

**COMPUTER STUDIES GOVERNMENT PROJECT MANAGEMENT SYSTEM**

**SOFTWARE REQUIREMENTS SPECIFICATION**

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**1 Executive Summary**

Computer Studies Government, also known as the CSG, is a college-wide organization that focuses on the development of the entire College of Computer Studies (CCS), including the undergraduate students under it. CSG is composed of undergraduate students taking courses under CCS that have went through the application process. Students with the desire to be part of an organization that centers on college-wide development and the eagerness to gain leadership skills are welcome to join.

CSG plans, organizes and conducts various student activities for the benefit of the undergraduate students. By regulating peer tutorials, the organization aims to help the students with their academics and with the hope of getting their grades up. By organizing seminars and talks, the organization intends on informing the students with updates and relevant news in the IT industry. And by conducting charity events, the organization wishes to teach the students the true meaning of being a Lasallian by helping the less fortunate.

CSG officers are the ones responsible for the planning and execution of these activities. It is their duty to accomplish the necessary documents, to pass them to the office assigned to handle all the paperwork, and to execute the events and activities successfully. By applying to become a CSG officer, it is their job to achieve the main goal of the organization: to promote college-wide development.

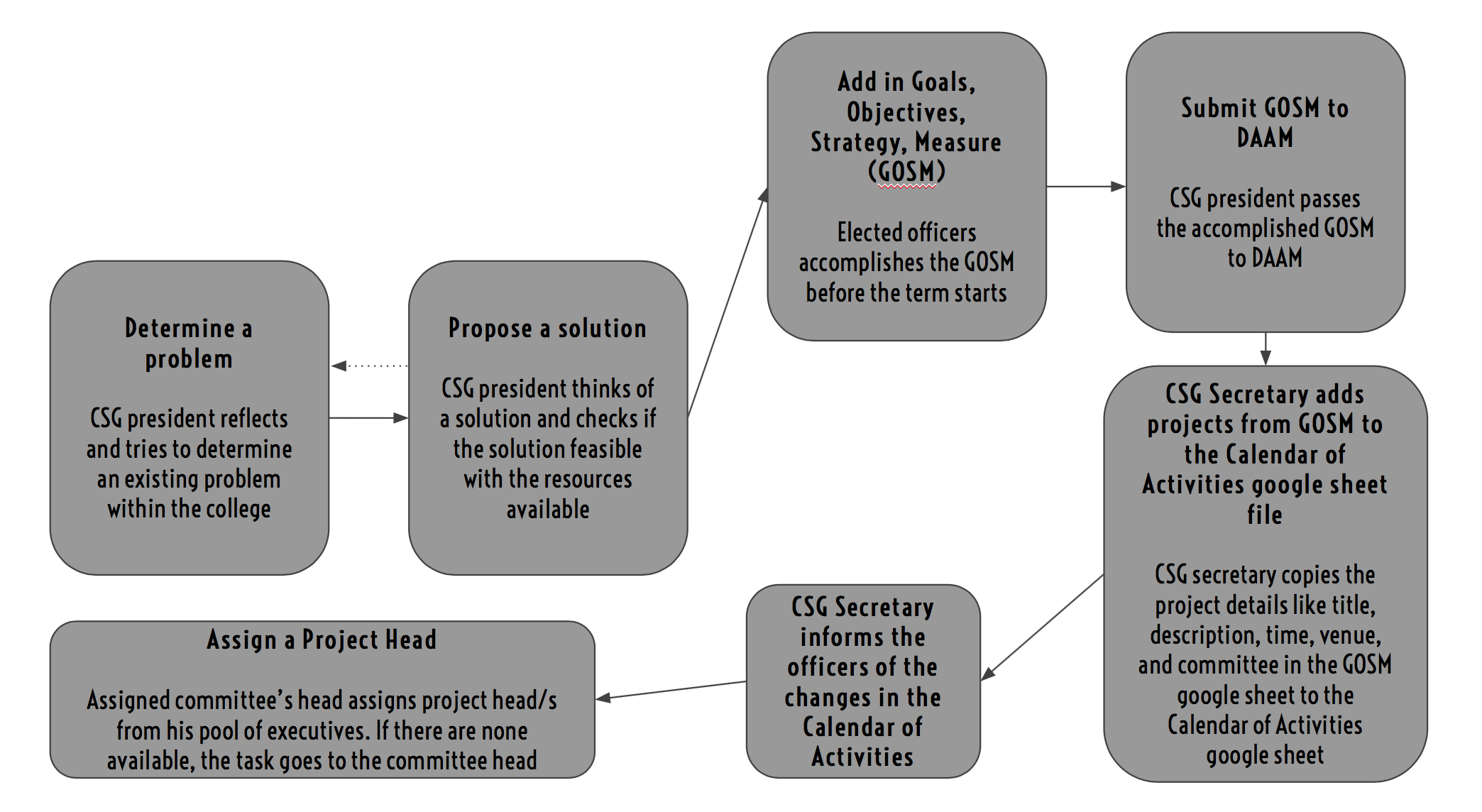
**2 Overview of the Business Process**

*In this section, the current business process of the Computer Studies Government is discussed as well as the data required during the process and the different roles in the business process.*

**2.1 Existing Business Process**

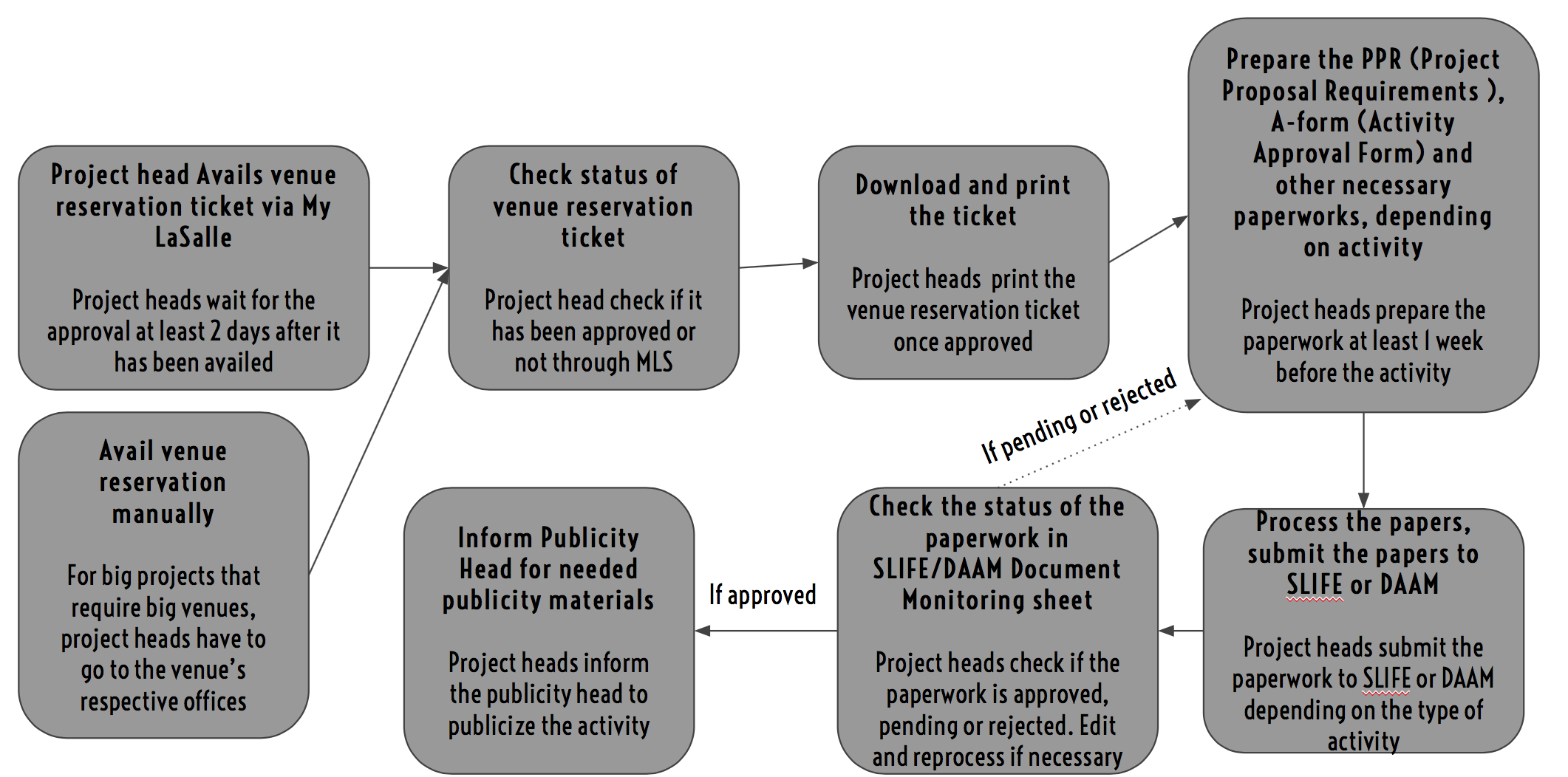
Currently, the business process of the Computer Studies Government can be segregated into four phases — conceptualization of the project, preparation prior the event, execution of the event, completion of the project.

1. **Conceptualization of the Project**



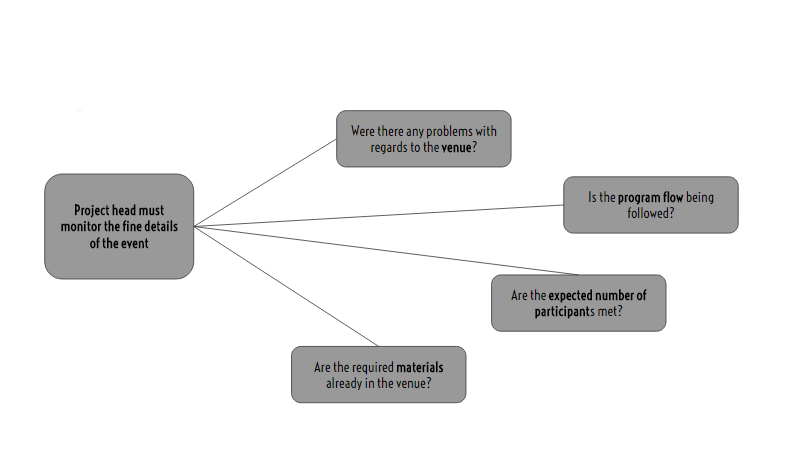
During the initial interview with the President, there is no exact process as to how they determine a problem in the college. The president simply reflects and tries to determine an existing problem. After that, he proposes solution whether or not it is feasible. If it is not, he tries to determine another problem and propose a solution again. If proposed solution is feasible, they add it to the GOSM (Goals, Objectives, Strategy, Measure), which is completed and submitted to DAAM at the beginning of the term. After the GOSM has been completed, the CSG secretary can now add the projects it to the Calendar of activities with the following project details: Nature of activity, Goal, Objectives, Strategy (Title), Description, Measure, Dates, Unit-in-Charge and Committee, which is located at the google drive as a google sheet file. Officers and the committee heads are then informed of the change in the Calendar of activities and the committee head then assigns a project head under his committee then add the necessary information under Project Head in the calendar of activities. If there is no available for handling a project, the task will go to the committee head.

