

**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

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January 2022

DECLARATION

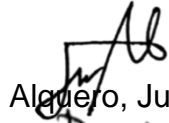
The team undersigned solemnly declare that the project study entitled **SCHOOL INFORMATION SYSTEM: DOCUMENT APPROVAL TRACKING MANAGEMENT SYSTEM** is based on teamwork carried out during our study under the supervision of the **Mr. Khristian Hoseña** teams project adviser

The team asserts the statements made and conclusions are drawn are an outcome of the team research work. The development team further certify that

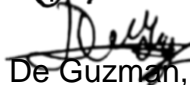
- I. The work contained in the report is original and has been done by me under the general supervision of teams Project Adviser.
- II. The work has not been submitted to any other Institution for any other degree/diploma/certificate in this university or the any other University of the Philippines or abroad.
- III. We have followed the guidelines provided by the university in writing the project study.
- IV. Whenever we have used materials (data, theoretical analysis, and text) from other sources, we have given due credit to them in the text of the report and given their details in the references.

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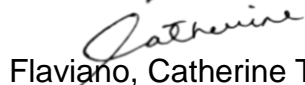
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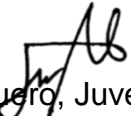
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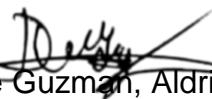
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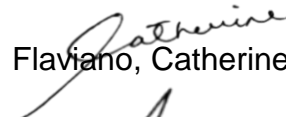
CERTIFICATE OF ORIGINALITY

This is to certify that the research work presented in this project study entitled **SCHOOL INFORMATION SYSTEM: DOCUMENT APPROVAL TRACKING MANAGEMENT SYSTEM** for the degree Bachelor of Science in Information Technology at the Bestlink College of the Philippines embodies the result of original and scholarly work carried out by the undersigned. This Project Study does not contain words or ideas for the published sources nor written works that have been accepted as a basis for the award of a degree from any higher education institution, except where proper referencing and acknowledgment were made.


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ABSTRACT

INTRODUCTION

The main objective of this system is to have a reliable and smooth process of approval and tracking of documents in the office of the registrar on Bestlink College of the Philippines. The system needs to manage and track the documents in able for the users to know if the document is still pending, ongoing, outgoing, received, or held by the sender or the receiver. This system is intended to provide information about the status of documents and identify all the approved and rejected documents. The main objective is to create a system that will help the registrar employees to complete their work faster by using an automated system instead of a manual procedure.

METHODOLOGY

The researchers used the Agile Methodology. This method is for the short-term development process. It has project planning, product roadmap creation, daily stand-ups, sprint review, and retrospectives. At the beginning of the project, the project team examine several research papers that tackle this field, then proceeded to extract all the important data about our research. The project team also tried to interview various people ranging from registrar officers and professors. This helps the project team to understand the processes involved, actions carried out, and the amount of data and information collected during those processes.

RESULT

As a result, the development team has created a document approval and tracking system. This system will help the school admission and registrar to check all the pass requirements of a new student to their offices. programmer created a system that will help both offices to approved and track all the documents of the student. the system is a big help to school admission and registry cause it's going to less their work and less the line of the student.

DISCUSSION

The developed system is a big help to the offices of the school. Especially now that we're facing a pandemic we need a social distancing so the development team creates a system that will help the staff in both admission and registrar to approved and track all the documents of all the new students and old students.

ACKNOWLEDGEMENT

The researchers would like to express their profound gratitude to the following people for their valuable contribution that helped in the completion of this study:

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TABLE OF CONTENTS

DECLARATION.....	i
APPROVAL SHEET	ii
CAPSTONE REVIEW PANEL.....	ii
CERTIFICATE OF ORIGINALITY	iii
ABSTRACT	iv
ACKNOWLEDGEMENT	v
TABLE OF CONTENTS	vi
LIST OF ACRONYMS	xi
LIST OF FIGURES.....	xii
LIST OF TABLES	xiii
1. PROJECT MANAGEMENT	1
1.1 Business Case	1
1.1.1.1 Executive summary	1
1.1.1.2 Business case analysis team.....	2
1.1.1.3 Problem definition	4
1.1.1.4 Project Overview	5
1.1.1.5 Strategic Alignment	9
1.1.1.6 Cost-benefit analysis	10
1.1.1.7 Approvals.....	11
1.1.2 Project charter.....	11
1.1.3 Stakeholder Strategy	12
1.1.3.1 Introduction.....	12
1.1.3.2 Identify stakeholders.....	12
1.1.3.3 Key stakeholders	13
1.1.3.4 Stakeholder analyst	13
1.2 Project Planning	16
1.2.1 Project management plan	16
1.2.1.1 Introduction.....	16
1.2.1.2 Project management approach.....	17
1.2.1.3 Project scope	17

1.2.1.4 Milestone list.....	17
1.2.1.5 Schedule baseline and WBS	18
1.2.1.6 Change management plan	19
1.2.1.7 Communication Management Plan.....	20
1.2.1.8 Cost management plan.....	22
1.2.1.9 Procurement Management Plan	22
1.2.1.10 Project scope management plan	22
1.2.1.11 Schedule management plan.....	23
1.2.1.12 Quality management plan	24
1.2.1.13 Risk management plan.....	25
1.2.1.14 Risk Register	25
1.2.1.15 Staffing Management Plan	26
1.2.1.16 Cost Baseline	27
1.2.1.17 Quality Baseline	28
1.2.2 Risk management plan	29
1.2.2.1 Introduction.....	29
1.2.2.2 Top three risk.....	29
1.2.2.3 Risk management approach.....	30
1.2.2.4 Risk identification.....	30
1.2.2.5 Risk Qualification ad Prioritization	31
1.2.2.6 Risk Monitoring.....	31
1.2.2.7 Risk Mitigation and Avoidance.....	31
1.2.2.8 Risk Register	32
1.2.3 Scope management plan	32
1.2.3.1 Introduction.....	32
1.2.3.2 Scope management approach.....	33
1.2.3.3 Roles and responsibilities	33
1.2.3.4 Scope definition	35
1.2.3.5 Project scope statement	35
1.2.3.6 WBS	36
1.2.3.7 Scope verification	38

1.2.3.8	Scope control.....	39
1.3	Project Execution plan.....	39
1.3.1	Implementation and migration plan.....	39
1.3.1.1	Purpose	39
1.3.1.2	Description of implementation	40
1.3.1.3	Points of contact	40
1.3.1.4	Major task.....	41
1.3.1.5	Implementation Schedule	42
1.3.1.6	Security.....	43
1.3.1.7	Implementation Support.....	43
1.3.1.8	Listing of hardware, software, and facilities	43
1.3.1.9	Performance Monitoring	45
1.3.1.10	Back Out Plan	46
1.3.1.11	Implementation Requirements (Hardware/Software/ Personnel/ Facilities/ other capital investment:.....	46
1.3.1.12	Post Implementation Verification	47
1.4	Project Closure.....	47
1.4.1	Transition-out plan	47
1.4.1.1	Executive Summary.....	47
1.4.1.2	Transition Approach	47
1.4.1.3	Transition Team Organization	47
1.4.1.4	Work Transition	49
1.4.1.5	Work Execution during Transition.....	49
1.4.1.6	Property Transition	49
1.4.1.7	Knowledge Transfer	50
1.4.1.8	Schedule.....	50
1.4.1.9	Handover and Acceptance	51
1.4.2	Project acceptance	51
1.4.3	Post project review.....	51
1.4.3.1	Project Summary	51
1.4.3.2	Project Costs	55

1.4.3.3	Project Schedule	56
1.4.3.4	Recommendations.....	56
1.5	Technical solution design	57
1.5.1	Project Information.....	57
1.5.2	Executive Summary	57
1.5.3	Requirement Definition	57
1.5.4	Solution Description	60
1.5.4.1	Logical Architecture	60
1.5.4.2	High-Level Architecture	60
1.5.4.3	Process Flow	61
1.5.5	Implementation Timeline.....	62
1.6	System architecture.....	63
1.6.1	Business Process Architecture	63
1.6.2	Application Architecture	64
1.6.3	Data Architecture	66
1.6.4	Technology Architecture	67
2.	Product Backlog.....	68
2.1	Product backlog (user stories).....	68
2.2	Product Backlog for EIS Information Security	81
2.3	Product Backlog for EIS Standards.....	83
2.1.1	UI/UX (Icons, color, etc.).....	83
2.4	Product Backlog for integration	84
2.5	Product Backlog for analytics	85
2.5.1	Application System Analytics	85
2.5.2	EIS Analytics.....	86
3.	Sprint backlog.....	88
3.1	Sprint backlog table.....	88
3.1.1	User stories	88
3.1.2	Information security	99
3.1.3	EIS standard.....	101
3.1.4	EIS integration	102

3.1.5 Analytics	103
Appendices	105
Appendix A – Curriculum Vitae	105
Appendix J – Photos During Oral Examination	110
January 5, 2022, Pre-Oral Defense	110

LIST OF ACRONYMS

Acronyms	Meaning
BCP	Bestlink College of the Philippines
SIS	School Information System
DATMS	Document Approval, Tracking and Management System
BSIT	Bachelor Science Information Technology
RRP	Risk Response Plans
SMP	Staffing Management Plan
CB	Cost Baseline
DOS	Denial-of- Service
VSC	Visual Studio Code
JS	Java Script
BOP	Back Out Plan
GUI	Graphical User Interface
FAQ	Frequently Ask Question
QA	Quality Assurance
RO	Registrar Officer
COR	Certificate of Registration
EIS	Enterprise Information System
CTD	Create Tracking Document
PDR	Print Document Report
UIs	User Interface Service
UAG	User Accounts Graph

