is the elimination of the system.

The Document Approval Tracking and Management System has successfully met all acceptance criteria and requirements in the project documents and scope statement. Project testing has been performed to validate that all required deliverables meet its requirement.

The Project Manager is authorized to continue with the formal close out of this project. The closeout process will include a post-project review, documentation of lessons learned, the release of the Project Team, close out all procurements, and archive all relevant project documents.

### 1.4.3 Post project review

#### 1.4.3.1 Project Summary

The purpose of the Document Approval Tracking Management System project is to improve the Approval and Tracking of the document from another department. This project meets BCP's need for speeding the Document Approval Tracking services and generates collection documents easily. The project deliverables shall include Document Approval Tracking Management System, all coding, testing,

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implementation of an integrated system for use with existing IT infrastructure, and a user's guide.

High-level risks for this project include ensuring implementation is completed without impacting ongoing operations and ensuring there are no issues with migrating the collection of documents. Success will be determined by the Project Sponsor once the system is implemented, and one full transaction cycle has been completed that meets the objectives with no difference.

### 1.4.3.1.1 Project Team and Staffing

The Document Approval and Tracking Management System Project consists of a skilled and hardworking team. The chart below provides information about the DATMS team members:

Name	Title	Project Role	Contact
M. Marilao	PM of DATMS Project	Project Manager	Marvinmarilao92@gmail.com
J. Alquero	Design Tech	Design Engineer	alquerojuvell@gmail.com
C. Flaviano	Production Tech	Production Engineer	Cathalterado@gmail.com
A. De Guzman	Testing Tech	Testing Engineer	Aldrinedeguzman28@gmail.com

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R. Quintero	Material Tech	Materials Engineer	Rogelquintero.rq@gmail.com
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Table No. 21: Project Team and Staffing for DATMS

### 1.4.3.1.2 Project Deliverable (Planned vs. Actual)

There were planned deliverables for each phase of this project as well as for the completed product. This section highlights the planned deliverables and compares them to actual deliverables as they occurred.

#### Document Approval and Tracking Management System Design

Planned Deliverable	Actual Deliverable	Summary
Provide a uniform website interface across the whole cluster to make sure that all subsystem uses the same minimal and user-friendly GUI	Expect to provide a user interface that is not only user friendly but also informative and minimalist	

Table No. 22: System Design for DATMS

#### Document Approval and Tracking Management System Production (Prototype)

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Planned Deliverable	Actual Deliverable	Summary
Provide at least a proper flow of document transition across the office and manage to track it using document code.	Expect to have a function that will show how the transition of document works and also the tracking process of the document.	

Table No. 23: Production for DATMS

### Document Approval and Tracking Management System Testing

Planned Deliverable	Actual Deliverable	Summary
Not yet identified, Development is Ongoing	Not yet identified, Development is Ongoing	

Table No. 24: System Testing for DATMS

### Document Approval and Tracking Management System Final Project Deliverables

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Planned Deliverable	Actual Deliverable	Summary
Not yet identified, Development is Ongoing	Not yet identified, Development is Ongoing	

Table No. 25: Project Deliverables for DATMS

### 1.4.3.1.3 Transition to Operations

Transitioning of a project can be a tough task for some organizations. DATMS will ensure that R&D and operations leaders will apply effective communication throughout the project to make sure continuity once the transition takes place. DATMS encourages that every project manager will incorporate senior operations leadership as stakeholders are all told to come.

The Document Approval and Tracking Management System project were successfully transitioned to operations for the reason that there are effective communication and planning of team members. The incorporation of the Vice President of Operations, shift managers, and business unit leaders as stakeholders will ensure a collective approach to the creation of an improved product that may well be transitioned easily.

The future project will profit by involving operations workers early within the project coming up with sections and soliciting input from operations team members on vital issues for the project from an operational perspective. The DATMS team will work out the expectations of what operations are needed as a part of the transition. If the operations team had not been included as

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stakeholders nor participated within the project planning, it's possible that this step would be unmarked and therefore the project would have encountered delays and extra prices.

### 1.4.3.2 Project Costs

The budgeted cost for the Document Approval and Tracking Management System Project was set at (undeclared). This cost was broken out by project phase in the following chart with actual costs compared to the planned/budgeted cost.

Project Phase	Budgeted Cost	Actual Cost	Comments
Planning	500	500	Includes all project team members' work hours for gathering requirements and establishing the project.
Design	1500	1500	Includes work hours for all project team members for work on conceptual design
Coding	15,000	15,000	Includes all work hours for coding
Testing	2500	2500	Includes all work hours for testing (including beta testing) of software

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Transition and Closeout	1500	1500	Includes all work hours for transition to operations and project closeout
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Table No. 26: Project Costs for DATMS

### 1.4.3.3 Project Schedule

Project Phase	Scheduled Completion	Actual Completion	Comments
Requirement Gathering	10/15/2021	10/31/2021	Completed on time
Project Planning	11/1/2021	11/17/2021	Completed on time
System Design	11/15/2021	12/31/2021	On going
Coding	12/22/2021	2/15/2022	On going
Testing and Debugging	1/21/2022	3/31/2022	On going
Implementation	4/1/2022	5/30/2022	On going

Table No. 27: Project Schedule for DATMS

### 1.4.3.4 Recommendations

This section should emphasize any recommendations or lessons learned that could be useful in the future. This is an important feature of the project. One of the first tasks in the project planning section is to find useful information for planning and executing a project. In any efficient

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project management cluster, these ideas and lessons gained are some of the most important factors for project success.

Recommendation #1:

Make regular follow-ups and evaluations with the product owner.

Recommendation #2:

Perform security analysis of the system.

Recommendation #3:

Try to run the system on platforms other than windows.

### 1.5 Technical solution design

#### 1.5.1 Project Information

Name	Document Approval and Tracking Management System
Description	A system that will help the users to approve, track and monitor the documents.
Business Sponsor	Khristian Mendoza Hosena
Objective/s	To help the departments to approve, monitor, and track the incoming and outgoing documents that came from the department.