1. **Preparation prior the Event**



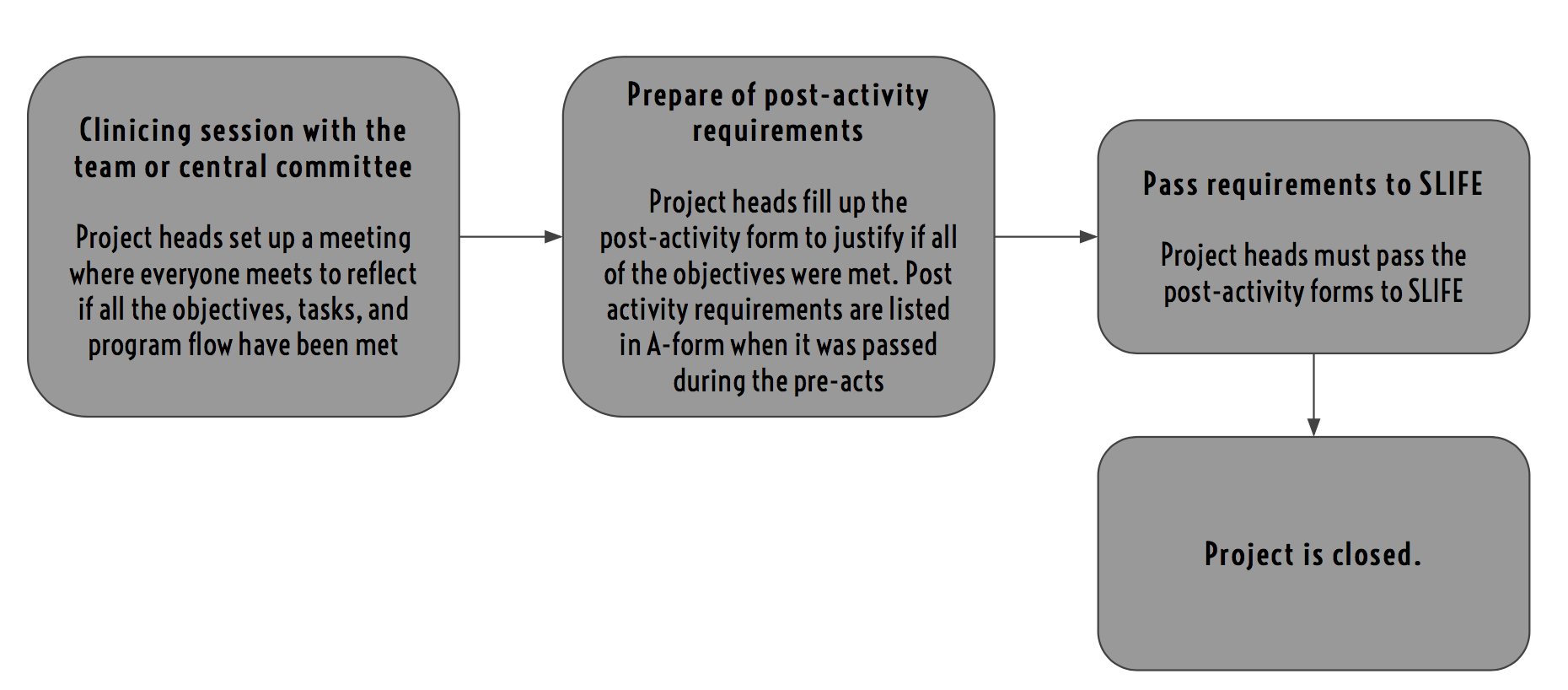
Before the event, the assigned project head must avail of a venue reservation ticket from MyLaSalle if the venue could be reserved through there, otherwise, they must manually reserve a venue by going to the office concerned. It takes at least 2 days for the venue ticket to get approved. If it has been approved, you can now download and print the ticket. After that, project head can now prepare and process the 2 other main papers, the pre-activity paper and activity approval form, as well as the other necessary documents that permits processing depending on the nature of activity. After the papers have been prepared, it should be passed on to SLIFE or DAAM, depending on what the activity calls for. Project head should check on the SLIFE / DAAM document monitoring google sheet for the status of their papers. If they have been approved, activity can now be publicized. If pended or rejected, they must prepare the documents with the necessary corrections.

1. **Execution of the Event**



During the event, the project heads appointed must monitor whether the program is going smooth. They have a lot of tasks to do. One of those tasks is to verify if the venue has no problems and whether the materials needed are in the venue before the start of the program. Next is they have to set up the venue (with the help of fellow officers) in accordance to their program. They have to check if all of the equipments are in proper working order. Once the venue is now prepared, they can now let the participants enter the venue. Next is that they have to monitor if the program flow is being followed. Lastly is they have to look at the General Attendance Log Sheet (GALS) to determine if the expected number of participants were met. This is important because GALS is one of the indicators if the project was a success.

1. **Completion of the Project**



After the event proper is over, the project heads (with the help of fellow officers) then dismantle their materials, clean the venue, and account for all of the equipment borrowed. Then they have their clinicing session to reflect on the fine details of the project as well as the project itself. This must be preferably done after the event so that the problems encountered are fresh from the memory of the project heads. After taking note of what went wrong and the solutions they did to fix the problem, they now prepare the post-activity requirements. The project heads must fill up a post-activity form to justify if all of objectives they have set were all met. After careful deliberation, they now finalize the post-activity requirements and pass them to SLIFE. After that, the project is now officially closed.

***2.2 Data Requirements***

The first of the core requirements for pre-activity process includes an A-form (see Appendix C-1) which contains information for the activity being proposed. The informations includes the name of the organization who proposed the activity, the activity name, the nature of the activity, the type of activity and whether they should be checked by S-LIFE, CSO, or DAAM, date, venue total number of participants, expected number of participants, and spaces in where the project heads, VP finance or treasurer, and faculty adviser would sign.

The second core requirement for pre-activity process is a PPR (Project Proposal) form (see Appendix C-3) which has nine parts which are: i) Activity details which includes Title of Activity, Nature of Activity, Expected Number of Participants, Type of Activity, Time, Date, Venue, Project Head/s, Contact Number. ii) Brief Context/ Perspective of the Activity, iii) Objectives of the activity, iv) Comprehensive Program Design which includes the time, duration, sequence of activities, brief description of the activity, and the person in charge of each part of the activity. v) Breakdown of Expenses which includes the materials, quantity of the materials, cost per unit, and the total cost per type of material, vi) Source of funds, vii) Source of funds which includes the organizational funds, participants fee, and others sources of funds. vii) Organizational funds which would include Operational funds, depository fund, and total projected expenses. viii) Projected Income which includes the projected revenue, and projected expenses. ix) Provisions for profit and loss which will include spaces for the signatures of two persons responsible, the one who prepared the PPR, the signature of the Organization president, and the signature of the faculty adviser. There would also be different additional pre-activity requirements needed for different types of activities as well.

For Post-activity requirements, first would be an Activity report (see Appendix C-4) which has five parts which are: i) Actual Activity Details which includes Title of the Activity, Nature of the Activity, Time, Date, Venue, Project head/s, Project head/s contact number, Actual time started, expected number of participants, expected number of member participants, actual number of participants, actual number of member participants. ii) Objectives which includes how the objectives was met. iii) Activity evaluation which includes a section of what went well, what went wrong and recommendations to improve. iv) Learning and realizations of project heads, and lastly blank spaces for signatures for the one who prepared the post activity document, the president of the organization, and the faculty adviser.

The third requirement would be the General Attendance Log Sheet (GALS). This document would include blank spaces for the activity names and a table to input the participant name, course, id number, checkboxes on whether they are members of the organization or not, and the participant’s signature.

The system would also require the status of the pre-activity and post activity requirements. These status would include approved, pending, rejected, under preparation, and currently being processed.

**2.3 Roles in the Business Process**

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| --- | --- |
| **Role** | **Description of Tasks** |
| President | - Determine a problem that is prevalent in the college  - Propose a solution to the problem  - Prepares the GOSM at the start of the term  - Inform secretary of projects in the GOSM  - Monitors the projects and his officers |
| Secretary | - Fills up the Calendar of activities based on the GOSM  - Notify officers of the changes in the calendar of activities |
| Project Head | - Updates project status  - Reserve venues  - Accomplishes necessary documents needed for project  - Monitor the fine details of an event  - Handles the clinicing session after a project  - Prepare and processes post-activity requirements  - Informs president of statuses of paper works and projects |
| Committee Head | - Assign project heads |

**3 Problem Analysis**

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| **Description** | **Cause** | **Symptoms** | **Impact** |
| Difficulty to monitor projects | - No automated process for project management, only the president’s planner | - Officers can’t inform and update everyone about the current status of the project because of their schedules. | - Due to mismanagement of the projects, they may be cancelled or end up as failures. |
| Difficulty to manage the paperwork | - DAAM’s paperwork notification is currently under construction, while the paperwork notification | - There are cases in which some documents are missing | - Delays in preparing paperwork and processing, which may delay the activity. |
| Delays in preparing paperwork and processing | - No checklist that specifies the papers to be processed and completed  - Denied proposals/paperwork | - Project heads clarifying which additional paperworks to pass, when activity is different.  - Paperworks are either denied or pended by the office because of incomplete requirements | - Deduction of points of the organization  - Paperwork are processed late therefore it can delay the event. |
| Late submission of pre-activity requirements | - Paperworks are not processed early and did not give allowance for pending or rejected papers  - There are different requirements for different types of activity and the project heads are not very familiar on the paperworks they needed. | - President goes to consultation with the offices to justify lateness  - The president reminds officers to submit paperworks on time | - Activities could get cancelled or moved to another day  - Speakers, may not be informed of the changes on the event / talk |
| Late submission of post-activity requirements | - Project heads sometimes pass the work to the documentations committee | - President reminds project heads that they need to submit post-activity requirements | - Deduction of points for the organization  - Organization may have a negative standing because of the last submission of paperworks |

**4 Software Solution**

**4.1 Objectives**

The Computer Studies Government Project Management System (CSG-PMS) aims to ease the difficulty of managing and monitoring of projects and activities within the college.