LIST OF FIGURES

Figure No.	Page No
Figure 1: Gantt Chart.....	12
Figure 2: Power/Interest Chart	14
Figure 3: Work Breakdown Structure For Datms.....	36
Figure 4: Logical Architecture For Datms	60
Figure 5: High-Level Architecture For Datms	60
Figure 6: Creating Document To Track For Datms	61
Figure 7: Document Approval For Datms	61
Figure 8: Document Tracking For Datms	62
Figure 9: Implementation Timeline For Datms	62
Figure 10: BPA Top-Level 1 Of Datms	63
Figure 11: BPA Top-Level 2 For Datms	63
Figure 12: Application Architecture Top-Level 1 For Datms	64
Figure 13: Application Architecture Top-Level 2 For Datms	65
Figure 14: Data Architecture Top-Level 1 For Datms	66
Figure 15: Application Architecture Top-Level 2 For Datms	66
Figure 16: Technology Architecture Top-Level 1	67
Figure 17: Technology Architecture Top-Level 1 For Datms	67

LIST OF TABLES

Table No.	Page No.
Table 1: Business Case Analysis Team Of Datms	4
Table 2: Goals And Objectives Of Datms	6
Table 3: Project Performance Of Datms.....	7
Table 4: Major Project Milestones Of Datms	9
Table 5: Strategic Alignment Of Datms	9
Table 6: Cost-Benefit Analysis Of Datms	10
Table 7: Approvals Of Datms	11
Table 8: Stakeholder Analyst	14
Table 9: Stakeholder Analyst	16
Table 10: Milestone List For Datms.....	18
Table 11: Communication Management Plan For Datms.....	21
Table 12: Project Team Directory For All Communications For Datms	22
Table 13: Cost Baseline For Datms.....	28
Table 14: Quality Baseline For Datms.....	28
Table 15: Roles And Responsibilities For Datms	35
Table 16: Work Breakdown Structure For Datms	38
Table 17: Points Of Contact For Datms.....	41
Table 18: Implementation Schedule For Datms	42
Table 19: Listing Of Hardware, Software, And Facilities For Datms.....	45
Table 20: Transition Team Organization For Datms	49
Table 21: User Accounts And Passwords For Datms.....	50
Table 22: Project Team And Staffing For Datms	52
Table 23: System Design For Datms.....	53
Table 24: Production For Datms	53
Table 25: System Testing For Datms	54
Table 26: Project Deliverables For Datms.....	54
Table 27: Project Costs For Datms	56
Table 28: Project Schedule For Datms.....	56
Table 29: Project Information For Datms.....	57

Table 30: Requirement Definition For Datms	59
Table 31: Product Backlog User Story For Datms.....	81
Table 32: Eis Information Security For Datms.....	83
Table 33: Backlog Ui/Ux For Datms	84
Table 34: Integration Backlog For Datms	85
Table 35: Application System Analytics For Datms.....	86
Table 36: EIS Analytics For Datms	87
Table 37: Sprint Backlog User Stories For Datms.....	99
Table 38: Sprint Backlog Information Security For Datms.....	101
Table 39: Sprint Backlog Eis Standard For Datms	102
Table 40: Sprint Backlog Eis Integration For Datms.....	103
Table 41: Sprint Backlog Analytics For Datms	104

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 are 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 of the R.O. 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 Adviser	Khristian Mendoza Hosena	a) Provide strategic direction and guidance b) Make business or approach decisions for the project c) Ask questions about the project development to further improve its Functions
Scrum Master/ Project Manager & Programmer	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.
QA Manager	Ms. Juvell Alquero	<p>a) Supports a Project Manager by helping them analyze the business domain, stocking the product backlog, and grooming the product backlog.</p> <p>b) Report to and receive direction from sponsors.</p> <p>c) Manage, review, and prioritize project work plans.</p> <p>d) Recommend changes and mitigate risks.</p>
Business Analysts	Mr. Aldrine De Guzman	<p>a) Writing and testing for a new program.</p> <p>b) Identifying and correcting coding errors.</p> <p>c) Responsible for analyzing.</p>
Software Analysts	Mr. Rogel Quintero	<p>a) Participate in project activities, including planning, implementing of deliverables, and quality control.</p> <p>d) Design, develop, and test software that meets clients' needs.</p>

Documentation Analysts	Ms. Catherine Flaviano	a) Responsible for maintaining the system for document storage. b) Responsible for documents security and access.
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Table 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 wrong input or the wrong person placing 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 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 on our campus of a 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 R.O. 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.

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.
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 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/PROCE SS/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.
Convenient	Having a system that can manage and track documents is convenient in the 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 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

1.1.1.4.5 Project constraints

- The Registrar admin can't guarantee the smooth process of the system, possible problems on internet connection and system malfunction may occur.
- The R.O is not capable of creating a document to track.
- The R.O cannot generate barcodes for document tracking.
- If the user is not a Registrar admin the user doesn't have access to other users logs other than personal logs

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
System Architecture	11/26/2021
Project review and completion	11/30/2021

Project Kickoff	12/18/2021
Sprint 2	1/1/2022
Sprint 3	1/15/2022
Sprint 4	2/29/2022
Sprint 5	3/12/2022
Sprint 6	4/26/2022
Sprint 7	4/12/2022
Project Completion	5/5/2022

Table 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
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 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
TOTAL DOMAIN SERVER COST	₱ 2,917.00
Developer Team Cost	
Front End Developers Cost	₱ 15,000.00
Back End Developers Cost	₱ 25,000.00
TOTAL DEVELOPERS TEAM COST	₱ 40,000.00
Business Team Cost	
Business Analyst	₱ 16,000.00
Business Middle Man	₱ 10,000.00
Researcher	₱ 12,000.00
TOTAL BUSINESS TEAM COST	₱ 38,000.00
Overall cost	₱ 80,917.00
Payback Period	1 Year
BENEFITS ANALYSIS	
BENEFITS CATEGORY	AMOUNT IN PESO (Assumption)
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 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.

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

Table 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:

Gantt Chart

Project Title

Document Approval Tracking Management System

Project Manager

John Marvin L. Marilao

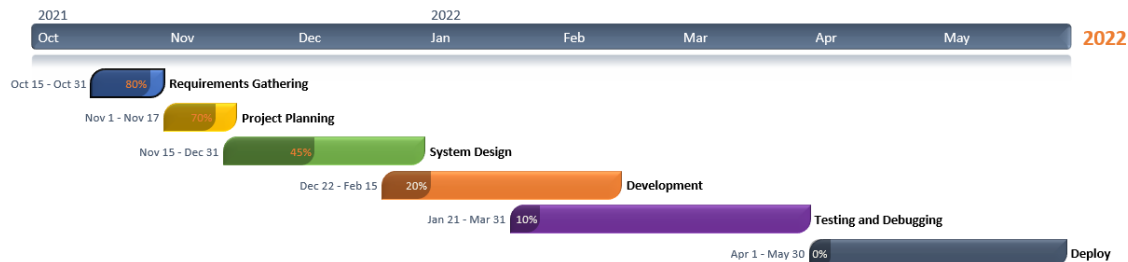


Figure 1: Gantt Chart

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, 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.

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	Registrar Admin	5	5
B	Document Approver (Chief, CEO)	5	4
C	Assistant Registrar	4	5
D	Program Head	4	4
E	Registrar Officer	4	3
F	Student	2	2

Table 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.

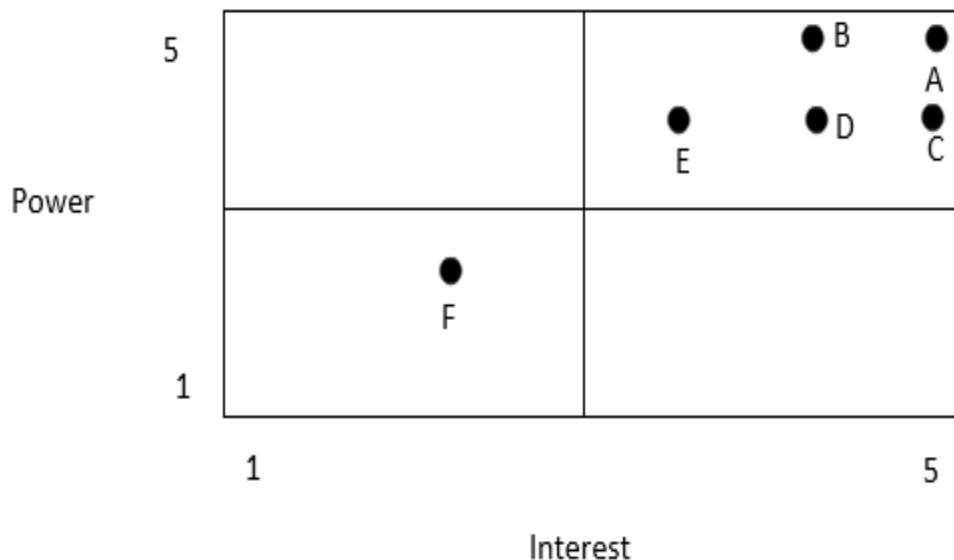


Figure 2: Power/Interest Chart

Based on the power and interest analysis and chart above, stakeholders A get the largest participation, followed by Stakeholders B, C, D, and E as they reside in the upper right quadrant of the matrix, the stakeholder F 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.

Stakeholder	Concerns	Quadrant	Strategy
A	Monitor the overall document and can also approve the document.	Key Player	The registrar admin has the authority to approve and access all the documents.
B	Users that can approve the document	Keep Satisfied	They can examine the documents if this is approved or rejected.
C	Monitor the overall document.	Key Player	They can manage and monitor the status of the documents.
D	Capable of submitting schedule (only purpose).	Keep informed	They are the users capable of submitting schedules.