Table No. 28: Project Information for DATMS

#### 1.5.2 Executive Summary

Document Approval and Tracking Management was implemented to create a system that will be able to monitor, track, create, receive, view, and

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approve documents that came from different departments to avoid hassle on their service because of its capabilities of tracking documents of the different users.

This system will be able to provide a reliable, user-friendly, and smooth document transaction and will satisfy the customer's needs because they are no longer needed to manually monitor where the document should be going because documents can be tracked online, and it will avoid negative outcomes like losing documents and printing unwanted documents.

### 1.5.3 Requirement Definition

Req. No.	Business Requirement/User Story	User Story Interface	Acceptance Criteria	Remarks
U-1	And a staff (admin, approver, secretary, faculty) I would like to have a function that let me monitor the current status of the documents	Web App	<ul style="list-style-type: none"><li>• Can login/logout</li><li>• View Incoming and outgoing documents</li><li>• Update document status</li><li>• Monitor the status of documents.</li></ul>	In progress

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U-2	As a staff (approver, secretary, faculty) I want to have access to all incoming documents specifically assigned to my account	Web App	<ul style="list-style-type: none"><li>• Can login/logout</li><li>• Access all incoming documents</li></ul>	In progress
U-3	As a department admin in the dashboard, I want to see the numbers of Approver, Secretary, and Faculty accounts	Web App	<ul style="list-style-type: none"><li>• Can login/logout</li><li>• View Dashboard</li><li>• View the number of users</li></ul>	In progress
U-4	As an admin, I must be fully aware of the current status of users and access to the full list of the users' account	Web App	<ul style="list-style-type: none"><li>• Can login/logout</li><li>• View the current status of the users.</li><li>• View list of users' accounts</li></ul>	In progress
U-5	As an approver, I would like to have a function that will	Web App	<ul style="list-style-type: none"><li>• Can login/logout</li></ul>	In progress

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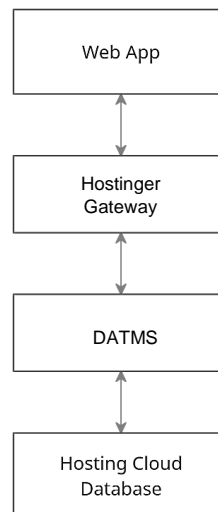


	change the status of the document as approved to indicate that I certified that specific document		<ul style="list-style-type: none"><li>• Change the status of documents</li><li>• View documents</li></ul>	
--	---	--	---	--

*Table No. 29: Requirement Definition for DATMS*

#### 1.5.4 Solution Description

##### 1.5.4.1 Logical Architecture



*Figure No. 2: Logical Architecture for DATMS*

### 1.5.4.2 High-Level Architecture

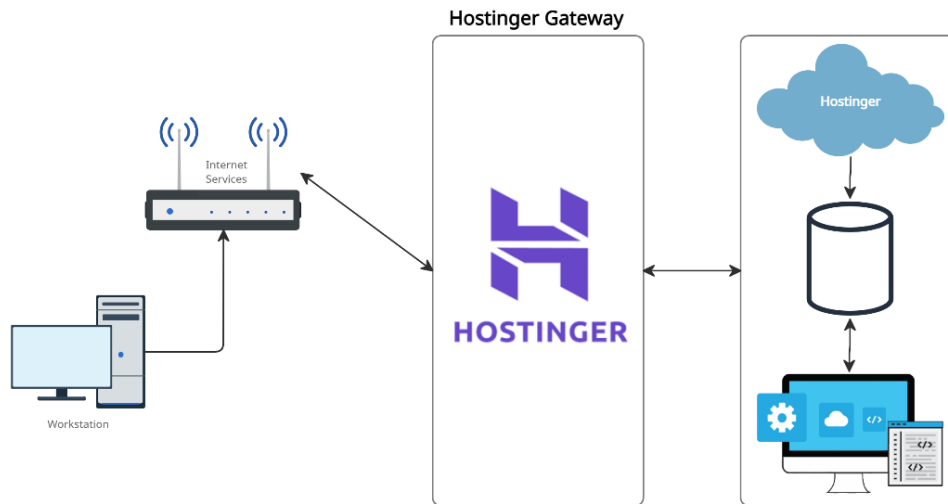


Figure No.3: High-Level Architecture

### 1.5.4.3 Process Flow

#### Creating Document to Track

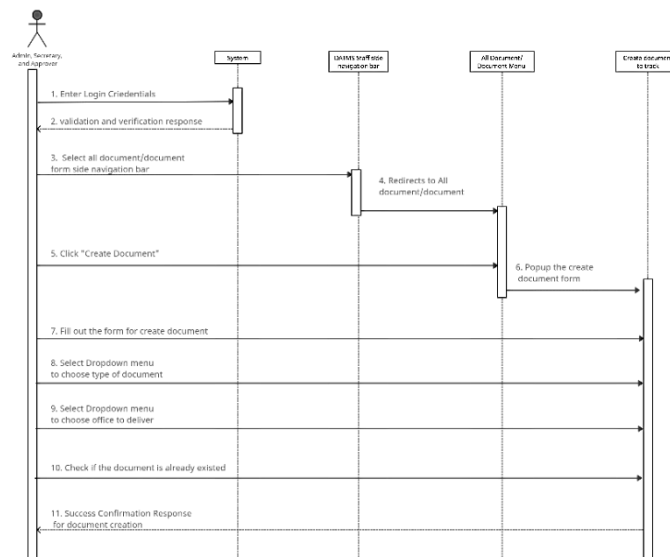
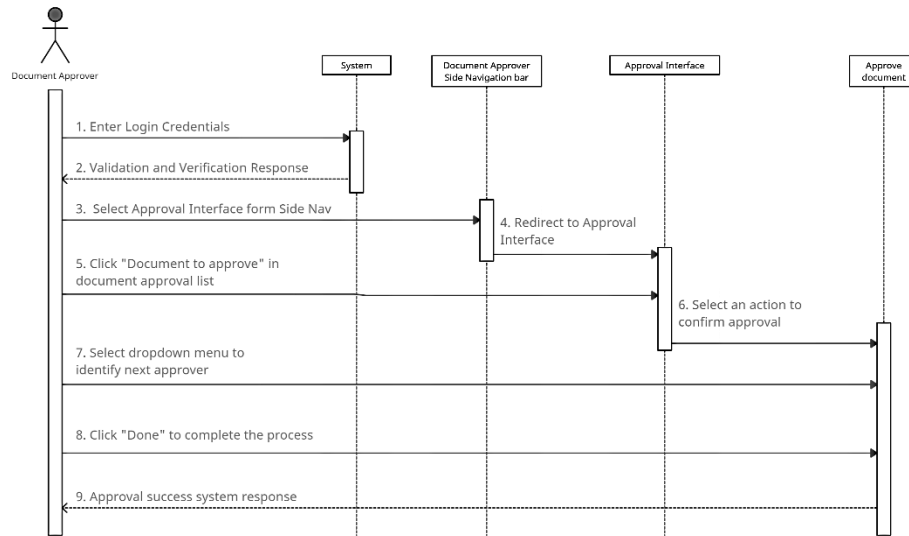