* To provide a facility for organizing days for the paperwork deadlines and project execution;
* To provide a facility for monitoring the status of the required paperwork;
* To provide a facility for tracking of the necessary paperwork for a project;
* To notify the users regarding updates and changes in a project;
* To provide a facility where templates for paperworks can be downloaded;
* To provide a facility where the CSG secretary can input upcoming projects and automatically notify officers;
* To provide a checklist for the necessary paperworks needed based on nature of activity;
* To provide a checklist during the activity proper based on the objectives states in the pre-activity proposal

**4.2 Characteristics**

The application must be **easily accessible** to all of the organization’s officers. It must be available with them on the go (it must run also on a mobile device) so that they may be notified once they start up the application.

The software data must be **dynamic** in a sense that the data that they can update is limited on the officer’s position. It must enable the CSG president to update the roster of planned activities, assign project heads, and update project statuses. Also, it must enable the committee heads to assign a project head within his/her pool of officers to a particular project and to be able to update their project status. Finally, it must enable the officers to update the status of their projects.

The application must also be **secure** that it can only be used by the organization’s officers. There should be a mechanism that authenticates a user if they are part of the organization or not.

The application must also be **efficient** since the system should be usable in any device, the user interface (UI) must be responsive.

The application must also be **easy to use** to avoid any complications that may arise in the usage of the application.

**5 User Stories**

**checklist here :** [**https://docs.google.com/document/d/1MVGRZlhy0ExaPDrWXDuloNtrb5jkMLpotutll-r9cB8/edit**](https://docs.google.com/document/d/1MVGRZlhy0ExaPDrWXDuloNtrb5jkMLpotutll-r9cB8/edit)

**5.1**

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| **User Story #1:** The users must be able to access their accounts to benefit from the system | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The president and officers must already have a registered account. | |
| **Scenario:**   1. The president or officers will be asked by the system to enter his/her username and password. 2. Users input their username and password. 3. The system validates the entered data. 4. The system displays their specific home page. | |
| **Post-condition:** The president or officer is logged in. | |
| **Acceptance Criteria:**   * If the username and the password are correct, the main menu will show up. * If the username and or password is incorrect or does not exist, the main menu will not show up and the user will be prompted for the correct username and password. * If the officer is not registered, the system will display a message informing the user to register an account, which will be accepted or validated by the President. | |

**5.2**

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| **User Story #2:** As CSG president, I want to be informed on the status of the post-activity and pre-activity requirements when they have been prepared and submitted to the office so that I can be assured that projects are done. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** USG President needs to be logged in on the system | |
| **Scenario:**   1. The USG president should go to the lists of activities. 2. The system would redirect the USG president to a page with two buttons namely: 3. Pre-Activities 4. Post-Activities 5. The USG President would click on the “Post-Activities” button 6. The system should give the lists of activities ordered by alphabet, with the informations: 7. Activity Name 8. Activity Type 9. Activity Status 10. The USG president should click on the activity he wants to know more about. 11. The system would show all information regarding that activity with its corresponding status with each paper work. | |
| **Post-condition:** | |
| **Acceptance Criteria:**  1. Verify that the activity status gets updated by the project heads frequently.  2. Verify that the system would show the latest status of the project. | |

**5.3**

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| **User Story #3:** As the project head, I want to have a list of pre-activity requirements for the project based on the project type stated in the calendar of activities so that I will be prepared and avoid pending papers. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** Project head must be logged in on the system.  The project must exist in the database. | |
| **Scenario:**   1. From the home page, the project head opens the list of projects he should handle. 2. The system would show the user the list of projects with the information:    1. Project name    2. Project head in charge 3. The project head selects the project he/she wants to see. 4. The system would show information regarding the project. 5. The system would show information regarding the paperworks needed and is enumerated based on the nature of activity stated in the calendar of activities for the particular project. | |
| **Post-condition:** The system displays the project name, project details, list of requirements and their deadline. Passed requirements are marked as passed. | |
| **Acceptance Criteria:**   1. Verify that the system displays the correct project and its project details. 2. Verify that the appropriate list of requirements is displayed. 3. Verify that the system displays the deadline of each requirement. 4. Verify that the passed requirements are marked as passed. | |

**5.4**

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| **User Story #4:** As the Committee Head, I want to see the workload of the officers under me. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** Committee Head must be logged in to the system.  There should be an updated roster of the final set of officers that will be under him/her. | |
| **Scenario:**   1. The committee head is directed to the homepage. 2. He/she selects a tab that displays his committee. 3. He/she then selects a tab that displays the current workload of his/her officers. | |
| **Post-condition:** The committee head is presented with the roster of officers under the committee head and their respective current workload. | |
| **Acceptance Criteria:**  **1.** Verify that the system must be able to display the correct roster of officers under the committee head.  **2.** Verify that the system must be able to display the updated workload of the officers under the committee head. | |

**5.5 \*\*\*\*\*\*\***

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| **User Story #5:** As an elected officer, I want to add a project and it’s details in the GOSM so that everyone will have access to it. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The elected officer is logged in on the system.  The elected officer is in the homepage. | |
| **Scenario:**   1. The elected officer goes to the page specifically for the GOSM. 2. The elected officer clicks the “Add Project” button from the homepage. 3. The system displays the Goals, Objectives, Strategy, Measure (GOSM) form asking the elected officer the project details like Nature of activity Goal, Objectives, Strategy (Title), Description, Measure, Dates, Unit-in-Charge and Committee. 4. The elected officer selects the “nature of the activity”. The different types are as follows:    1. Student Services    2. National Affairs    3. Rules and Policies    4. Students’ Rights and Welfare    5. Community Engagement    6. Organizational Department    7. Issue Advocacy    8. Lasallian Formation / Spiritual-Renewing    9. Outreach 5. The elected officer fills up the required fields in the GOSM form and selects a project type from the list of project types. 6. The elected officer submits the form. System should check if there is a duplicate entry for the project before it is reflected in the database. | |
| **Post-condition:** The system adds the project in the database.  The system notifies all the CSG officers that the project has been created. | |
| **Acceptance Criteria:**   1. Verify that the user is an elected officer. 2. Verify that the user can add a project in the GOSM database. 3. Verify that the user can select the type of project from a list displayed by the system. 4. Verify that the project is not yet existing in the GOSM database. 5. Verify that the project is added in the GOSM database. | |

**5.6**

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| **User Story #6:** As the CSG secretary, I want to add the project details from the GOSM to the Calendar of Activities, where everyone, the president and officers, can see so that it will be easier and more accessible for everyone. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The CSG secretary is logged in on the system.  The CSG secretary is in the homepage. | |
| **Scenario:**   1. The CSG secretary clicks the Calendar of Activities tab in the homepage. 2. The system displays the Calendar of Activities page. 3. The CSG secretary clicks the “Add Project” button in the page. 4. The system display the Project Details form that consists of the following:    1. Project Name    2. Project Head    3. Committee Members    4. Nature of Activity    5. Date of activity    6. Time of activity    7. Venue 5. The CSG secretary fills up the form. 6. The CSG secretary clicks the “Save” button. | |
| **Post-condition:** The system adds the project in the Calendar of Activities database. | |
| **Acceptance Criteria:**   1. Verify that the project is not yet existing in the Calendar of Activities database. 2. Verify that the project is added in the Calendar of Activities database. | |

**5.7**

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| **User Story #7:** As the publicity head, I want to be informed when all the pre-activity requirements are approved so that I can start publicizing the activity. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The publicity head is logged in on the system.  The publicity head is in the homepage.  The system notifies the publicity head of projects with all pre-activity requirements approved. | |
| **Scenario:**   1. The publicity head sees that he has a notification in the homepage. 2. The publicity head clicks the notification button and sees the approved project. | |
| **Post-condition:** The system adds the project in the Calendar of Activities database.  The system notifies the CSG president regarding the added project. | |
| **Acceptance Criteria:**   1. Verify that the user is the publicity head. 2. Verify that all the pre-activity requirements of the project have been approved. 3. Verify that the system automatically notified the publicity head regarding the approved project. | |

**5.8**

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| **User Story #8:** As a project head, I want to have access on the checklist of the requirements during the event so that I can monitor the activity during its execution. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The CSG officer is logged in on the system.  The CSG officer is in the project’s page he is currently handling. | |
| **Scenario:**   1. The CSG officer clicks the “checklist of requirements” of the event. 2. The system display the checklist with the items:    1. Venue    2. Program flow    3. Participants    4. Materials 3. The CSG officer checks the checkbox of the item. | |
| **Post-condition:** The system reflects the changes in the database. | |
| **Acceptance Criteria:**   1. Verify that the project exists in the database. 2. Verify that the system will automatically notify the CSG president regarding the updates on the project execution. | |

**5.9**

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| **User Story #9:** As the project head, I want to have a list of post-activity requirements so that I will be able to keep track of the documents that I have to submit after completion of the event. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The project head is logged in on the system.  The project head is in the project’s page. | |
| **Scenario:**   1. The project head clicks the “Post-activity Requirements” checklist in the project’s page. 2. The system displays the list of post-activity requirements which are:    1. Activity Report    2. Fundraising Activity Report (FRA Report)    3. Media Activity Report   3. The project head updates the checklist by marking the checkbox of the document when it has been prepared and submitted to SLIFE. | |
| **Post-condition:** The system reflects the changes in the database.  The system notifies the CSG president regarding any updates on the requirements. | |
| **Acceptance Criteria:**   1. Verify that the project exists in the database. 2. Verify that the project is already completed. 3. Verify that the checklist is updated. 4. Verify that the user’s changes reflects in the database. | |