E	Transfer and collect documents restricted per department	Key Player	These users have the authority to access the restricted documents.
F	Can be Received and returned the document to the registrar.	Minimum effort	They can receive and return their documents to the registrar.

Table 9: Stakeholder Analyst

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 the office of the registrar'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 registrar department.

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

1.2.1.3 Project scope

The scope of the 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.

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 Testing	All functionality was tested and all identified errors corrected	
Implementation of Document Approval, Tracking Deployment	Software and documentation for Implement in BCP Document Approval, Tracking Management Dept.	

Table 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 members 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:

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 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.

Communi cation	Description	Frequency	Format	Participant/Di stribution	Deliverable	Owner
Weekly Status Report	Email summary of Projects	Weekly	Messen ger	Project Manager Team Member	Status Report	Project Manager
Weekly Project Team Meeting	Meeting to explain the Project	Weekly	Messen ger or Face Face	Project Manager Team Member	Updated Action Register	Project Manager

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 11: Communication Management Plan for DATMS

The project team directory for all communications is:

Name	Title	Email	Office No.	Cellphone No.
Khristian Mendoza Hosena	Project adviser	21khristian@gmail.com	N/A	0997-447-0712
Marvin Marilao	Project Manager/Scrum Master & Programmer	Marvinmarilao92@gmail.com	N/A	0920-296-6614
Juvell Alquero	QA Manager	alquerojuvell@gmail.com	N/A	0963-843-6243

Aldrine De Guzman	Business Analyst	Aldrinedeguzman28@ gmail.com	N/A	0945-116- 1755
Rogel Quintero	Software Analyst	Rogelquintero.rq@gmail. com	N/A	0938-723- 7969
Catherine Flaviano	Documentation Analyst	Cathalterado@gmail .com	N/A	0916 – 615- 0067

Table 12: project team directory for all communications 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.

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 the 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 about the scope changes. The acceptance of the final project deliverables and scope is accountable to the Project Sponsor.

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 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.

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.

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 was 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.

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 their performance.

Quality Assurance Manager – 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, managing, and modifying all 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 project team members to 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 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 the database
Compatibility	It can access the R.O or Registrar Department of school cause its compatible	Registrar Department and R.O can access it easily because of the system compatibility
Supporting Documentation	All documents must be complete	

Table 14: Quality Baseline for DATMS

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 with 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 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.

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 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 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 was 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 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

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 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.

Name	Role	Responsibilities
Marvin Marilao	Scrum Master/Project Manager & Programmer (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	QA Manager (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 plans. d) Recommend changes and mitigate risks.
		a) Writing and testing for the new program.

Aldrine De Guzman	Business Analyst (Team Member)	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	Documentation Analyst (Team Member)	a) Responsible for maintaining the system

Table 15: Roles and responsibilities for DATMS

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 registrar's office of Bestlink College of the Philippines. The project team will analyze the tasks 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.

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.

To clearly outline the work necessary for project completion, the WBS Dictionary is employed. A WBS dictionary is where the details of the

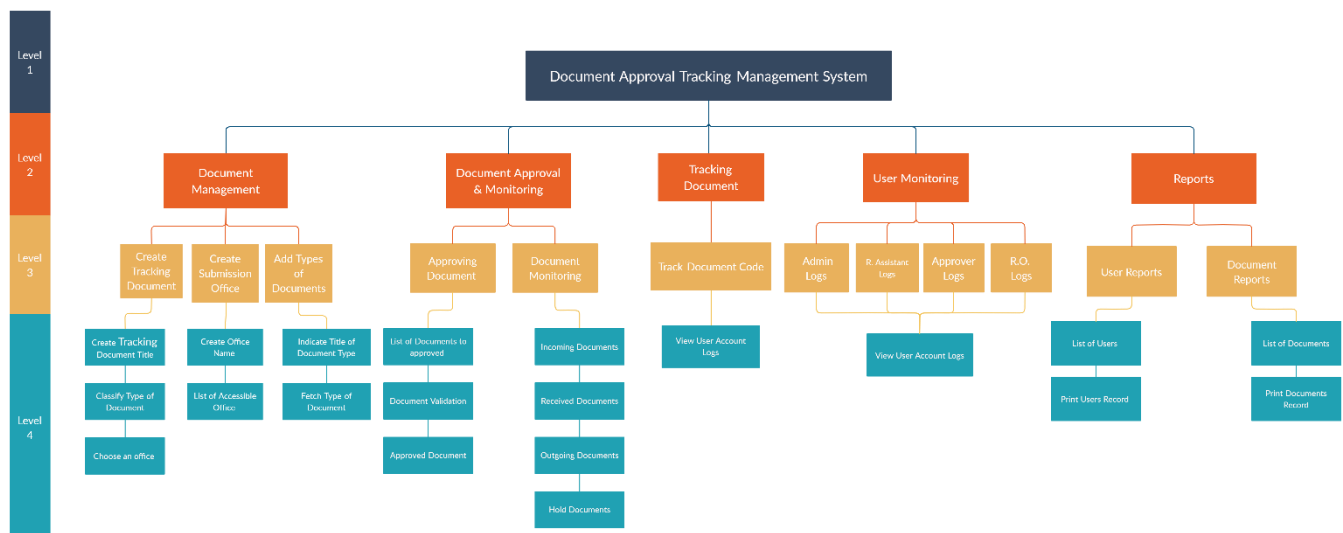


Figure 3: Work Breakdown Structure for DATMS

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
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.
3		Functionalities	This level of WBS will identify where the users can	The developers created different

			use different functions of each module they access.	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 procedures of the system.	The developers created different procedures for every function of the system.

Table 16: Work Breakdown Structure 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 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 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 registrar 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 & Programmer	0920-296-6614
Juvell Alquero	QA Manager	0963-843-6243
Aldrine De Guzman	Business Analyst	0945-116-1755
Rogel Quintero	Software Analyst	0938-723-7969
Catherine Flaviano	Documentation Analyst	0916– 615- 0067

Table 17: Points of contact for DATMS

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: Registrar Department

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

2. Project Planning: Registrar Department

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

3. System Design: Registrar Department and Maintenance Operations Group

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

4. Coding: Registrar Department

This task completed resulting in a software prototype

5. Testing and Debugging: Registrar Department

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

6. Implementation: Registrar Department and Maintenance Operations Group

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

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	1/1/2022
Sprint 3	1/15/2022
Sprint 4	2/29/2022
Sprint 5	3/12/2022
Sprint 6	4/26/2022
Sprint 7	4/12/2022
Project Completion	5/5/2022

Table 18: Implementation Schedule for DATMS



1.3.1.6 Security

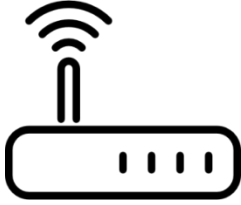




The Security lets you control which groups of employees have access to each document type, and what control actions these individuals can take once they gain access. The registrar has the responsibility of establishing and implementing security measures. The DATMS will be protected by the registrar's 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 registrar 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 operations and maintenance group. If additional assistance is needed, this will be coordinated by the Project Manager and the Registrar.

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.
	Printer	A printer is a device that accepts text and graphic output from a computer and transfers the information to paper
	Barcode Scanner	This barcode scanner is a device used to capture and read the information contained in a barcode.
SOFTWARE		
	PHP	PHP (Hypertext Preprocessor) scripting language that is used to develop dynamic and interactive websites.
	phpMyAdmin	phpMyAdmin is used to perform most administration tasks, including creating a database, running queries, and adding user accounts.

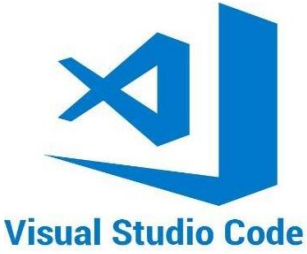


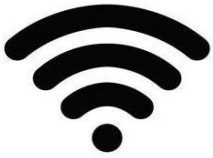
	Visual Studio Code	Visual Studio Code is the platform used to code that supports development operations like debugging, task running, and version control.
	JavaScript	JavaScript is a text-based programming language used both on the client-side and server-side that can make web pages interactive.
	Firewall	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 19: 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.

1.3.1.10 Back Out Plan

The 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 databases are 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

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 the registrar. 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 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 & Programmer (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	QA Manager (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 plans; Recommend changes and mitigate risks.
Aldrine De Guzman	Business Analysts (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, developing, and testing software that meets clients' needs.

Catherine Flaviano	Documentation 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.
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Table 20: 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.

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.

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

Table 21: 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 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 closeout 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 a Document Approval Tracking Management System, all coding, testing, 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
R. Quintero	Material Tech	Materials Engineer	Rogelquintero.rq@gmail.com

Table 22: 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 23: System Design for DATMS

Document Approval and Tracking Management System Production (Prototype)

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 24: 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 25: System Testing for DATMS

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

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

Table 26: 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 stakeholders nor participated in 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 to 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

Transition and Closeout	1500	1500	Includes all work hours for transition to operations and project closeout
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Table 27: 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	Ongoing
Coding	12/22/2021	2/15/2022	Ongoing
Testing and Debugging	1/21/2022	3/31/2022	Ongoing
Implementation	4/1/2022	5/30/2022	On going

Table 28: 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 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 Hoseña
Objective/s	To help the departments to approve, monitor, and track the incoming and outgoing documents that came from the department.