Figure No. 4: Creating Document to track for DATMS

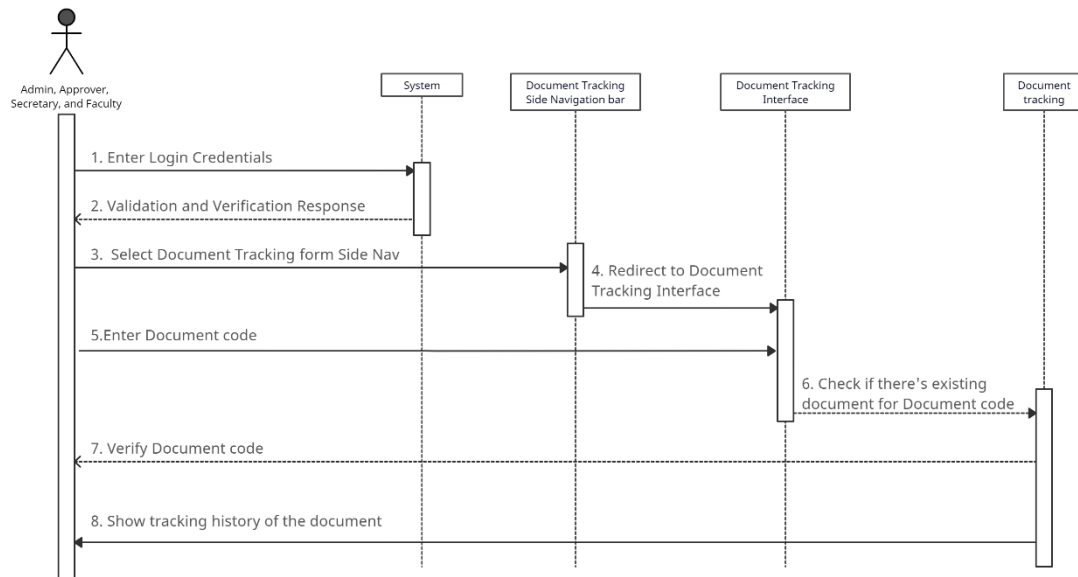


## Document Approval



*Figure No.5: Document Approval for DATMS*

## Document tracking



*Figure No. 6: Document Tracking for DATMS*

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### 1.5.5 Implementation Timeline



*Figure no.7: Implementation Timeline for DATMS*

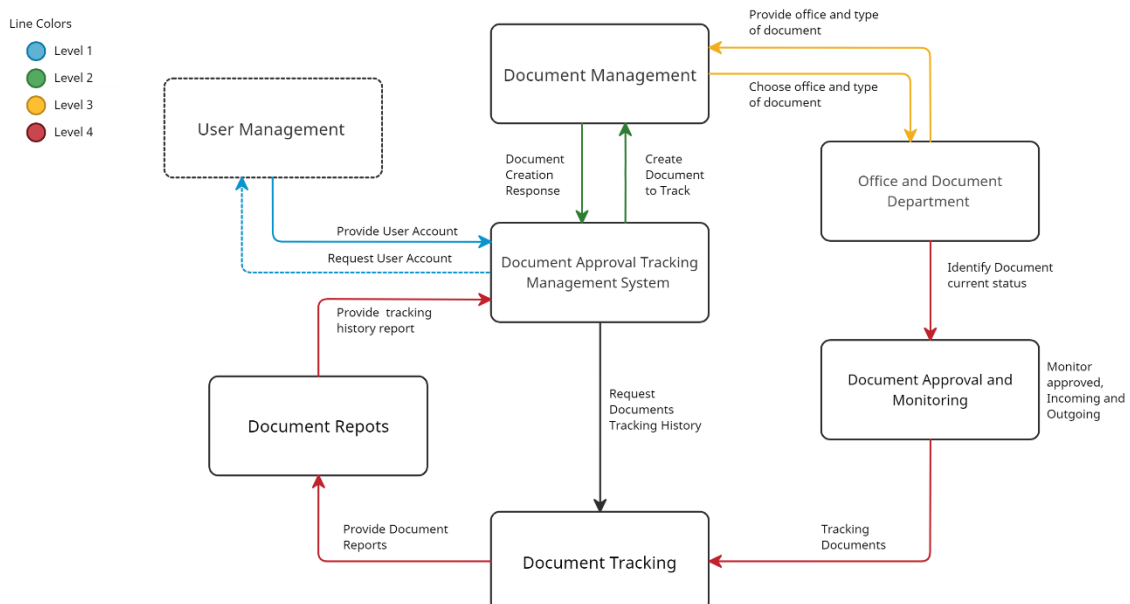
Estimated 60 working days upon kick-off (Build phase to Deploy phase)