**5.10**

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| **User Story #10:** As the CSG President I want to upload document templates so that the project heads will be prepared for their papers. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The CSG President is logged in on the system.  The CSG President is in the home page of the system. | |
| **Scenario:**   1. The CSG President goes to the documents tab. 2. The system displays the files inside the documents tab. 3. The CSG President checks if the documents he/she will upload is already there. 4. The CSG President uploads the document templates in the system. | |
| **Post-condition:** The system reflects the uploaded document templates. All members of the CSG can view the document templates. | |
| **Acceptance Criteria:**   1. Verify that the uploaded document templates are correct. 2. Verify that the uploaded document templates are in the system’s repository. 3. Verify that the uploaded document templates was uploaded by the CSG President. 4. Verify that the uploaded document cannot be deleted/modified by other members of the organization apart from the CSG President. | |

**5.11**

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| **User Story #11:** As the Committee Head, I want to be informed if there is a project my committee needs to handle so that I can efficiently assign a project head. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The Committee Head is logged in on the system.  The Committee Head is in the home page of the system. | |
| **Scenario:**   1. The system alerts the Committee head that there is a new project assigned to his/her group. 2. He/she opens the new notification icon. 3. The system displays the project details. | |
| **Post-condition:** The Committee Head is notified on the upcoming project under his/her committee. | |
| **Acceptance Criteria:**   1. Verify that the project details sent to the Committee Head is designated to his/her committee. 2. Verify if the system was able to notify the Committee Head. 3. Verify if the project details sent to him/her is correct. 4. Verify that the project details to one Committee Head is not broadcasted to other Committee Heads and other officers. | |

**5.12**

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| **User Story #12:** As a user, I want to end my session by logging out of the system. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The users must be already logged in. | |
| **Scenario:**   1. The user clicks the logout button at the top right corner of the screen. 2. The system prompts the user if the user really wants to logout. 3. The user acknowledges the prompt and clicks “yes”. | |
| **Post-condition:** The president or officer is logged out and redirected to the login page. | |
| **Acceptance Criteria:**   1. Verify that the user is not able to get back to the system home screen after logging out. 2. Verify that the user is not able to get back to the system home screen after logging out by pressing the browser “back” button. 3. Verify that the user is redirected to the login page. | |

**5.13**

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| **User Story #13:** As project head, I want to access and download the project templates when I need them so that I can be prepared for the paperworks needed. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** Project head must be logged in on the system.  The project must exist in the database. | |
| **Scenario:**   1. From the home page, the project head opens the list of projects he should handle. 2. The system would show the user the list of projects with the project name. 3. The project head selects the project he/she wants to see. 4. The system would show information regarding the paperworks needed which is enumerated based on the nature of activity stated in the calendar of activities for the particular project. 5. The user can click on the enumerated document and download the template from there. | |
| **Post-condition:** The system displays the project name, details, list of requirements and their deadline. | |
| **Acceptance Criteria:**   1. Verify that the system displays the correct project and its project details 2. Verify that the appropriate list of requirements is displayed | |

**5.14**

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| **User Story #14:** As a project head, I want to inform the CSG President on the status of the project requirements so that it will be easier for both me and the president to update each other. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The officer head must be logged in on the system.  The officer must actually be handling a project.  The project must exist on the database. | |
| **Scenario:**   1. Project head goes to the project page. 2. The list of requirements for the project is enumerated and beside each requirement, project head can select a status from a dropdown with the following choices:    1. Preparing    2. Processing    3. Accepted    4. Pended    5. Rejected 3. Project head saves the changes made to the corresponding status. | |
| **Post-condition:** Status for the requirement is updated and notifies the president. | |
| **Acceptance Criteria:**   1. Verify that the president is notified by the system. 2. Verify that the project’s paperwork status is indeed the corresponding project being updated. 3. Verify if the paperwork statuses sent to the president is correct. 4. Verify that the paperwork status is not broadcasted to other committee heads or officers, as there is no need to. | |

**5.15**

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| **User Story #15:** As a project head, I want to be reminded of the deadlines for the processing of paperworks so that it will not slip off my mind. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The project head must be logged in to the system. | |
| **Scenario:**   1. On the homepage, the project head will have a countdown notification on when the paperwork is due for a project. 2. The deadline for a pre-activity papers starts 2 weeks before the event proper, which is set by the system and can be viewed by the user in the corresponding project page. | |
| **Post-condition:** Countdown will stop when the paperwork has already been processed and ACCEPTED as its status. | |
| **Acceptance Criteria:**   1. Verify that the user is currently handling a project. 2. Verify that the paperwork currently with the countdown has either: preparing, processing, pended or rejected as its status. 3. Verify that paperworks with status as accepted does not have a paperwork. | |

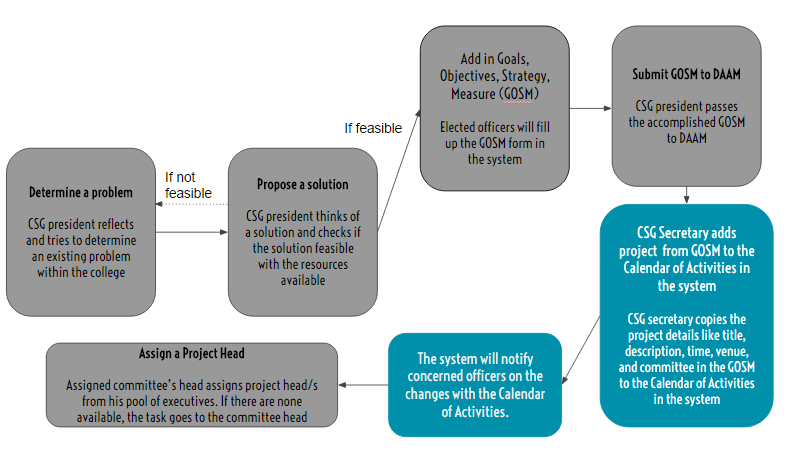
**5.16**

|  |  |
| --- | --- |
| **User Story #16:** As CSG secretary, I want everyone, the president and offices, to get updates on the revisions and additions to the Calendar of activities, especially when it pertains to a committee so that they, the concerned officers, will know without me reminding them. | |
| **Estimate (Days):** | **Priority:** |
| **Pre-condition:** The CSG secretary is logged in on the system.  The CSG secretary is in the homepage. | |
| **Scenario:**   1. The CSG secretary clicks the Calendar of Activities tab in the homepage. 2. The system displays the Calendar of Activities page. 3. The CSG secretary clicks the “Add Project” button in the page. 4. The system display the Project Details form that consists of the following:    1. Project Name    2. Project Head    3. Committee Members    4. Nature of Activity    5. Date of activity    6. Time of activity    7. Venue 5. The CSG secretary fills up the form. 6. The CSG secretary clicks the “Save” button. | |
| **Post-condition:** The system adds the project in the Calendar of Activities database.  The system notifies the CSG president regarding the added project. | |
| **Acceptance Criteria:**   1. Verify that the project is not yet existing in the Calendar of Activities database. 2. Verify that the project is added in the Calendar of Activities database. 3. Verify that the committee heads concerned with the additional changes in the calendar of activities are notified. 4. Verify that the president is notified on every additional projects and changes in the calendar of activities. 5. Verify that the committee heads NOT concerned are not notified by the system. | |

**Appendix A - Improved Business Process**

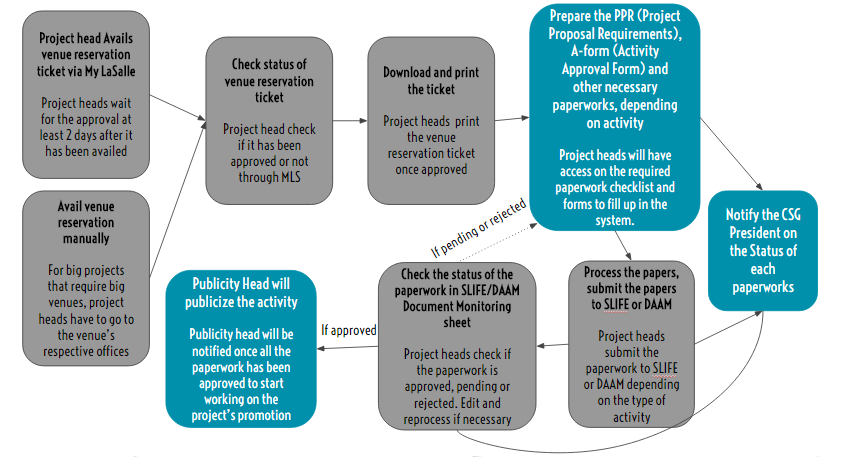
With the help of the software solution implemented by the House of Megan, the developers hope that the business process of the CSG improves. The following images displays how software solution may be integrated with the current business process of the organization.

1. **Conceptualizing the Project**



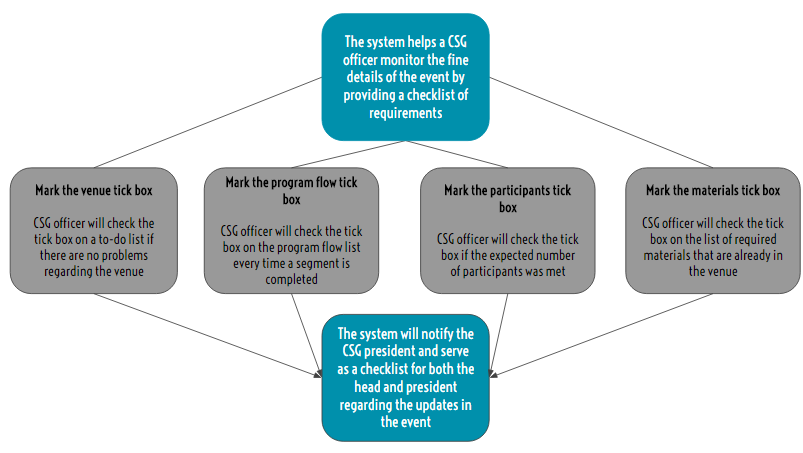
Similar to the current business process of the CSG, the CSG president still determines a problem and proposes a feasible solution to the problem. All the elected officers will fill up the GOSM (Goals, Objectives, Strategy, Measure) form in the system. The accomplished GOSM form will then be passed by the CSG president to the Department of Activity Approval and Monitoring (DAAM). Then, the CSG secretary will file the project details from the GOSM to the Calendar of Activities in the system. The system will automatically notify the concerned officers regarding the changes in the Calendar of Activities. Once they’ve all received the notification, they can then assign project heads for the activity.