Table 29: 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 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 Registrar staff, I would like to have a function that let me	Web App	<ul style="list-style-type: none">• Can login/logout	In progress

	monitor the current status of the documents		<ul style="list-style-type: none"> • View Incoming and outgoing documents • Update document status • Monitor the status of documents. 	
U-2	As a Registrar staff, I want to have access to all incoming documents specifically assigned to my account	Web App	<ul style="list-style-type: none"> • Can login/logout • Access all incoming documents 	In progress
U-3	As a Registrar admin in the dashboard, I want to see the numbers of Assistant Registrar, Document Approver, Program Head, Registrar Officer accounts	Web App	<ul style="list-style-type: none"> • Can login/logout • View Dashboard • View the number of users 	In progress
U-4	As a Registrar admin, I must be fully aware of the current status of users and access to	Web App	<ul style="list-style-type: none"> • Can login/logout 	In progress

	the full list of the users' account		<ul style="list-style-type: none"> • View the current status of the users. • View list of users' accounts 	
U-5	As a Document 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	Web App	<ul style="list-style-type: none"> • Can login/logout • Change the status of documents • View documents 	In progress

Table 30: Requirement Definition for DATMS

1.5.4 Solution Description

1.5.4.1 Logical Architecture

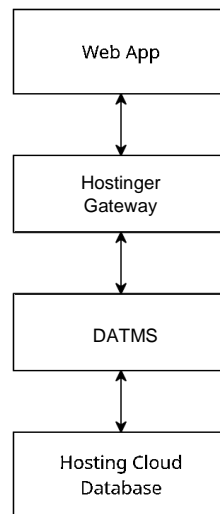


Figure 4: Logical Architecture for DATMS

1.5.4.2 High-Level Architecture

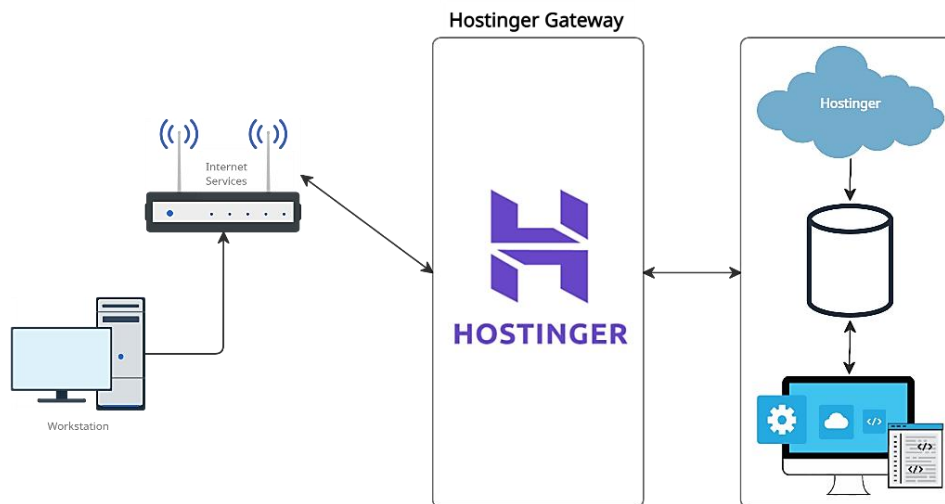


Figure 5: High-Level Architecture for DATMS

1.5.4.3 Process Flow

Creating Tracking Document

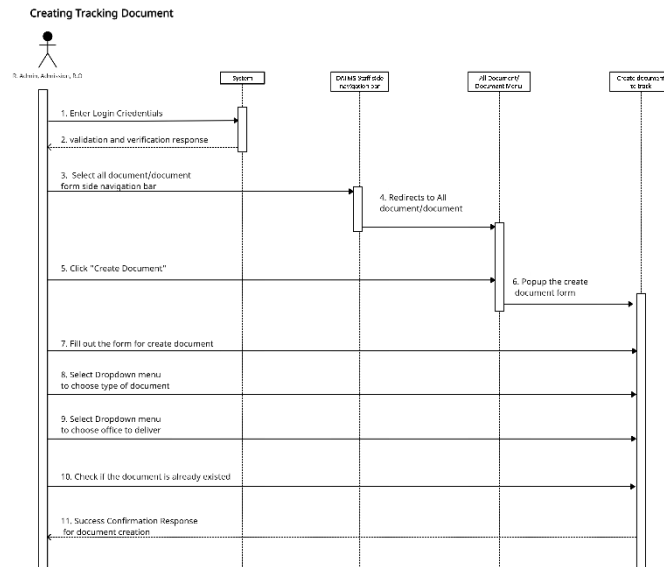


Figure 6: Creating Document to track for DATMS

Document Approval

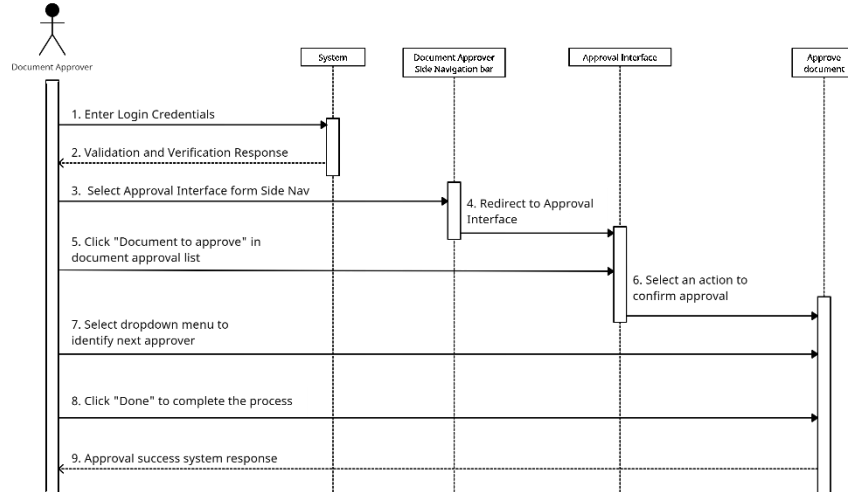


Figure 7: Document Approval for DATMS

Document tracking

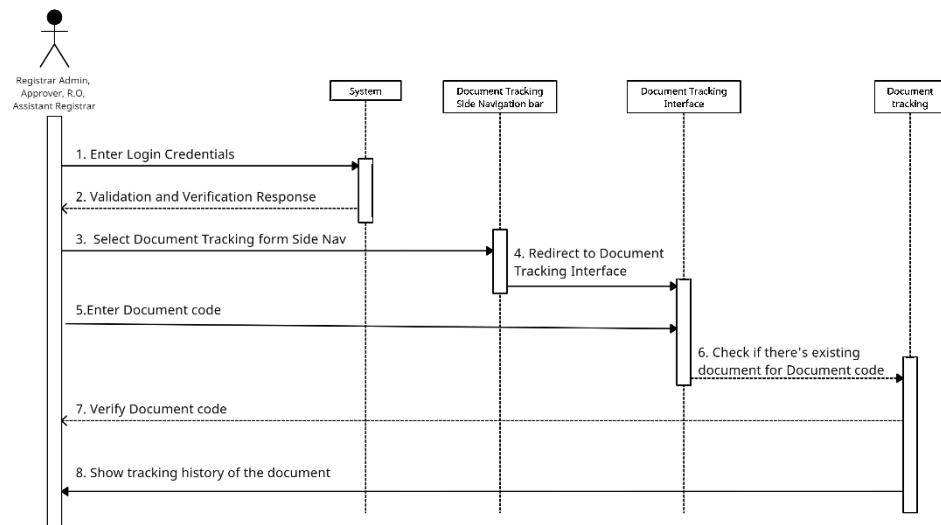


Figure 8: Document Tracking for DATMS

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



Figure 9: Implementation Timeline for DATMS

1.6 System architecture

1.6.1 Business Process Architecture

Top-level 1

In progress (Not Available at the moment)