Target Start Date is May 31, 2022

## 1.6 System architecture

### 1.6.1 Business Process Architecture

#### Top-level 2



*Figure No.8: Business Process Architecture for DATMS*

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### 1.6.2 Application Architecture

#### Top-level 2

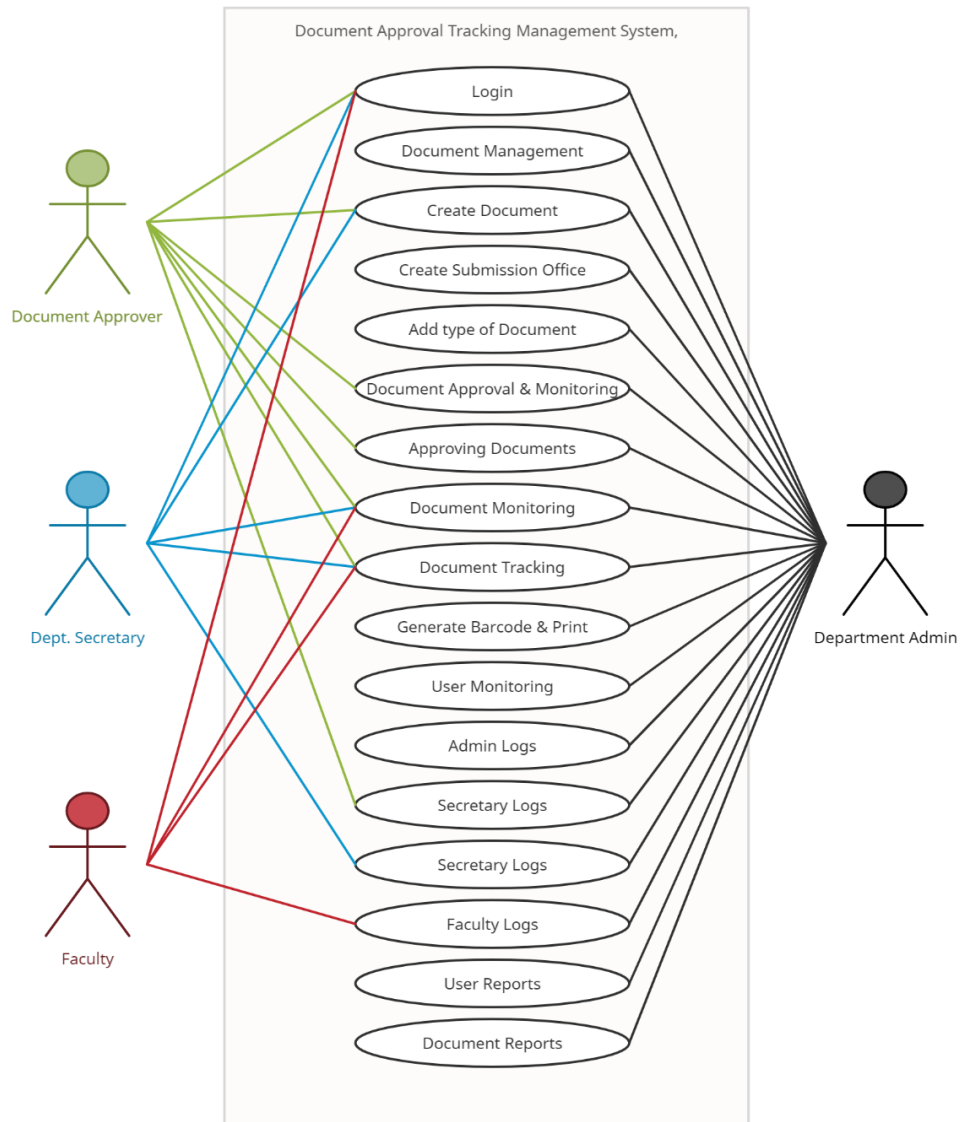


Figure No.9: Application Architecture for DATMS



### 1.6.3 Data Architecture

#### Top-Level 2

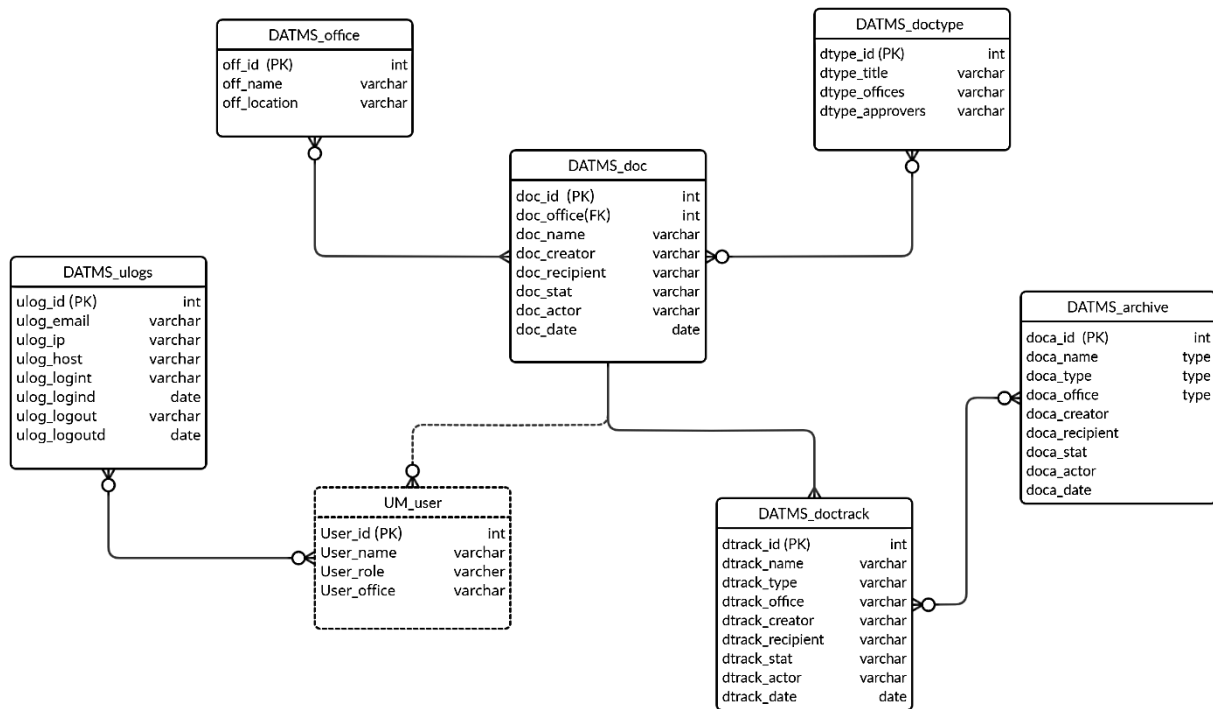
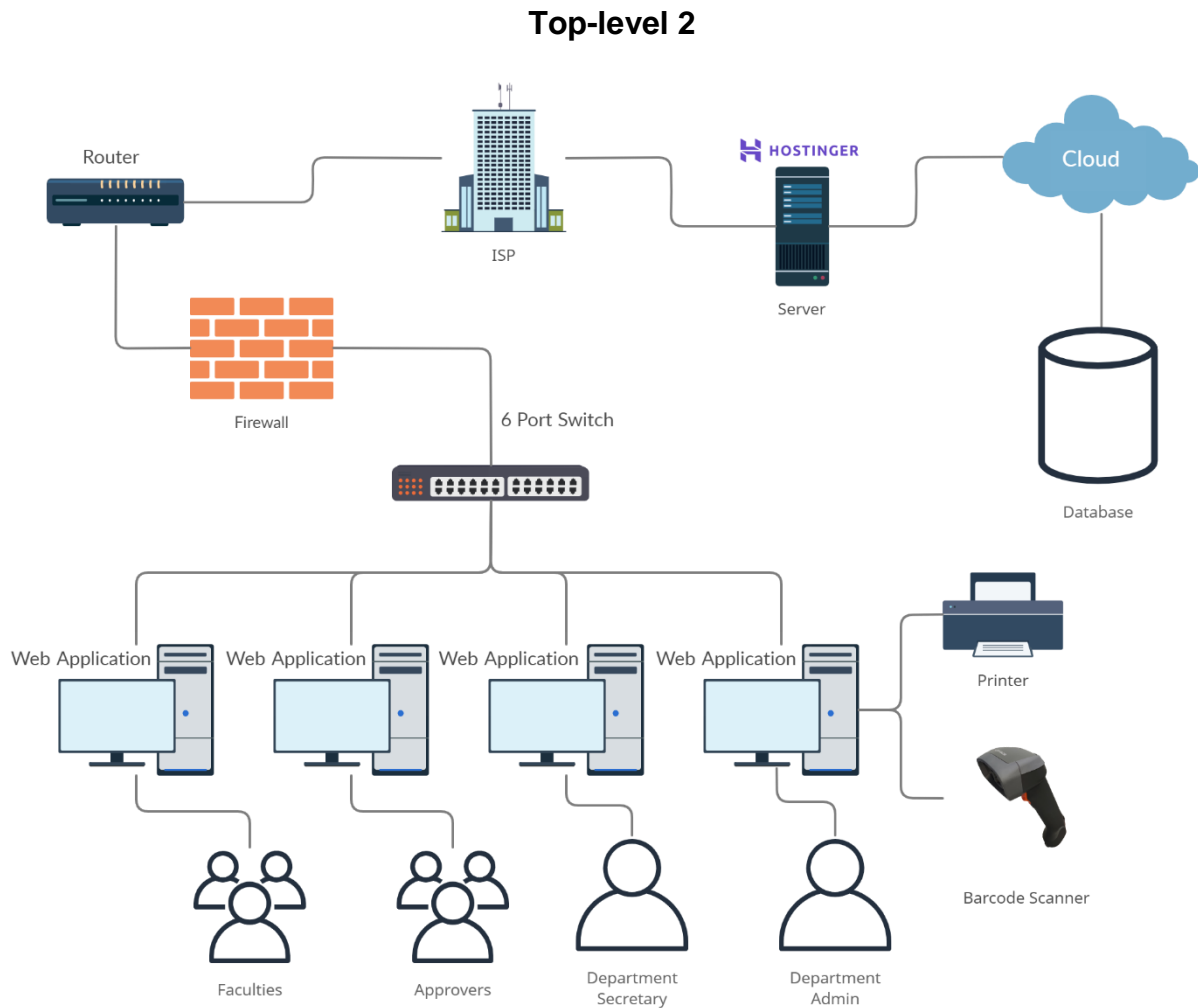


Figure No.10: Data Architecture for DATMS







*Figure No.12: Technology Architecture for DATMS*



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### 2. Product Backlog

This chapter prioritized a features list, containing short descriptions of all functionality desired to be included in the system project by the client. a Scrum team and its product owner writing down everything they can think of for agile backlog prioritization.

#### 2.1 Product backlog (user stories) Table

User Story Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
1	As a staff (Department Admin, Secretary, Approver, Faculty) I would like to have a changing login page that will redirect me to the module where I belong.  <b>Login Form</b>	1			On-Going
2	As a staff, I want to make sure	1			On-Going

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	that I input the right password for my account I want to see the password that I typed.  <b>Show Password</b>				
3	As a Department admin, I would like to have office creation to make the submission process more precise and informative.  <b>Add Office</b>	2			On-Going
4	As a Department admin in the dashboard, I want to see the numbers of Approver,	2			On-Going

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	Secretary, and Faculty accounts  Number of accounts				
5	As an admin, I would like to have information on every document that is being managed by the system to monitor the current progress of all the documents  All Documents	1			On-Going
6	As an admin, I want to have the capability to create a document to track.	1			On-Going

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	Create Document				
7	As a Department admin, when the time that I'm already done creating a document to track I want to have a barcode generated by the system to easily track the document that I've created.  Autogenerated Code 128 Barcode	5			On-Going
8	As a Department admin, in that barcode generated by the system for document	6			On-Going