1. **Before the Event Execution**



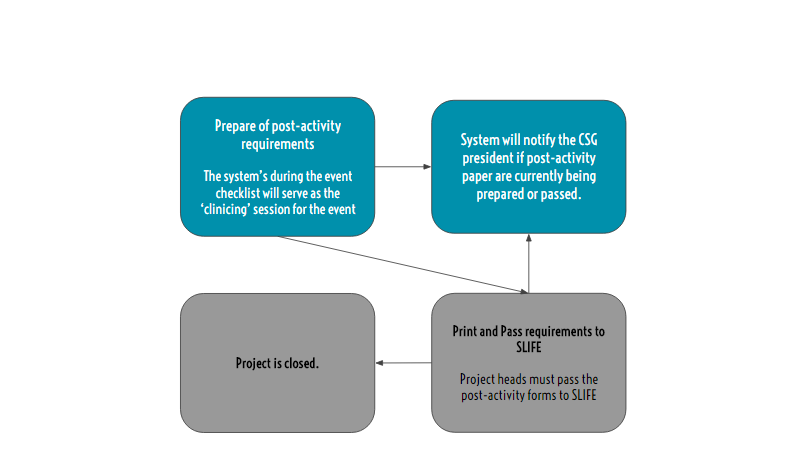
Before the execution of the event, project heads will still avail a Venue Reservation Ticket (VRT) via My LaSalle. They have to wait at least 2 days after the transaction before checking for the VRT’s status. Once the VRT has been approved, the project heads must print it and they may start preparing for the pre-activity requirements. The project heads will have an access on the required paperwork checklist and the forms needed to be filled up in the system. Once the required papers have been accomplished, the project heads may submit them to SLIFE or DAAM, depending on the type of activity. The project heads can check for the status of the paperwork in SLIFE/DAAM Document Monitoring google sheet. The system will send updates to the CSG president regarding the whole process of the pre-activity requirements. It will automatically inform the CSG president when a document has been prepared and is currently being processed by SLIFE or DAAM. It will also notify the CSG president once the status of the paperwork is updated. When all the pre-activity requirements have been approved, the system will automatically notify the publicity head so he/she will be able to start publicizing the activity.

1. **During the Event**



During the event, CSG officers will have an access to the checklist of requirements in the activity. The checklist will consist of the venue, program flow, participants, and materials. The system will automatically notify the CSG president on the updates of the event.

1. **After the Event**



In the improved business process, the project head and the committee will no longer have to conduct a clinicing session wherein they evaluate the success of the event. The system’s during the event checklist will serve as the ‘clinicing’ session for the event. Therefore the project heads can start preparing the post-activity requirements as soon as the event is done. The system will automatically notify the CSG president regarding the updates on the post-activity requirements. Once the project heads have accomplished the paperwork, they will print and pass them to SLIFE. Finally, the project is closed.

**Appendix B - Interview Transcript**

**Initial Interview with the CSG President**

M - Miguel Torres, CSG President

I - Interviewers

**I**: Ok, Good afternoon I am Margaret Avancena and this is my teammate, Kenywil. First of all, we would like to thank you for letting us have this time to conduct this interview. Are you ready?

**M**: Yes.

**I**: How long have you been in the student government?

**M**: I’ve been active in the student government ever since I was a freshman in the college. This is my 4th year in the student government.

**I:** Nice, yes president! How’s it being the president, is it stressful?

**M:** Medyo, yeah, there’s a lot to think about.

**I:** Can you describe what you do for the CSG?

**M:** So basically, I was elected a CSG President, college president. Halos lahat ng processes kailangan ko imonitor. There are different departments under the organization. Internals, Externals, University Affairs, Admin Affairs, and the different committees under it. I basically have to monitor all the processes if they are still active and to make sure if all the projects are implemented well. Also, my basic role as CSG president is juggling my task, internally and externally of the college [affairs], I also have to represent the college and voice out concerns in the different sectors of the university. What makes it difficult is that I have to do that and at the same time monitor the internal processes of the college.

**I:** Ah, so it’s difficult to monitor-

**M:** Yes, especially when the officers have their own schedules that can’t match.

**I:** Can you describe us the process of project making? to the point of coming up of the with the idea and to the end of the activity?

**M:** Coming up with the idea, syempre you can’t make projects na “bara-bara” lang just for the college. You have to determine what’s it for, what’s the purpose of the activity and how is it relevant to the students, how are they going to benefit from it. So basically, me, the easy way to determine what my project’s going to be, I determine muna a problem. A specific problem that we target on in the college. For example, a projects as simple as this, it’s called “Hello from the Andrew side”. What’s the problem there? Students have the hassle of parang, they can’t contact the administration as easy as it was before. Since they transferred already to andrew and how are we going to contact them from gox? So syempre, kailangan kang umakyat dun, diba? So “Hello from the Andrew side” is an installation of telephone systems, here in gox. So yun, that’s how I determined it. One, the problem, then propose a solution. Then after proposing a solution, check if it is feasible with the available resources you have. For example, are there any offices willing to provide a set of telephones? Yes, physical facilities office. After that, determine the details of the project. Program flow, date of installation, basics naman yung project details, yung venue, date, details like how are you going to manage the project, time, and other needs. Other needs, depends on the type of project. This one, it’s a special case project because it is not a regular event that people really go to, it is something they really need in the college. It depends talaga, that’s why we have the student’s activity manual. I’ll give you a copy of it, maybe tomorrow?

**I:** Okay!

**M:** To continue, the processes naman, let’s say you have the basic ideas you want for the project, you have this concept, you have a nutshell of what your project is going to be. Syempre, in processing an activity, you have to have this, the “PPR”, Pre-activity requirements. It’s composed of, mainly, the A-form or activity form, the project in a bird’s eye view. Next is the Project proposal form “PPR”, and the venue reservation ticket, where your project is going to be. Those are the three main components of the activity requirements but it may also depend on the type of activity. Let’s say it’s a sponsorship activity, kailangan mo din ng Memorandum of Agreement.

**I:** But does it require the same basic requirements even if it's a different type of activity?

**M:** Yes, for all activities, the all need the Venue reservation ticket, PPR and A-form. Standard yung tatlong yun, but for every other activity, depending on the type, there may be more requirements to add on. Like, MOA, Memorandum of Agreement, if sponsorship. If it is a sports fest, you need waivers - notarized waivers. If it’s ticket selling, you need to have the design of the tickets and the price quotation.

**I:** Is there a form for those?

**M:** Yes, all of them, they all have a template. Another example is talks, you need to have the credential of the speakers. Basically, it depends, you can look it up on the students activity manual. But the 3 basic needs for the pre-activity requirements is the a-from, the project proposal form and the venue reservation ticket.

**I:** How about the processing of the papers?

**M:** So step by step, first you have to avail of the venue reservation ticket. You can get this by process this through My LaSalle. It could get approved in 2 days. After availing for the venue, after 2 days, you have to check if it is approved. If it is approved, download and print the ticket. Once you have the venue reservation ticket, that’s the only time you can process the PPR and the A-form. After those, you process those papers through S-LIFE or DAAM, depends on the nature of activity. Makikita mo naman sa A-form, type of activity. If it’s an academic contest, general assembly, etc all the activities that fall under this should be processed by DAAM, for the USG. For CSO, it’s CSO. In our case, it’s DAAM, their activity monitoring team. For the activities that involve external relations, or external partnerships, like selling, donation drives, conferences, off-campus activities, they have to be processed through S-LIFE. Why S-LIFE? They have this legal processing that if something goes wrong, we will still be liable, but they will help us with it. It’s also one of the reasons why the waivers right now needs to be notarized.

**I:** Has it always been like that? That it needs to be notarized?

**M:** No, it’s a new process since the legal management team added it just to have a second check. After processing the papers, you have the activity itself. Once the event is already being done, the office or the project head has to monitor everything. Is the venue ok? Is the food ok?, if the activity has food. Was the program flow being followed? The program flow can be seen here, in the activity requirements. After the event, it is the responsibility of the project head to have a clinicing session with his team or his cencomm. That is where you catch up, if all the objectives, tasks, program flow, have been met. For example, the General Assembly, it says here in the program flow that there are 3 performers. You reflect is there were actually 3 performers. Were the expected number of participants reached? That’s how you reflect if the activity is successful. After that, you have to make the post-activity requirements. You fill up the post-activity form and that's where you can justify if all the objectives were met. That’s why it is important for the project head to make the clinicing session because that is how he’ll be able to answer the post-acts. After that, you have to pass it on to S-LIFE. That is when the entire account or project is closed.

**I:** How long usually processing ng projects?

**M:** For the venue processing, it takes at least 2 days. PPR, in processing the pre-activity requirements, diba you have the a-form and ppr, you pass it on to S-LIFE. S-LIFE takes about 3 days.

**I:** Do they notify you if na approve na nila or not?

**M:** No, you have to go there. That’s why it’s also hard monitoring the projects. But assumingly, dapat after 3 days, tapos na.

**I:** Are there times that it goes over 3 days?

**M:** Yes, depending if there is a holiday or if the director of activities is on leave. After that, all the paperworks must be done 3 days before the event itself. But in CSG, I give them a standard that 1 week before, everything must be settled, paperworks and all. Then the activity proper, depends on the project head and how long the event will last. After that post-activity requirements. In the A-form, there will be a due date. For example, you submit it on Jan 19. Usually, they give you a month long range before you can process the post-activity. Kunyari you process it January 22, you can process the post-acts until Feb 22. Month long. You can prepare it as early as the event is done. That’s it.

**I:** Are there times na hindi na fufulfill yung post-acts?

**M:** Yes, what happens is, you assign a project head, then what usually happens, I find it funny, that they generalize the task of documentations team that they will process the post-acts. Apparently, the task there is that, you’re a project head, you start the activity, you also end the activity. Once you process the pre-activity of the project, after the project, you will also be the one to process the post-acts. The documentations team’s assignment is to assure that everything or all the documents for the project is processed or is going smooth.

**I:** Are there also times na yung pre-acts naman hindi nasesettle, 1 week before the activity?

**M:** Yes, there are time, for example, hindi naapprove si venue reservation ticket, so you have to look for another venue, or you have to justify to the PFO why the venue was not approved and because of that, madedelay yung time mo. Let’s say your activity is already, Let’s say today is Monday and your activity is on Friday, if you got your pre-acts, you plan to pass your pre-acts on Monday, sakto lang, Tuesday, Wednesday, Thursday, before Friday. But then, let’s say you got delayed, hindi siya naapprove, so it takes another two days but that’s already 2 days before the activity. So what happens is that, there will be many consultations to be made. You have to go to the department and justify why you are passing the pre-acts requirements late. But basically, dapat talaga 3 days, it has always been a standard that 3 days before the activity itself.