Figure 10: BPA Top-Level 1 of DATMS

Top-level 2

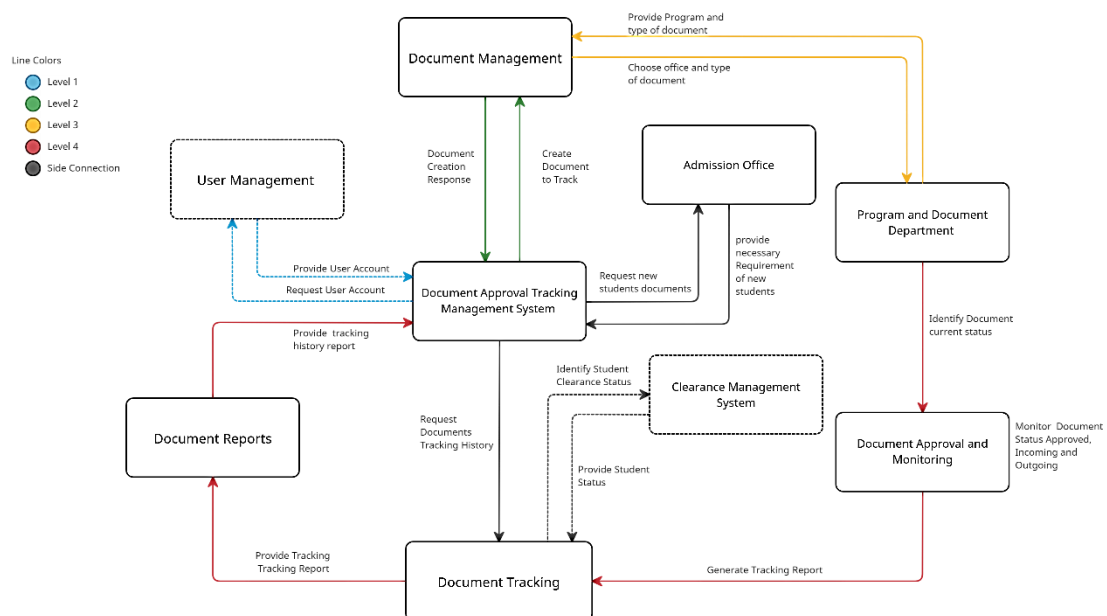


Figure 11: BPA Top-Level 2 for DATMS

1.6.2 Application Architecture

Top-Level 1

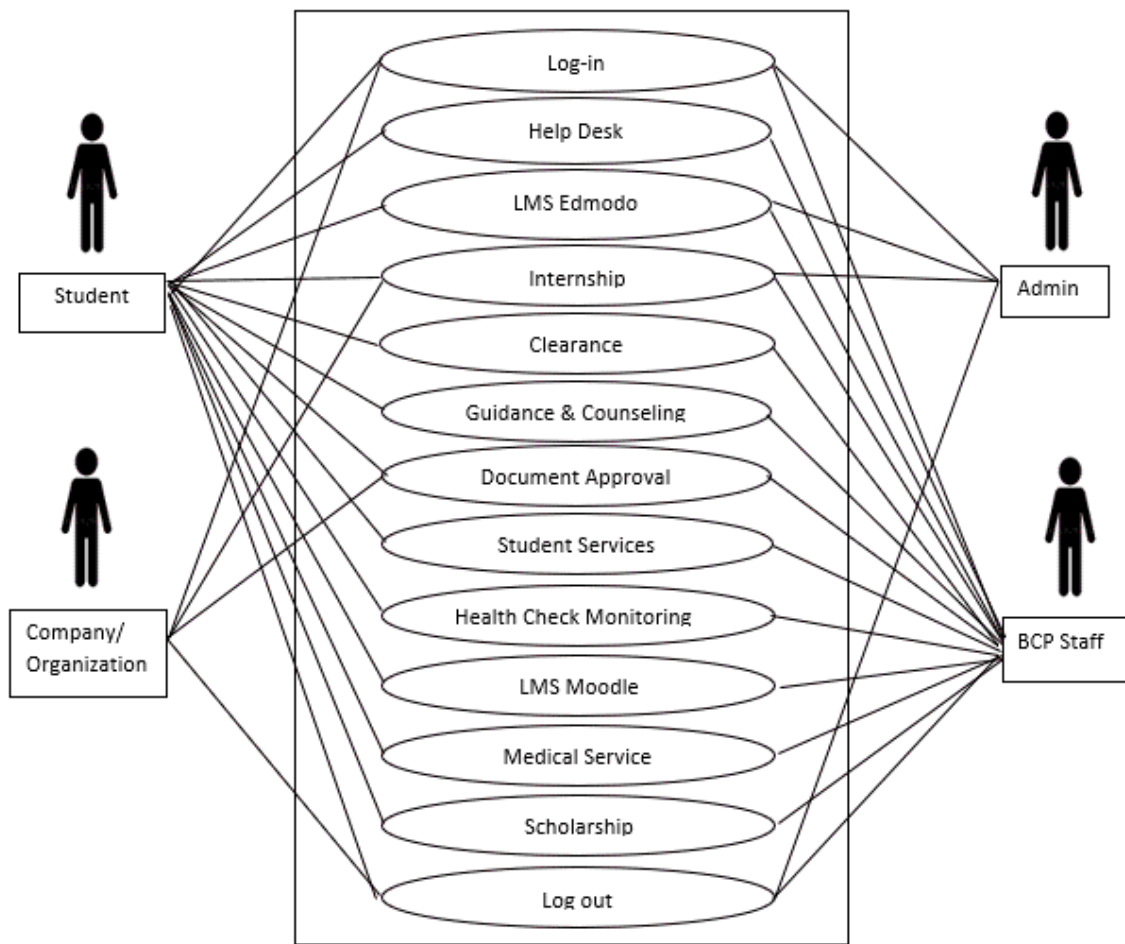


Figure 12: Application Architecture Top-Level 1 for DATMS

Top-Level 2

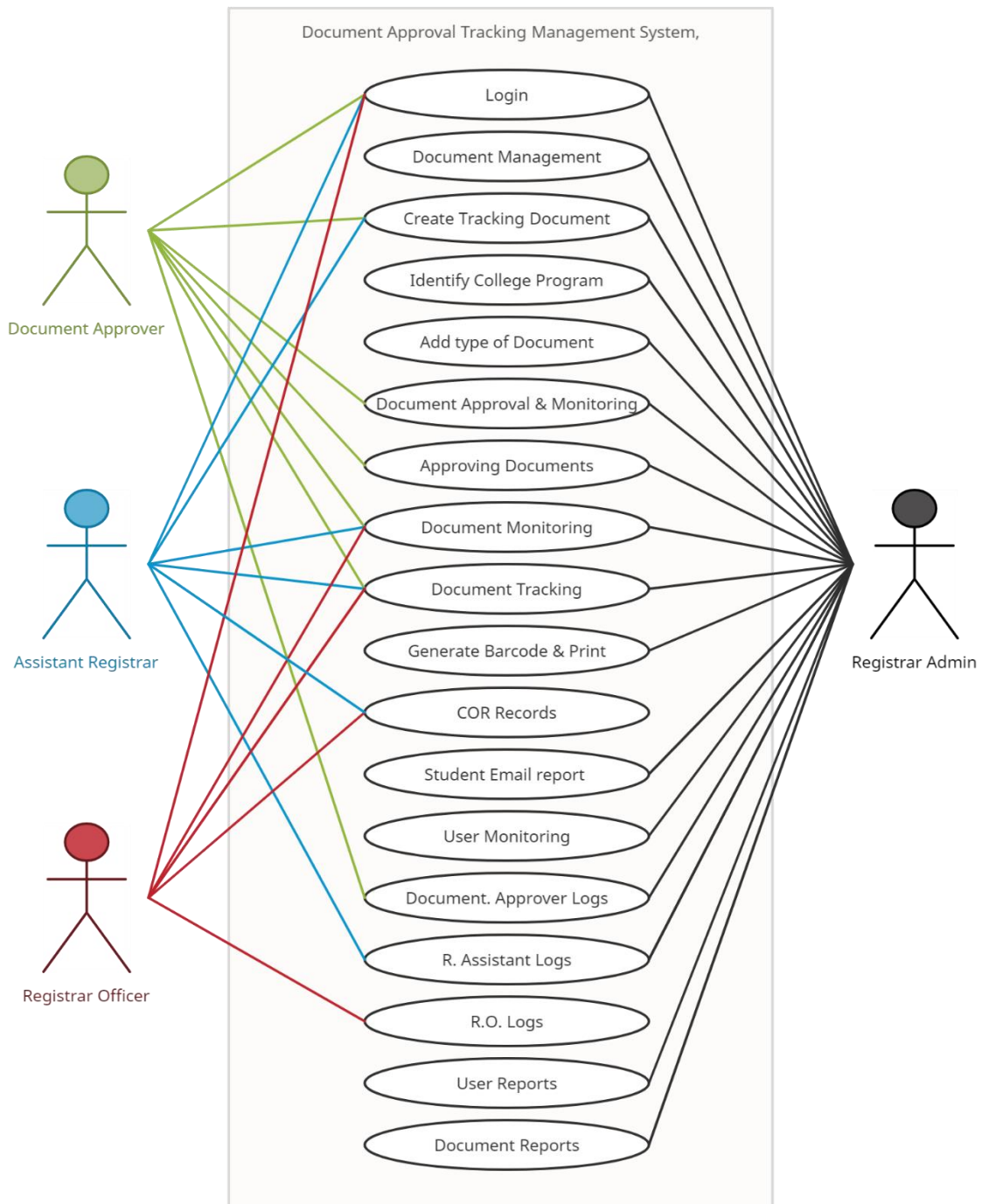


Figure 13: Application Architecture Top-Level 2 for DATMS

1.6.3 Data Architecture

Top-Level 1

In progress (Not Available at the moment)