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	tracking, I want to have the capability to print that barcode base on the number of copies I want.  <b>Print Barcode</b>				
9	As a staff (admin, approver, secretary, faculty) I would like to have a function that let me monitor the current status of the documents  <b>Track Documents</b>	1			On-Going
10	As a staff (admin, approver, and	5			On-Going

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	secretary) I want to have the capability to scan the barcode using a scanner.  Barcode scanner				
11	As a department admin, I would like to see the logs of approver users. To monitor their active status account.  Approver Logged	4			On-Going
12	As a department admin in account management, I want to see all the logs of the	4			On-Going

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	Department Secretary.  Secretary Logged				
13	As a department admin, I would like to see the logs of Faculty users. To monitor their active status account.  Faculty Logged	4			On-Going
14	As an admin, I must be fully aware of the current status of users and access to the full list of the users' account  User Reports	3			On-Going

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15	As a department admin in user reports, I should have the capability to print the records of all the possible users  <b>Print User Reports</b>	7			On-Going
16	As an admin, I want to have access to the records of the current document list across the whole system  <b>Document Reports</b>	3			On-Going
17	As a department admin in documents	6			On-Going

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	report, I should have the capability to print the records of all the documents that the system manages  <b>Print Document Reports</b>				
18	As a Staff, I want to have a webpage that will address the potential concerns of new users  <b>F.A.Q. (Frequently ask Questions)</b>	5			On-Going
19	As a department admin, I would like to have an instant concern	7			On-Going

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	module to submit some problems that maybe not be listed in F.A.Q.  <b>Contact</b>				
20	As a Staff, I want to see my profile and full identification of my account  <b>User Profile</b>	3			On-Going
21	As a secretary, I want to know the pending documents posted in their incoming documents  <b>Pending files</b>	2			On-Going
22	As a staff (approver,	2			On-Going

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	secretary, faculty) I want to have access to all incoming documents specifically assigned to my account  Incoming Document				
23	As a staff (approver, secretary, faculty) I want to have access to all documents that I received in my account  Received Document	2			On-Going
24	As a staff (approver, secretary,	2			On-Going

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	faculty) I want to have access to all the documents that I released to my account  <b>Outgoing Document</b>				
25	As an approver, I would like to have a function that will change the status of the document as approved to indicate that I certified that specific document  <b>Document Approval</b>	1			On-Going
26	As a faculty, I want to have an	1			On-Going

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	interface wherein I'll be able to update the system that I already received the document  <b>Faculty Portal</b>				
27	As a secretary, I want to have an interface wherein I'll be able to update the system that I already received the document from the faculty staff  <b>Secretary Portal</b>	1			On-Going
28	As a document approver, I want to have an interface wherein I'll be	1			On-Going

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	able to update the system that I already approved the document  <b>Approver Portal</b>				
29	As a department admin, I want to have a function to be used to create a type of document  <b>Document Type</b>	1			On-Going

Table No. 30: Product backlog user story for DATMS

### 2.2 Product Backlog for EIS Information Security

IS Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
1	As a staff (Department Admin, Secretary, Approver, Faculty) I	1			On-Going

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	want to make sure that the password that I have is secured by hashing  BCRYPT password hashing				
2	As a staff (Department Admin, Secretary, Approver, Faculty) want to make sure that I am capable of knowing my logs record to make user that no one is using my account	2			On-Going

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	User Logs				
3	As a staff (Department Admin, Secretary, Approver, Faculty) in logs, I want to see the host that my account is been used to make sure that I'm the one that logged in to that account	3			On-Going
	Host monitoring				
4	As a staff (Department Admin, Secretary,	1			On-Going

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	Approver, Faculty) I want to have authentication in terms of logging in to my account  <b>Account login</b>				
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Table No. 31: EIS Information Security for DATMS

### 2.3 Product Backlog for EIS Standards

#### 2.3.1 UI/UX (Icons, color, etc.)

Standard Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
1	As a staff (Department Admin, Secretary, Approver, Faculty) I want to have a user- friendly interface this can be	1			On- Going

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	achieved by using light colors and very minimal design of course with a visible size of icons and readable type of font				
2	As a staff, I would like to use a side responsive navigation bar that will help me navigate the deliverables of the system	2			On-Going
3	As a staff, I would like to be notified if there is any	1			On-Going

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	update with my current document status				
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Table No. 32: Backlog UI/UX for DATMS

### 2.4 Product Backlog for integration

Integration Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
1	As a department admin, I want to have a clear database integration with the whole cluster to prevent data redundancy	1			On-Going
2	As a product owner, I want to have a uniform GUI	2			On-Going

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	across all subsystem				
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Table No. 33: Integration Backlog for DATMS

### 2.5 Product Backlog for analytics

#### 2.5.1 Application System Analytics

Integration Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
1	As a Staff (Department Admin, Secretary, Approver, Faculty) I want would like to have the capability to exit or terminate the process  Logout Function	1			On-Going
2	As a staff, I want to	2			On-Going

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	have a uniform GUI across all subsystem				
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Table No. 34: Integration Backlog for DATMS

### 2.5.2 EIS Analytics

Analytics Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
3	As a department admin, I want to have a graphical manifestation of data for me to monitor the data that I manage  <b>Dashboard</b>	1			On-Going
4	As a department	3			On-Going

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	admin in the dashboard, I would like to see a pie graph interpretation of the number of users.				
	User accounts graph				

Table No. 34: EIS Analytics for DATMS

### 3. Sprint backlog

#### 3.1 Sprint backlog table

##### 3.1.1 User stories

User Story Number	User Stories	Task	User Story Points (Hours)	Responsible team member
Sprint 1				
1	As a staff (Department Admin, Secretary, Approver, Faculty) I would like	1.) Identify what restriction should	5 hrs	Mr. John Marvin L. Marilao