**I:** Are there times na activities are not pushed through because of the papers?

**M:** Yes, let’s say you tried to consult the office for passing it late, sometimes, there are times that they become so strict that they will not allow the activity, because that’s the standard talaga. If it doesn’t push through, wala talaga.

**I:** In your 4 years of experience in the students government, what is the worst case scenario from what you remember?

**M:** Worst case scenario is that, we had a company talk at LSCS, all the pre-acts, okay na, venue reservation, okay na. It’s just that the project head, passed it 2 days before the activity. He passed it but then the activity was not yet checked by S-LIFE because they take about 3 days to process the papers. So, what happened was, we regret to inform the speaker that we had to extend the activity. So since nalate, we had to process another set of papers, like this one, we had to edit the A-form for scheduling the activity for another day. There’s a part here, in case of change slip. In may changes in date, venue, time, put it here and pass it again. That’s the worst case scenario and that could happen. Another is, well, denied. The activity will not push through at all.

**I:** Has it ever happened that the activity has been publicized even if the activity is denied?

**M:** Yes, if the activity is publicized but the verdict of the processing is denied, the activity monitoring team of the USG, they’re really, they will be very focused, tutok sila sa pubs mo sa facebook. If ever you disobey that, you publicized an activity and it’s been denied by S-LIFE, they generate an incident report. What happens in an incident report is that, this is the activity, these are the people involved, they will have a screenshot of the happenings on facebook, then they will justify why it is wrong. They staple on proofs that it is really wrong, based on the processing. They coordinate with S-LIFE. Para kang kinakasuhan, may mali kang ginawa, may kaso na.

**I:** Wow, that’s tough!! Anyway, what are the reasons why nadedelay yung projects?

**M:** There are a lot of reasons, one could be venue reservations, it’s really tough to have venue reservation because not all of the venues could be reserved through the MLS. For example, Henry Sy, you have to consult it at the 14th floor of Henry Sy. It’s not automated, you have to go there for manual reservation. Let’s say gox lobby, for reservation of the gox lobby you have to go to Ms. Sheng. But most of the venues are still in the MLS. It’s just that if you’re planning to implement a big project, in a big venue, you have to go to Henry Sy 14th floor and reserve it under Ms. Babes.

**I:** What else, aside from reservation?

**M:** Sponsors. If you have a set of sponsors for your activity, let’s say you have a competition. In passing the pre-activity requirements for that, you need to have the list of sponsors for the activity. But there are times that the sponsors don’t coordinate well with the project heads. For example they don’t reply agad so in turn, nadedelay yung process. They don’t know if confirmed na yung participation nila for the event. Third is, holidays, or storms. Let’s say there’s a storm and there’s not school, you don’t have a choice, you have to fill up the in case of change form or if it a holiday, and your activity is on a Friday, and it’s a holiday on Tuesday, it’s not part of the 3 day period for processing the papers. Another is management or coordination with the department or committees. For example, I’m a project head and then the publicity team. I’ve finished all the paper required for the project but I forgot to inform the publicity team that I need a pub for the event. Example, today is a Thursday, then Friday yung activity, hala, di pa nagrerelease ng pub. You have to consult with the publicity and then they have to rush it. Sometimes, it’s not properly disseminated and you won’t get the anticipated number of participants, so you have to delay the activity.

**I:** Do you always have to meet the number of participants?

**M:** As much as possible, yes, especially from the Council of Student Organizations, if you don’t reach it, you get a deduction.

**I:** Deductions for what?

**M:** Points, because at the end of the year, you get a score, it’s graded, everything is graded. Basically, it’s really important for me and the heads of the organization to monitor the projects under each department.

**I:** So, right now, what are you doing to monitor all of the departments?

**M:** I have a planner, haha, and I “tick box” it. For example, a project, the advanced placement program. I need to know if the pre-acts are okay, venue, project head, have I assigned a project head?, date, what specific date do I want it to be in, what time, food, if needed, all of the details, sponsors, if they’re okay, pub materials. I delegate it. You have all the tasks for this specific project. What I do, I delegate it to the different committees. For example, pubs, publicity committee. Sponsors, corporel. Food, Logistics. Pre-acts, project head, etc. This is my entire list, but I break it down to the different committees then that’s when I post. Here’s your task, here’s your task. So project management for the organization.

**I:** How do you determine the project heads for a project?

**M:** Let’s say the advanced placement program, that’s including or inclusive of the sponsors, so I put that under external affairs. External affairs for CSG is Chin, so who is under external affairs, it depends on the organizational structure. It depends on the committee who is most feasible for the project. Under external affairs, you have corporel, public relations, logistics. The most feasible one, since it has sponsors, would be corporel.

**I:** Oh, so it depends on the committee?

**M:** Yes and the nature of activity. And if corporel has a lot on their plate, I would give it to Chin, the external affairs officer. It has to be under a committee specialized for that activity.

**I:** So far, that’s the only way you do the management?

**M:** So far, yes, I list it down. No automated process, maybe excel. We have this thing called the GOSM, goals, objectives, strategy, measure. I’ll send you all the forms necessary tonight? All the activities are there. What in it are the objectives, title of activity, description of activity, venue of activity, target date and time, nature of activity, estimated number of participants and the committee assigned.

**I:** All of those are stated in the GOSM, right?

**M:** Yes, so for the advanced placement program, it is to be able to provide students opportunity, just in case for internship programs. So three of those, at least three. Nature of activity, it’s in the A-form. Committee, right we have an org structure in CSG, so who is the committee to be assigned for this project. From there, I determine who the project head will be.

**I:** Who should be able to see the GOSM?

**M:** Everyone in the organization. I upload the GOSM, then my college secretary, makes sure to put all the activities there, the committees will be able to see, parang test results, like “uy, dito ako assigned”, so syempre si committee head, let’s say corporel committee, corporel head is Amos, he will be in charge of delegating the activity to the project head, or if heavy na yung executives ng corporel, Amos will take over.

**I:** Through the GOSM, will the committees know if they have a project they’re supposed to do?

**M:** Not through the GOSM, what happens is, the committee head, he sees na it will be the responsibility of the committee head to post it in his facebook group of the committee and he’ll delegate it. Example, this project, person A is assigned, etc etc. They base it through the GOSM. So everything is manual right now. The checklist, the GOSM, the assignment of heads and projects.

**I:** If there are any additions or changes to the GOSM, would they know? or would they still have to check it themselves?

**M:** The GOSM is in the google drive, if there’s going to be an update, we will update it and then we’ll just post in the group na, “guys, we just updated the GOSM”.

**I:** Okay, so who is the most recent person who handled a project?

M: Most recent is Andrea Abad, university affairs. USG week yung project. There were some troubles in the activity because there was supposed to be a booth at the lobby. What went wrong there was venue, logistics and manpower. The venue, it was an agreement between OTREAS and the CSG that they will reserve it under their office and the logistics as well, the tables, chairs, steel panels. Steel panels were reserved but everything else, weren’t. I consulted the OTREAS, nagsorry sila because they didn’t get to reserve it. They thought that na-cancel na, but no. So there were misunderstandings for the venue and the logistics and then because of that, walang booth and nobody saw it that’s why nagkatrouble with manpower.

**I:** If you were going to describe the USG week, would you consider it as a success?

**M:** No, because the objective of the USG week, for CCS, depends on the objectives if the project was a success. The objective of the USG week is to inform the USG was before, here in CCS, to provide student services during that week the distribution of handbooks, and lastly, to give them the calendar of activities for the term. But since there wasn’t any booth, hindi naprovide, so it’s not a success.

**I:** What most recent activity would you consider a success?

**M:** I considered a success, last term, the Frosh Convocation. Successful siya because the venue was properly reserved, the pre-acts were properly processed no delays, it was processed 1 month before the activity. Venue was reserved properly through Henry Sy. Participants were insured because all of the students were required by the admin. Food was sponsored by the admin. Program flow was secured by CSG, LSCS, Sprint and admin. We have discussed it before hand. Consultation was needed for the program flow. Everything went well, everything in the program flow was met, aside from the objectives, every activity here should be met.

**I:** Who handled the frosh convocation?

**M:** Me, Jared and Joswin. But mostly me and Jared.

**I:** I think so far, we’ve got a lot.

**M:** Okay, I’ll give you sample forms tonight. I’ll send it to you nalang.

**I:** Yes, please, thank you! So, of course, we’re going to have some follow-up questions, when are you usually available for follow-ups?

**I:** Monday, Wednesday, I end at 2:15. Tuesday, Thursday, I end at 4.

**M:** Okay, so thank you!

**Follow up Interview with the CSG President**

Interviewer: Hi, I’m Margaret. So we’re going to.. <laughter>

Miggy: Hi, I’m Miggy.

Interviewer: So, I’m going to follow up in.. for. umm.. uhh.. INTROSE, just a short interview, so.. so... just 8 questions. So we just would like to clarify what exactly is the role of the college secretary.

Miggy: Ok so the role of the college secretary basically is to make sure that all the calendar of activities fit, nothing’s clashing.

Interviewer: Uh huh.

Miggy: So there’s no contradiction to the schedule, like no same activity set ones(?), or if its feasible with the number of people.

Interviewer: Ok?

Miggy: And then uhmm.. basically follow up, following up and monitoring the activities together with documentations.

Interviewer: So yung, who does the college secretary also input the projects in the GOSM?

Miggy: What?

Interviewer: The college secretary put the stuff inside GOSM?

Miggy: Uhhh.. no. umm.. The GOSM is basically already made by the electeds.

Interviewer: Ohhhh…

Miggy: Then it’s really down the exe.. execom and the appointed officers.

Interviewer: Ok?

Miggy: But then, it’s her job is parang *[to transfer details]* from the GOSM *[to the calendar of activities and]* to relay *[the information]* to the officers

Interviewer: Ah ok. So how do you communicate with the project and/or committee head?

Miggy: Ok, so first we, the progress.. ay… the process is that I talk muna with the executive board.

Interviewer: Uh huh.

Miggy: Ay.. uhh.. The core, then whoever.. umm.. whoever is assigned to that committee, let’s say publicity committee is assigned to internals, so I talk to them cause they’re internal affairs, after I talk to them umm.. she will relay the plans to you supposedly, and the chair, and from the chair to the executives.

Interviewer: So parang from president, it goes to the

Miggy: The core..

Interviewer: The core, and goes

Miggy: To the chair..

Interviewer: To the chair..