Figure 14: Data Architecture Top-Level 1 for DATMS

Top-Level 2

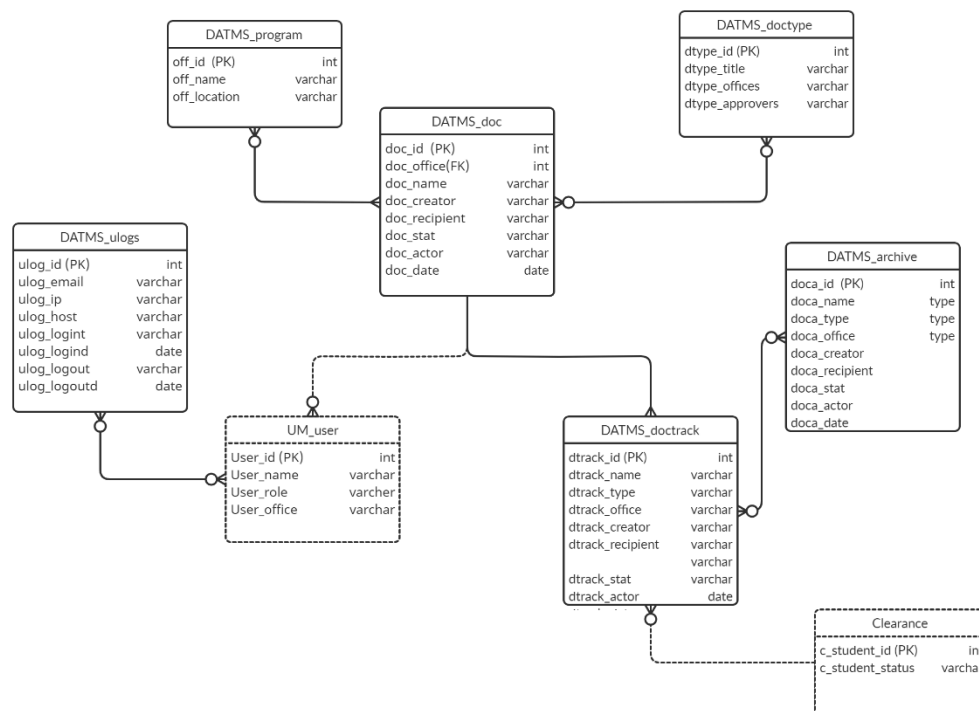


Figure 15: Application Architecture Top-Level 2 for DATMS

1.6.4 Technology Architecture

Top-Level 1

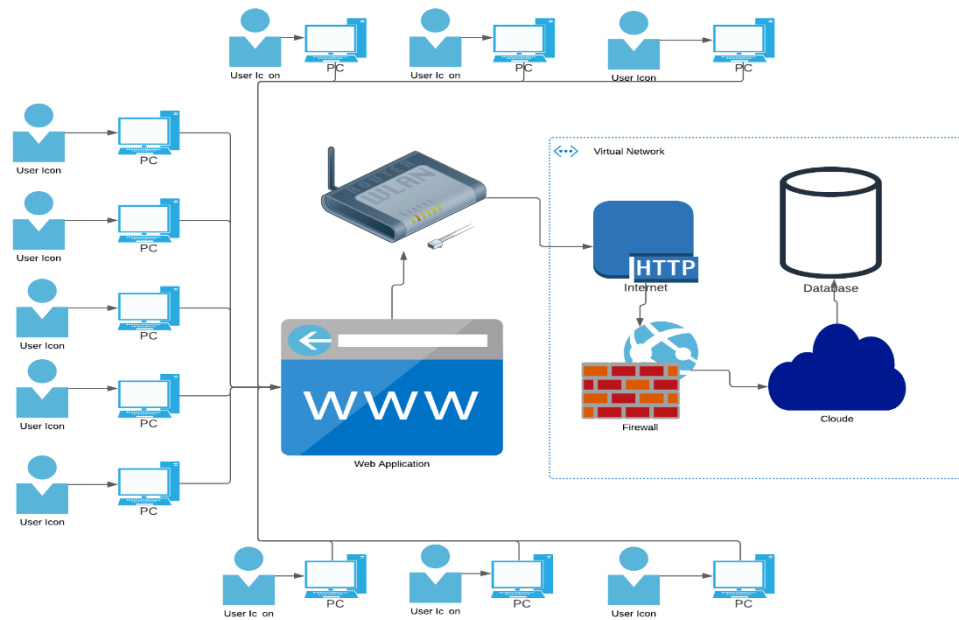


Figure 16: Technology Architecture Top-Level 1

Top-level 2

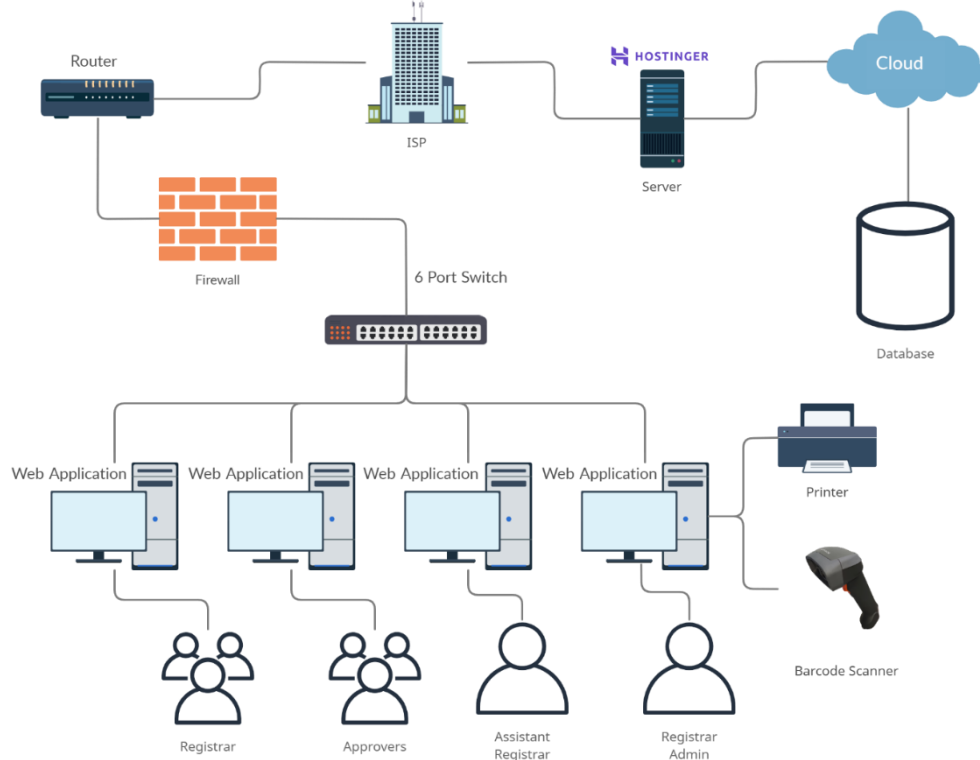


Figure 17: Technology Architecture Top-Level 1 for DATMS

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)

User Story Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
1	As a Registrar staff (Registrar Admin, Assistant Registrar, Document Approver, Program Head, Registrar Officer) I would like to have a changing login page that will redirect me to the module where I belong. Login Form	1			On-Going
2	As a Registrar staff, I want to make sure that I input the right	1			On-Going

	password for my account I want to see the password that I typed. Show Password				
3	As a Registrar admin, I would like to have office creation to make the submission process more precise and informative. Add Program	2			On-Going
4	As a Registrar admin in the dashboard, I want to see the numbers of Assistant Registrar, Document Approver, Program Head, Registrar Officer accounts	2			On-Going

	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 a Registrar admin, I want to have the capability to create a document to track. Create Tracking Document	1			On-Going
7	As a Registrar admin, when the time that I'm	5			On-Going

	<p>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.</p> <p>Autogenerated Code 128 Barcode</p>				
8	<p>As a Registrar 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.</p> <p>Print Barcode</p>	6			On-Going

9	As a Registrar staff, I would like to have a function that let me monitor the current status of the documents Track Documents	1			On-Going
10	As a staff, I want to have the capability to scan the barcode using a scanner. Barcode scanner	5			On-Going
11	As a Registrar admin, I would like to see the logs of approver users. To monitor their active status account. Approver Logs	4			On-Going

12	As a Registrar admin in account management, I want to see all the logs of the Assistant Registrar. Assistant Registrar Logs	4			On-Going
13	As a Registrar admin, I would like to see the logs of R.O users. To monitor their active status account. Registrar Officer Logs	4			On-Going
14	As a Registrar admin, I must be fully aware of the current status of users and access to the full list of the users' account	3			On-Going

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

	<p>print the records of all the documents that the system manages</p> <p>Print Document Reports</p>				
18	<p>As a Registrar Staff, I want to have a webpage that will address the potential concerns of new users</p> <p>F.A.Q. (Frequently ask Questions)</p>	5			On-Going
19	<p>As a Registrar admin, I would like to have an instant concern module to submit some problems that maybe not be listed in F.A.Q.</p> <p>Contact</p>	7			On-Going

20	As a Registrar Staff, I want to see my profile and full identification of my account User Profile	3			On-Going
21	As a Registrar Staff, I want to know the pending documents posted in their incoming documents Pending files	2			On-Going
22	As a Registrar staff, I want to have access to all incoming documents specifically assigned to my account Incoming Document	2			On-Going

23	As a Registrar staff, I want to have access to all documents that I received in my account Received Document	2			On-Going
24	As a Registrar staff, I want to have access to all the documents that I released to my account Outgoing Document	2			On-Going
25	As a Document approver, I would like to have a function that will change the status of the document as approved to indicate that I certified that	1			On-Going

	specific document Document Approval				
26	As a Registrar Officer, I want to have an interface wherein I'll be able to update the system that I already received the document R.O. Portal	1			On-Going
27	As an Assistant Registrar, I want to have an interface wherein I'll be able to update the system that I already received the document from the Registrar staff Assistant Registrar Portal	1			On-Going

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 Document Approver Portal	1			On-Going
29	As a Registrar admin, I want to have a function to be used to create a type of document Document Type	1			On-Going
30	As a Registrar Staff, I want to have a function that capable of sending an email message	7			On-Going

	to the student that has incomplete requirements Email Sending				
31	As Program Head, I want to have an interface wherein I'll be able to submit a document to transfer a specific file into the system. Program Head Portal	1			On-Going
32	As a Student, I want to have the capability to update the system that I already received the document Student Document Received	1			On-Going

33	As a Registrar Staff, I want to have the capability to monitor released COR to identify if the student already printed their one-time free personal copy COR Records	2			On-Going
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Table 31: 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 registrar staff, I want to make sure that the password that I have is secured by hashing BCRYPT password hashing	1			On-Going

2	As a registrar staff 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	2			On-Going
3	As a registrar staff 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 Host monitoring	3			On-Going
4	As a registrar staff, I want to have	1			On-Going

	authentication in terms of logging in to my account Account login				
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Table 32: 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 registrar staff I want to have a user-friendly interface this can be achieved by using light colors and very minimal design of course with a visible size of icons and readable type of font	1			On-Going

2	As a registrar 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 registrar staff, I would like to be notified if there is any update with my current document status	1			On-Going