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	to have a changing login page that will redirect me to the module where I belong.	<p>implement to the login form</p> <p>2.) Identify what type of users are capable of accessing modules</p> <p>3.) Create an interface for login</p> <p>4.) Create back-end functionalities.</p> <p>5.) Implement all the restrictions</p>	<p>8 hrs</p> <p>12 hrs</p> <p>48 hrs</p> <p>12 hrs</p>	
	Login Form			
2	As a staff, I want to make sure that I input the right password for my account I want to see the password that I typed.	<p>1) Change the input type into the password</p> <p>2) Create decode function for (*)</p> <p>3) Design UIs</p> <p>4) Create Data Model for setup</p>	<p>5 hrs</p> <p>10 hrs</p> <p>5 hrs</p> <p>10 hrs</p>	Mr. John Marvin L. Marilao

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		5) Development Setup	24 hrs	
	Show Password			
5	As an admin, I would like to have information on every document that is being managed by the system to monitor the current progress of all the documents	1.) Identify data that should be included inside the table of documents 2.) Create an interface for document viewing	12 hrs 24 hrs	Mr. John Marvin L. Marilao
	All Documents			
6	As an admin, I want to have the capability to create a document to track.	1.) Design UIs 2.) Create Data Model for setup 3.) Develop create documents	48 hrs 24 hrs 48 hrs	Mr. John Marvin L. Marilao
	Create Document			
25	As an approver, I would like to have a function that will	1.) Design UIs	48 hrs 24 hrs	Mr. John Marvin L. Marilao

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	change the status of the document as approved to indicate that I certified that specific document  <b>Document Approval</b>	2.) Create Data Model for setup 3.) Develop Document Approval	48 hrs	
26	As a faculty, I want to have an interface wherein I'll be able to update the system that I already received the document  <b>Faculty Portal</b>	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Faculty Portal	48 hrs 30 hrs 60 hrs	Mr. John Marvin L. Marilao
27	As a secretary, I want to have an interface wherein I'll be able to update the system that I already received the document from the faculty staff	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Secretary Portal	48 hrs 24 hrs 60 hrs	Mr. John Marvin L. Marilao

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	<b>Secretary Portal</b>			
28	As a document approver, I want to have an interface wherein I'll be able to update the system that I already approved the document	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Approver Portal	48 hrs 24 hrs 55 hrs	Mr. John Marvin L. Marilao
	<b>Approver Portal</b>			
29	As a department admin, I want to have a function to be used to create a type of document	1.) Design UIs 2.) Create Data Model for setup 3.) Develop create document type interface	30 hrs 24 hrs 55 hrs	Mr. John Marvin L. Marilao
	<b>Document Type</b>			
Sprint 2				
3	As a Department admin, I would like to have office creation to make the submission process	1.) Design UIs 2.) Create Data Model for setup	12 hrs 12 hrs	Mr. John Marvin L. Marilao

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	more precise and informative.  <b>Add Office</b>	3.) Develop create Office interface	48 hrs	
4	As a Department admin in the dashboard, I want to see the numbers of Approver, Secretary, and Faculty accounts  <b>Number of accounts</b>	1.) Design UIs 2.) Create Data Model for setup 3.) Develop dashboard that shows number of accounts	48 hrs 12 hrs 50 hrs	Mr. John Marvin L. Marilao
9	As a staff (admin, approver, secretary, faculty) I would like to have a function that let me monitor the current status of the documents  <b>Track Documents</b>	1.) Design UIs 2.) Create Data Model for setup 3.) Develop document tracking	48 hrs 40 hrs 60 hrs	Mr. John Marvin L. Marilao
21	As a secretary, I want to know the pending documents	1.) Design UIs 2.) Create Data Model for setup	48 hrs 40 hrs	Mr. John Marvin L. Marilao

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	posted in their incoming documents  <b>Pending files</b>	3.) Develop pending documents monitoring	60 hrs	
22	As a staff (approver, secretary, faculty) I want to have access to all incoming documents specifically assigned to my account  <b>Incoming Document</b>	1.) Design UIs 2.) Create Data Model for setup 3.) Develop incoming documents monitoring	48 hrs 40 hrs 60 hrs	Mr. John Marvin L. Marilao
23	As a staff (approver, secretary, faculty) I want to have access to all documents that I received in my account  <b>Received Document</b>	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Received documents monitoring	48 hrs 40 hrs 60 hrs	Mr. John Marvin L. Marilao
24	As a staff (approver, secretary, faculty) I want to have access to all the documents	1.) Design UIs 2.) Create Data Model for setup	48 hrs 40 hrs 60 hrs	Mr. John Marvin L. Marilao

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	that I released to my account	3.) Develop outgoing documents monitoring		
	<b>Outgoing Document</b>			
Sprint 3				
14	As an admin, I must be fully aware of the current status of users and access to the full list of the users' account	1.) Design UIs 2.) Create Data Model for setup 3.) Develop user reports	50 hrs 40 hrs 60 hrs	Mr. John Marvin L. Marilao
	<b>User Reports</b>			
16	As an admin, I want to have access to the records of the current document list across the whole system	1.) Design UIs 2.) Create Data Model for setup 3.) Develop document reports	60 hrs 50 hrs 80 hrs	Mr. John Marvin L. Marilao
	<b>Document Reports</b>			
20	As a Staff, I want to see my profile and full identification of my account	1.) Design UIs 2.) Create Data Model for setup	50 hrs 48 hrs 60 hrs	Mr. John Marvin L. Marilao

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	User Profile	3.) Develop viewing profiles		
Sprint 4				
11	As a department admin, I would like to see the logs of approver users. To monitor their active status account.	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Approver logs monitoring	60 hrs 50 hrs 60 hrs	Mr. John Marvin L. Marilao
	Approver Logged			
12	As a department admin in account management, I want to see all the logs of the Department Secretary.	1.) Design UIs 2.) Create Data Model for setup 3.) Develop secretary logs monitoring	60 hrs 50 hrs 60 hrs	Mr. John Marvin L. Marilao
	Secretary Logged			
13	As a department admin, I would like to see the logs of Faculty users. To monitor their active status account.	1.) Design UIs 2.) Create Data Model for setup 3.) Develop faculty logs monitoring	60 hrs 50 hrs 60 hrs	Mr. John Marvin L. Marilao