Miggy: Then to the executives, yes.

Interviewer: Ok, noted.

Miggy: Yes.

Interviewer: What are the documents needed for the post acts? Or is it like only one?

Miggy: Uhh.. it depends on the type of activity.. so it can be seen in the A-form

Interviewer: Ok?

Miggy: So let’s say we have this activity. This one, yan. See this one umm.. yan.. ito yung activity, and then, and the A-form, when it’s approved they will check like which one from these will be needed for the post activity requirements, it really depends on what type of activity, but then everything’s here, just check which ones are relevant for the activity.

Interviewer: Ok?

Interviewer 2: Sino mag checheck niyan?

Miggy: S-Life.. or DAAM

Interviewer 2: ah depende kung ano?

Miggy: Basta once we receive this one we will recheck if it’s approve, like which one is needed afterwards

Interviewer: Ah ok, yan yun GALS di ba?

Interviewer: So… so di ba.. kasi they said na meron sa S-LIFE and DAAM yung automated way of how to process na ma nonotify ka?

Miggy: What?

Interviewer: Sa S-LIFE or DAAM, they have this process na..

Miggy: Manonontify?

Interviewer: Yes, manonotify ka.

Miggy: If? if?

Interviewer: Do you guys know about it?

Miggy: Yes?

Interviewer: Ok, pero do you use it?

Miggy: Umm.. actually just this term lang siya naimplement

Interview: Oh, this term implemented?

Miggy: Yeah, last term wala, like you have to go there talaga.This term excel sheet.

Interview: Ok, this term. Dual sheets?

Miggy: No, Google sheets. Dual? <laughs>

Interviewer: Pero, have you guys been starting to use it na?

Miggy: Yeah.

Interviewer: Oh ok, so yun din sa S-LIFE?

Miggy: Yeah, for the S-LIFE. For the DAAM kasi they’re usually non-functional. Like there’s a problem pa, there’s an internal problem with the recruitment, so all processes have to go through S-LIFE, if it’s either DAAM or S-LIFE processing.

Interviewer: So, right now?

Miggy: Right now, yes.

Interviewer: Pero.. ok.

Interview: So, ano yun process if you’re going to use the automated system? Or the Google sheets of the..

Miggy: of the?

Interviewer: Of the S-LIFE.

Miggy: Oh ok, ganito siya uhhh… ito if I click it. it’ll let me log in. Here we go, so once we’re logged in we can see naman here the timestamp umm.. if it’s from CSO or USG, the org unit. So let’s say I’m CSG, I’ll just search CSG, and then.. so makikita mo dyan the activity title, and the status if it’s pend, for revisions or approved.

Interviewer: Ohh.. pero so it’s like.

Miggy: Oh, it’s in the link na, so you have access to this.

Interviewer: Oh ok ok.. I’ll check it out. So, pero from that di parin kayo manonotify personally, and so you guys have to check

Miggy: No, we have to login, yeah.

Interviewer: Kayo in maglalagay mismo niyan (referring to the data in SLIFE document monitoring sheet) or sila?

Miggy: Sila, they’re the ones encoding this.

Interviewer: Ah, okay. So, kunyari, if it’s still being processed, you wouldn’t know?

Miggy: Yes.

Interviewer: So alam mo lang if it's pended, approved or disapproved?

Miggy: Yes? or if it’s, let’s say, there are activities kasi na wala pang status, but it’s already been filed. For example…. kasi before there are activities na wala pa yung remarks but there’s already here, for SLIFE use only. If it’s filed na, for example it hasn’t been check but it’s filed na. If it’s approve, pending or disapproved, it’s here.

Interviewer: I think that’s it. Do you guys have any questions for us? Do you want to know how we imagined the solution?

Miggy: ok.

Interviewer: So we’re thinking of making a web app, that could be used on your mobile and desktop. Basically, kunyari magaassign kayo ng head and then manonotify yung head na meron siyang project, and then nan dun rin nakalagay nature of activity, we should know ano yung requirements for each nature of activity, which we will probably ask you some other time, since I don’t think we need it yet but if you could give us the details for that, thats cool too. After the head knows he has a project, the templates and requirements are there, based on the nature of activity assigned. For every paper to pass, there’s a pending, preparing, approved and disapproved. You’re going to see how it’s going. Also for the GOSM, yung electeds pala nageencode. Initially, we thought it was the CSG secretary.

Miggy: Ah, what we do with the GOSM is that we plan it at the beginning of the term so all the electeds talk and we compile it into one GOSM. After that, we coordinate with our execom for each unit. Then that’s when we publicize it internally.

Interviewer: What’s the excel file may GOSM rin but it also has the name, nature, committee in charge and project head.

Miggy: Ah, that’s on CSG side na. After we get GOSM, calendar of activities. Calendar of the activities is where you will know who is assigned for a project. Title of activity, nature of activity, project head. After the GOSM, it goes in the calendar of activities.

Interviewer: Could you add activities that is not in the GOSM?

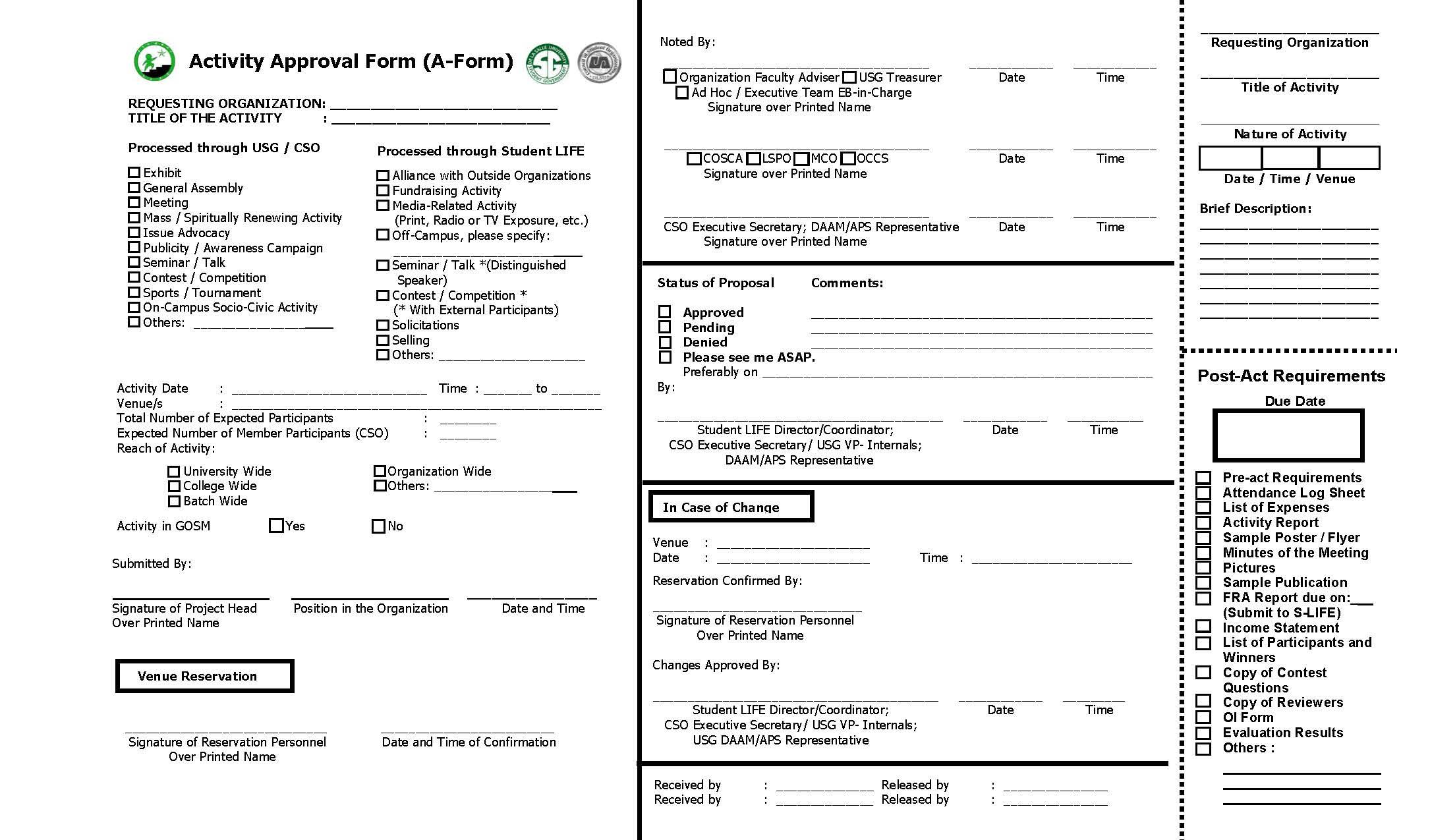
Miggy: Yes.

Interviewer: Ok, that’s it thank you!

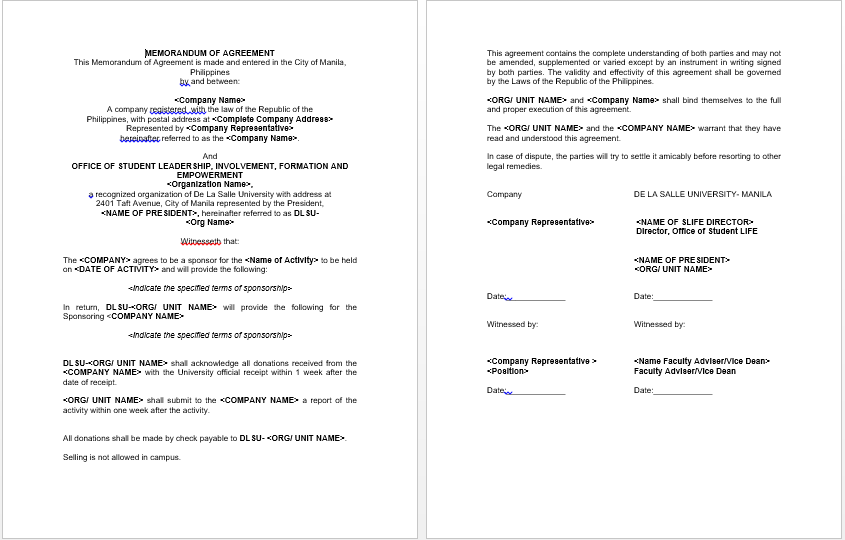
**Appendix C - Sample Forms and Reports**