Table 33: Backlog UI/UX for DATMS

2.4 Product Backlog for integration

Integration Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
1	As a registrar admin, I want to have a clear database integration	1			On-Going

	with the whole cluster to prevent data redundancy				
2	As a product owner, I want to have a uniform GUI across all subsystem	2			On-Going

Table 34: 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 Registrar Staff, I want would like to have the capability to exit or terminate the process Logout Function	1			On-Going

2	As a product owner, I want to have a uniform GUI across all subsystem	2			On-Going
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Table 35: Application System Analytics for DATMS

2.5.2 EIS Analytics

Analytics Number	User Stories	Priorities	Requirements Reference	Revised Priorities	Status
3	As a registrar admin, I want to have a graphical manifestation of data for me to monitor the data that I manage Dashboard	1			On-Going
4	As a registrar admin in the dashboard, I would like to see a pie graph	3			On-Going

	interpretation of the number of users. User accounts graph				
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Table 36: 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 Registrar staff (Registrar Admin, Assistant Registrar, Document Approver, Program Head, Registrar Officer) I would like to have a changing login page that will redirect me to the module where I belong.	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	5 hrs. 8 hrs. 12 hrs. 48 hrs. 12 hrs.	Mr. John Marvin L. Marilao
2	As a Registrar staff, I want to make sure that I input the right	1) Change the input type into the password	5 hrs.	Mr. John Marvin L. Marilao

	password for my account I want to see the password that I typed.	2) Create decode function for (*) 3) Design UIs 4) Create Data Model for setup 5) Development Setup	10 hrs. 5 hrs. 10 hrs. 24 hrs.	
	Show Password			
5	As a Registrar 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 a Registrar 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 Tracking Document			
9	As a Registrar staff, I would like to have a function that let me monitor the current status of the documents	4.) Design UIs 5.) Create Data Model for setup 6.) Develop Document tracking	48 hrs. 24 hrs. 48 hrs.	
	Track Documents			
25	As a Document 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	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Document Approval	48 hrs. 30 hrs. 60 hrs.	Mr. John Marvin L. Marilao
	Document Approval			
26	As a Registrar Officer, I want to have an interface wherein I'll be able to update the system that I already received the document	1.) Design UIs 2.) Create Data Model for setup 3.) Develop R.O. Portal	48 hrs. 24 hrs. 60 hrs.	Mr. John Marvin L. Marilao

	R.O. Portal			
27	As an Assistant Registrar, I want to have an interface wherein I'll be able to update the system that I already received the document from the Registrar staff Assistant Registrar Portal	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Assistant Registrar Portal	48 hrs. 24 hrs. 55 hrs.	Mr. John Marvin L. Marilao
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 Document Approver Portal	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Approver Portal	30 hrs. 24 hrs. 55 hrs.	Mr. John Marvin L. Marilao
29	As a Registrar 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	5 hrs. 8 hrs. 12 hrs.	Mr. John Marvin L. Marilao

	Document Type			
31	As Program Head, I want to have an interface wherein I'll be able to submit a document to transfer a specific file into the system. Program Head Portal	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Program Head Portal	48 hrs. 24 hrs. 55 hrs.	
32	As a Student, I want to have the capability to update the system that I already received the document Student Document Received	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Student document Received interface	30 hrs. 24 hrs. 55 hrs.	
Sprint 2				
3	As a Registrar admin, I would like to have office creation to make the submission process more precise and informative. Add Program	1.) Design UIs 2.) Create Data Model for setup 3.) Develop add Program interface	12 hrs. 12 hrs. 48 hrs.	Mr. John Marvin L. Marilao

4	As a Registrar admin in the dashboard, I want to see the numbers of Assistant Registrar, Document Approver, Program Head, Registrar Officer accounts Number of accounts	1.) Design UIs 2.) Create Data Model for setup 3.) Develop a dashboard that shows the number of accounts	48 hrs. 12 hrs. 50 hrs.	Mr. John Marvin L. Marilao
21	As a Registrar Staff, I want to know the pending documents posted in their incoming documents Pending files	1.) Design UIs 2.) Create Data Model for setup 3.) Develop pending documents monitoring	48 hrs. 40 hrs. 60 hrs.	Mr. John Marvin L. Marilao
22	As a Registrar staff, I want to have access to all incoming documents specifically assigned to my account Incoming Document	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 Registrar staff, I want to have access to all documents that I received in my account	1.) Design UIs 2.) Create Data Model for setup 3.) Develop	48 hrs. 40 hrs. 60 hrs.	Mr. John Marvin L. Marilao

	Received Document	Received documents monitoring		
24	As a Registrar staff, I want to have access to all the documents that I released to my account Outgoing Document	1.) Design UIs 2.) Create Data Model for setup 3.) Develop outgoing documents monitoring	48 hrs. 40 hrs. 60 hrs.	Mr. John Marvin L. Marilao
33	As a Registrar Staff, I want to have the capability to monitor released COR to identify if the student already printed their one-time free personal copy COR Records	1.) Design UIs 2.) Create Data Model for setup 3.) Develop outgoing COR Records	48 hrs. 40 hrs. 60 hrs.	
Sprint 3				
14	As a Registrar admin, I must be fully aware of the current status of users and access to the full list of the users' account User Reports	1.) Design UIs 2.) Create Data Model for setup 3.) Develop user reports	50 hrs. 40 hrs. 60 hrs.	Mr. John Marvin L. Marilao

16	As a Registrar admin, I want to have access to the records of the current document list across the whole system Document Reports	1.) Design UIs 2.) Create Data Model for setup 3.) Develop document reports	60 hrs. 50 hrs. 80 hrs.	Mr. John Marvin L. Marilao
20	As a Registrar Staff, I want to see my profile and full identification of my account User Profile	1.) Design UIs 2.) Create Data Model for setup 3.) Develop viewing profiles	50 hrs. 48 hrs. 60 hrs.	Mr. John Marvin L. Marilao
Sprint 4				
11	As a Registrar admin, I would like to see the logs of approver users. To monitor their active status account. Approver Logs	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
12	As a Registrar admin in account management, I want to see all the logs of	1.) Design UIs 2.) Create Data Model for setup	60 hrs. 50 hrs. 60 hrs.	Mr. John Marvin L. Marilao

	the Assistant Registrar. Assistant Registrar Logs	3.) Develop assistant registrar logs monitoring		
13	As a Registrar admin, I would like to see the logs of R.O. users. To monitor their active status account. Registrar Officer Logs	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Registrar officer logs monitoring	60 hrs. 50 hrs. 60 hrs.	Mr. John Marvin L. Marilao
Sprint 5				
7	As a Registrar 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	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

10	As a staff, I want to have the capability to scan the barcode using a scanner. Barcode scanner	(Plug and use)		Mr. John Marvin L. Marilao
18	As a Registrar Staff, I want to have a webpage that will address the potential concerns of new users F.A.Q. (Frequently ask Questions)	1.) Design UIs 2.) Create Data Model for setup 3.) Develop F.A.Q. (Frequently ask Questions)	80 hrs. 50 hrs. 90 hrs.	Mr. John Marvin L. Marilao
Sprint 6				
8	As a Registrar 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. Print Barcode	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

17	As a Registrar admin in documents report, I should have the capability to print the records of all the documents that the system manages Print Document Reports	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Print document reports	50 hrs. 40 hrs. 60 hrs.	Mr. John Marvin L. Marilao
Sprint 7				
19	As a Registrar admin, I would like to have an instant concern module to submit some problems that maybe not be listed in F.A.Q. Contact	1.) Design UIs 2.) Create Data Model for setup 3.) Develop a contact interface	48 hrs. 40 hrs. 60 hrs.	Mr. John Marvin L. Marilao
15	As a Registrar admin in user reports, I should have the capability to print the records of all the possible users Print User Reports	1.) Design UIs 2.) Create Data Model for setup 3.) Develop Print User Reports	48 hrs. 40 hrs. 60 hrs.	

30	As a department admin, I want to have a function that capable of sending an email message to the student that has incomplete requirements Email Sending	1.) Design UIs 2.) Create Data Model for setup 3.) Develop an Email Sending interface	48 hrs. 40 hrs. 60 hrs.	Mr. John Marvin L. Marilao
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Table 37: Sprint Backlog 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, I want to make sure that the password that I have is secured by hashing BCRYPT password hashing	1.) Implement BCRYPT for password hashing 2.) Create Data Model for setup	24 hrs. 24 hrs.	Ms. Juvell Alquero
4	As a Registrar staff, I want to have authentication in	1.) Identify what restriction should implement to the login form	8 hrs. 8 hrs.	Ms. Juvell Alquero

	terms of logging in to my account	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	24 hrs. 48 hrs. 60 hrs.	
	Account login			
Sprint 2				
2	As a Registrar staff want to make sure that I am capable of knowing my logs record to make user that no one is using my account	1.) Design UIs 2.) Create Data Model for setup 3.) Develop users logs	24 hrs. 15 hrs. 48 hrs.	Ms. Juvell Alquero
	User Logs			
Sprint 3				
3	As a Registrar staff, in logs, I want to see the host that my account is been used to make sure that I'm the one	1.) Design UIs 2.) Create Data Model for setup 3.) Develop host monitoring	12 hrs. 10 hrs. 24 hrs.	Ms. Juvell Alquero

	that logged in to that account			
	Host monitoring			

Table 38: Sprint Backlog 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 Registrar staff, I want to have a user-friendly interface this can be achieved by using light colors and very minimal design of course with a visible size of icons and readable type of font	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup	90 hrs. 60 hrs. 90 hrs.	Mr. John Marvin L. Marilao
3	As a staff, I would like to be notified if there is any update on my current document status	1.) Design UIs 2.) Create Data Model for setup 3.) Develop setup		Mr. John Marvin L. Marilao
Sprint 2				