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	Faculty Logged			
Sprint 5				
7	As a Department admin, when the time that I'm already done creating a document to track I want to have a barcode generated by the system to easily track the document that I've created.	1.) Design UIs 2.) Create Data Model for setup 3.) Develop auto generated barcode	80 hrs 50 hrs 90 hrs	Mr. John Marvin L. Marilao
	Autogenerated Code 128 Barcode			
10	As a staff (admin, approver, and secretary) I want to have the capability to scan the barcode using a scanner.		80 hrs	Mr. John Marvin L. Marilao
	Barcode scanner			

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Sprint 6				
8	As a Department admin, in that barcode generated by the system for document tracking, I want to have the capability to print that barcode base on the number of copies I want.  <b>Print Barcode</b>	1.) Design UIs 2.) Create Data Model for setup 3.) Develop print barcode function	80 hrs 50 hrs 90 hrs	Mr. John Marvin L. Marilao
18	As a Staff, I want to have a webpage that will address the potential concerns of new users  <b>F.A.Q. (Frequently ask Questions)</b>	1.) Design UIs 2.) Create Data Model for setup 3.) Develop F.A.Q. interface	50 hrs 40 hrs 60 hrs	Mr. John Marvin L. Marilao
Sprint 7				
19	As a department admin, I would like to have an instant	1.) Design UIs 2.) Create Data Model for setup	48 hrs 40 hrs	Mr. John Marvin L. Marilao

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	concern module to submit some problems that maybe not be listed in F.A.Q.  <b>Contact</b>	3.) Develop contact interface	60 hrs	
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Table No. 35: User stories for DATMS

### 3.1.2 Information security

IS Number	IS Description	Task	Information Security Points (Hours)	Responsible team member
Sprint 1				
1	As a staff (Department Admin, Secretary, Approver, Faculty) I want to make sure that the password that I have is secured by hashing	1.) Implement BCrypt for password hashing 2.) Create Data Model for setup	24 hrs  24 hrs	Ms. Juvell Alquero

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	BCRYPT password hashing			
4	As a staff (Department Admin, Secretary, Approver, Faculty) I want to have authentication in terms of logging in to my account	1.) Identify what restriction should implement to the login form 2.) Identify what type of users are capable of accessing modules 3.) Create an interface for login 4.) Create back- end functionalities. 5.) Implement all the restrictions	8 hrs  8 hrs  24 hrs  48 hrs  60 hrs	Ms. Juvell Alquero
	Account login			

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Sprint 2				
2	As a staff (Department Admin, Secretary, Approver, Faculty) want to make sure that I am capable of knowing my logs record to make user that no one is using my account  User Logs	1.) Design UIs 2.) Create Data Model for setup 3.) Develop users logs	24 hrs 15 hrs 48 hrs	Ms. Juvell Alquero
Sprint 3				
3	As a staff (Department Admin, Secretary, Approver, Faculty) in logs, I want to see the host that my	1.) Design UIs 2.) Create Data Model for setup 3.) Develop host monitoring	12 hrs 10 hrs 24 hrs	Ms. Juvell Alquero

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	account is been used to make sure that I'm the one that logged in to that account			
	Host monitoring			

Table No. 36: Information security for DATMS

### 3.1.3 EIS standard

EIS Standard Number	EIS Standard Description	Task	EIS Standard Points (Hours)	Responsible team member
Sprint 1				
1	As a staff (Department Admin, Secretary, Approver, Faculty) I want to have a user-friendly interface this can be achieved by using light colors	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup	90 hrs 60 hrs 90 hrs	Mr. John Marvin L. Marilao

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	and very minimal design of course with a visible size of icons and readable type of font			
3	As a staff, I would like to be notified if there is any update with my current document status	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup	80 hrs 60 hrs 90 hrs	Mr. John Marvin L. Marilao
Sprint 2				
2	As a staff, I would like to use a side responsive navigation bar that will help me navigate the deliverables of the system	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup	90 hrs 80 hrs 90 hrs	Mr. John Marvin L. Marilao

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Table No. 37: EIS standard for DATMS

### 3.1.4 EIS integration

EIS Integration Number	EIS Integration Description	Task	EIS Integration Points (Hours)	Responsible team member
Sprint 1				
1	As a department admin, I want to have a clear database integration with the whole cluster to prevent data redundancy	1.) Design UIs	90 hrs	Mr. John Marvin L. Marilao
		2.) Create Data Model for setup	80 hrs	
		3.) Develop setup	90 hrs	
Sprint 2				
2	As a department admin, I want to have a clear database integration with the whole cluster to prevent data redundancy	1.) Design UIs	80 hrs	Mr. John Marvin L. Marilao
		2.) Create Data Model for setup	70 hrs	
		3.) Develop setup	90 hrs	

Table No. 38: EIS integration for DATMS

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### 3.1.5 Analytics

Analytics Number	Analytics Description	Task	Analytics Points (Hours)	Responsible team member
Sprint 1				
1	As a Staff (Department Admin, Secretary, Approver, Faculty) I want would like to have the capability to exit or terminate the process  Logout Function	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup	15 hrs 24 hrs  24 hrs	Mr. John Marvin L. Marilao
3	As a department admin, I want to have a graphical manifestation of data for me to monitor the data that I manage  Dashboard	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup	15 hrs 24 hrs  24 hrs	Mr. John Marvin L. Marilao

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Sprint 2				
1	As a staff, I want to have a uniform GUI across all subsystem	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup	8 hrs 8 hrs 10 hrs	Mr. John Marvin L. Marilao
Sprint 3				
4	As a department admin in the dashboard, I would like to see a pie graph interpretation of the number of users.  User accounts graph	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup	12 hrs 12 hrs 24 hrs	Mr. John Marvin L. Marilao

Table No. 39: Analytics for DATMS

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