1	As a Registrar staff, I want to have a user-friendly interface this can be achieved by using light colors and very minimal design of course with a visible size of icons and readable type of font	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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Table 39: Sprint Backlog 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 2.) Create Data Model for setup 3.) Develop setup	90 hrs. 80 hrs. 90 hrs.	Mr. John Marvin L. Marilao
Sprint 2				
2	As a product owner, I want to have a uniform	1.) Design UIs 2.) Create Data Model for setup	80 hrs. 70 hrs.	Mr. John Marvin L. Marilao

	GUI across all subsystem	3.) Develop setup	90 hrs.	
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Table 40: Sprint Backlog EIS integration for DATMS

3.1.5 Analytics

Analytics Number	Analytics Description	Task	Analytics Points (Hours)	Responsible team member
Sprint 1				
1	As a Registrar Staff, 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
Sprint 2				

2	As a product owner, 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 Registrar 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 41: Sprint Backlog Analytics for DATMS

Appendices

Appendix A – Curriculum Vitae



John Marvin L. Marilao

✉ Marvinmarilao92@gmail.com

📅 October 9, 1999

☎ +639202966614
(02)887-58897

📍 Ph. 2 Pkg. 2 Blk. 30 Lot 14
Bagong Silang Caloocan City

PERSONAL INFORMATION

Birth Place : Caloocan City
Religion : Roman Catholic
Height : 5'1
Weight : 49 kg
Gender : Male
Citizenship : Filipino
Languages : Filipino and English

OBJECTIVES

I am currently studying and also seeking a position that will allow me to utilize my knowledge in Information Technology, my practical experience and interpersonal skills to contribute to the progress of the company. Moreover, I would like to work with other professional to enhance my skills, attain knowledge and to grow professionally.

EDUCATION

Bestlink College of The Philippines

Bachelor of Science in Information Technology
Major in Information Management and Computer Programming
(2017 – Present)

SKILLS

- Proficient in Microsoft office (word, excel and power point)
- Ability to work independently or as part of a team
- Willing to learn
- Have a good communication skill
- Have an idea on basic desktop and internet Troubleshoot
- Knowledgeable in different programming language (java, php and C#)
- Capable of using VMware, Remote Desktop, and GitHub

SEMINARS ATTENDED

- Information Technology Seminar (Business Intelligence)
Held by BAYFRONT HOTEL and TERRACE HOTEL SUBIC
February 24 – 25, 2020

For my reference as to my integrity and reliability may refer you to the following

persons:

Elsa Jimenez	Professor at Bestlink College of the Philippines	09234587502
Jennylene A. Abalos	Strand Head of HUMSS & GAS/PA	09667207491
Vic Marc Sibayan	Kagawad Brgy. 176	09260654667

John Marvin L. Marilao

Applicants signature

JUVELL B. ALQUERO

Address: Blk 8, Lot 13, St. Thomas, Sampaloc, Bagumbong, Caloocan City

Contact Number: 09638436243

Email: alquerojuvell@gmail.com



OBJECTIVE

Hardworking IT student seeking a position in IT related field where I can apply my knowledge and skills. Committed to expanding my skill and learning on the job.

ACADEMIC BACKGROUND

College: BS Information Technology (Information Security)
Bestlink College of the Philippines
#1071 Brgy. Kaligayahan, Quirino Highway
Novaliches 1123 Quezon City, Philippines
S.Y. 2018 – Present

Senior High: Information Communication Technology (ICT)
Young Achievers` School of Caloocan, Inc.
#7 Ramos Compound, Bagumbong, Caloocan City
S.Y. 2017 – 2018

HONORS AND ACHIEVEMENT

- Top 1 – Grade 6 & 7
- Top 7 – Senior High School
- Information Technology Seminar (February 2020)

SKILLS

- Teamwork skills
- Adaptability

PERSONAL DETAILS

Age: 21
Gender: Female
Day of Birth: April 29, 2000
Civil Status: Single
Religion: Catholic

CATHERINE T. FLAVIANO

Address: #46 Sta. Isabel Villeareal, Gulod Novaliches Quezon City

Contact No.: 0916-615-0067

Email: cathalterado@gmail.com



OBJECTIVE:

To contribute my skill, knowledge, and ability in Information Technology. To do my best by working with a great sense of responsibility, dedication, and work hard such that whatever expertise and training I gain will be used for the further growth and development of the company.

EDUCATION

Bestlink College of the Philippines

Bachelor of Science in Information Technology

Major in Networking Administration

(2018 - present)

PERSONAL INFORMATION

Place of Birth: Romblon

Date of Birth: November 20, 1999

Gender: Female

Civil Status: Single

Weight: 65 kg

Height: 5'0

Citizenship: Filipino

Dialect Spoken: Tagalog and English

SKILLS

- * Excellent Writing Skills

- * Highly Organized and Efficient

- * Ability to work independently and as part of a Team

- * Microsoft Offices

Aldrine B. De Guzman



Blk 3 Lot 28, Miramonte St. Miramonte
Sub. ~~Brgy~~ 180, Caloocan City

Mobile # 0938-723-7969

E-mail:
Aldrinedeguzman28@gmail.com

Age : 24 Yrs. Old

Birth Date : March 28, 1997

Birth Place: ~~Pangarap~~ Village Caloocan
City

Height : 5' 6"

Weight : 110 lbs.

Father : Mar ~~Lito~~ G. De Guzman

Mother : Fe De Guzman

OBJECTIVES: To apply what I had learned and to share my skills and knowledge in a prestigious company with dynamic and friendly environment, wherein I can achieve excellent opportunity and career development.

SKILLS:

Key Qualifications:

- With Wide knowledge in the use of computer
- Knowledge in basic algebra and geometry which is used in calculating figures and amounts including the discounts, interest, commissions, proportions, percentages, area circumference and volume;
- Solid Leadership Skills

EDUCATIONAL BACKGROUND:

Tertiary

2018-2022..... Bachelor of Information Technology major in
Networking

2015-2017..... Bachelor of Secondary Education major in
Mathematics (Under graduate)
Bestlink Collage of the Philippines

Secondary

2011-2015..... Kalayaan National High School
Phase 10B, ~~Bagong Silang~~, Caloocan City

Primary

2005-2011..... Kalayaan Elementary School
Phase 10B, ~~Bagong Silang~~, Caloocan City

WORKING EXPERIENCE:

Salesman

CURRENT

Mister Donut,
Novaliches Plaza Mall, ~~Quirino~~ Highway, Novaliches, Quezon City

OJT/Frontliner/Trucking Documents

July 16, 2021 – December 15, 2021
Bestlink Collage of the Philippines at Admission Office
1071, 1123 ~~Quirino~~ Hwy, Novaliches, Quezon City

Utility/Cleanermen

June 2020 - September 2020
~~Vitarich~~ Corporation,
San Jose Road, Marilao, 3019 Bulacan

Warehouse Man/Utility

November 13, 2017-April 19, 2018
Pearl Foods International, Inc.
Social Homes Industrial Compound, ~~Zabarte~~ Road, Caloocan City

CHARACTER REFERENCES:

~~Ptr.~~ Gene Romero

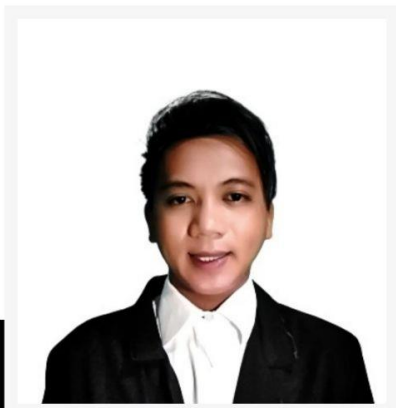
#09088631489
Senior Pastor at Covenant Renewal Church
Bagong Silang, Caloocan City

Alex ~~Leocadio~~

#09089501995
Technical Support Engineer
~~Greenhills~~, San Juan City

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

ALDRINE B. DE GUZMAN
Applicant Signature



ROGEL QUINTERO

INFORMATION TECHNOLOGY

Hardworking Student seeking employment. Ready to utilize my skills and passion to further the mission of the company. Technologically adept, offering experience with many different social media platforms, office technology programs and advance computer skills. Bringing forth a positive attitude and the willingness and motivation to learn new programs.

CONTACT



rogelquintero.rq@gmail.com



+639451161755



#3 Aldrin St. Doña Faustina I
Tandaong Sora Quezon City

PERSONAL INFORMATION

Date of Birth	:	December 13, 1995
Place of Birth	:	Manila
Gender	:	Male
Civil Status	:	Single
Height	:	5'6
Weight	:	50 kg
Nationality	:	Filipino
Religion	:	Roman Catholic
Dialect Spoken	:	English & Tagalog

EDUCATIONS

BESTLINK COLLEGE OF THE PHILIPPINES

Bachelor of Science in Information
Technology Major in Networking

2017 - Present

MY SKILLS

- Have good Communication skills
- Willing to learn
- knowledgeable in photoshop and canva
- Have idea on basic desktop and internet troubleshoot
- Proficient in Microsoft office (word, Excel and powerpoint)
- knowledgeable in different programming language (java, c++, html and php)
- Ability to work independently or as a part of a team

Professional References

JEROME PANGYARIHAN

Owner of TYC Printing
09175047369
tycprinting@yahoo.com

JOSEPH ABARADO

Creative Director
Design Departments
projectmanagement@designdepartments.com
09194242644

PRINCESS ZIPAGAN

Kagawad Barangay Culiati
09352810334

Appendix J – Photos During Oral Examination
January 5, 2022, Pre-Oral Defense