**Pre-Activity Requirements:**

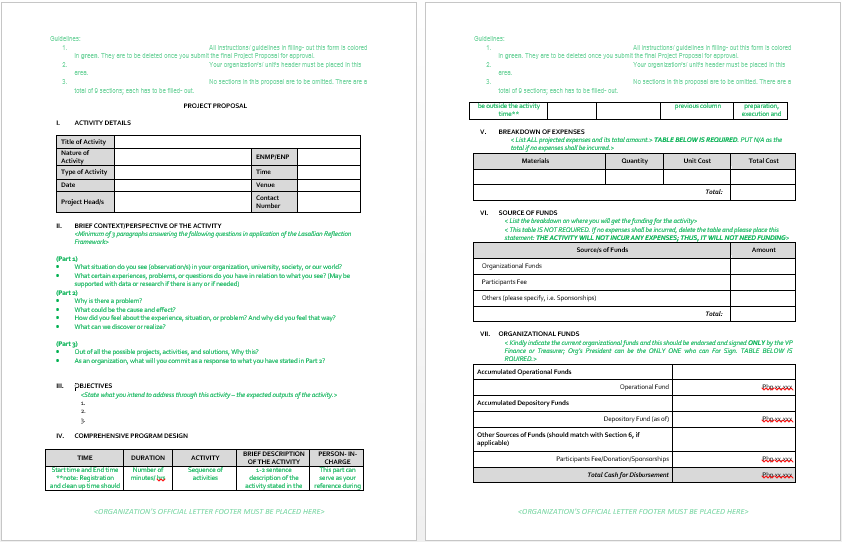
Activity Approval Form (A-Form)

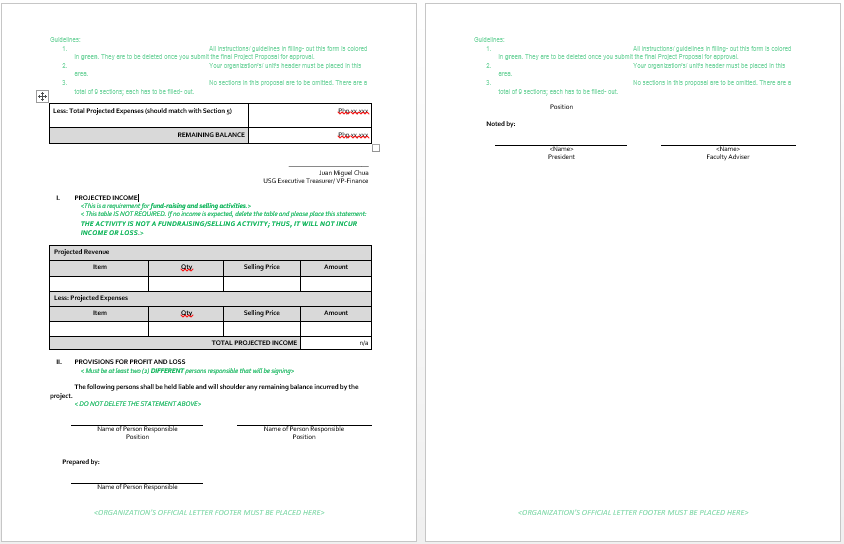


Memorandum of Agreement (MOA)



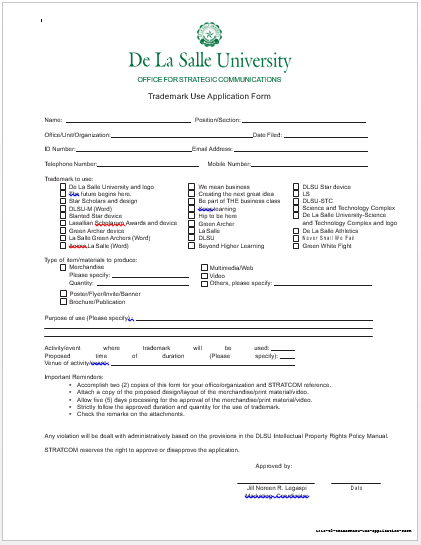
Project Proposal Form (PPR)



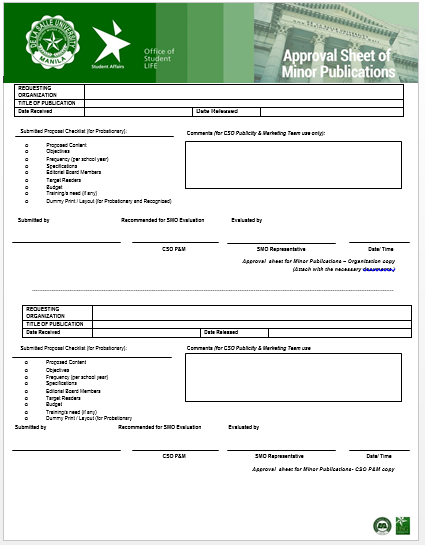


**Other Pre-activity Requirements**

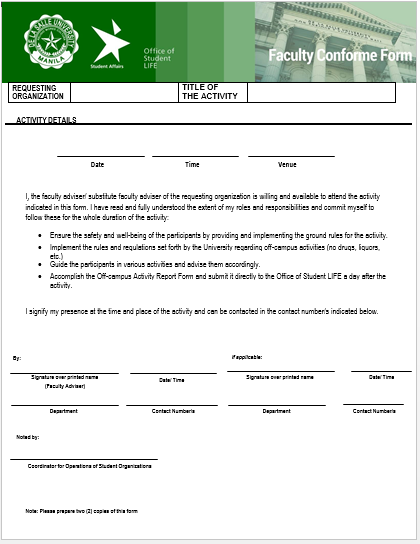
Application for Use of Trademark



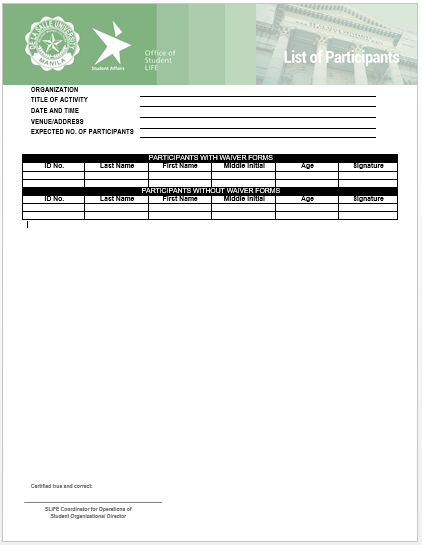
Approval Sheet for Minor Publications



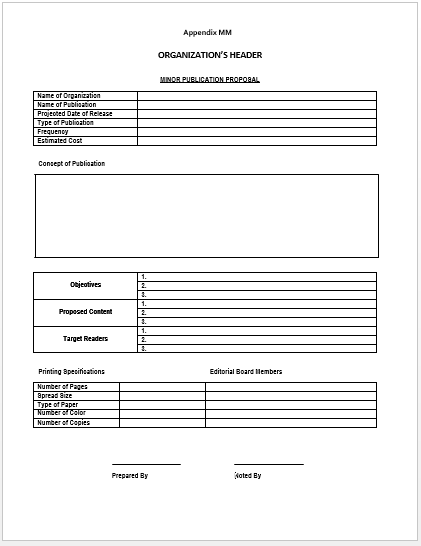
Faculty Conforme Form (FCF)



List of Participants (LOP)



Minor Publication Proposal

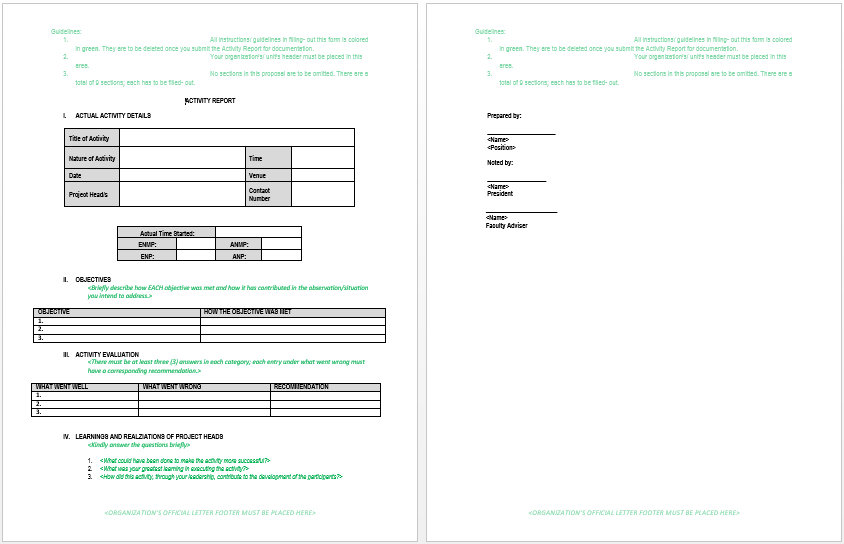


Solicitation Letter Format

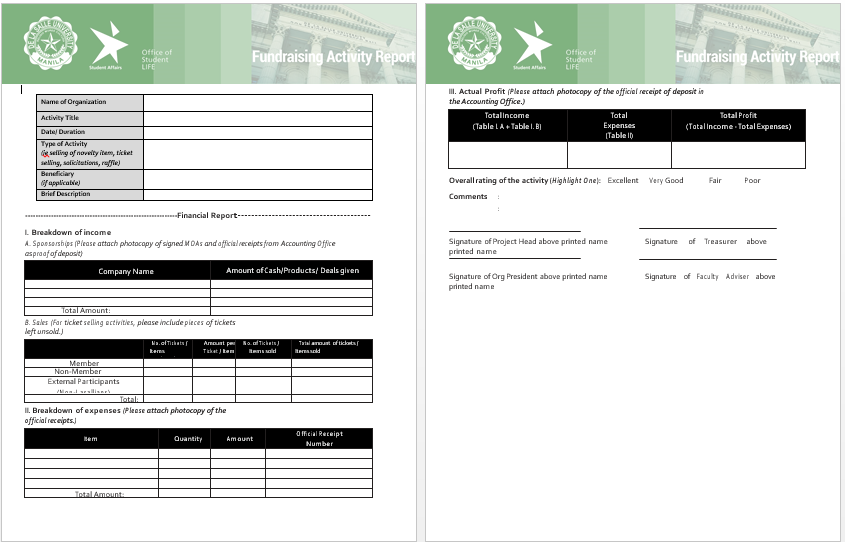


**Post-Activity Requirements**

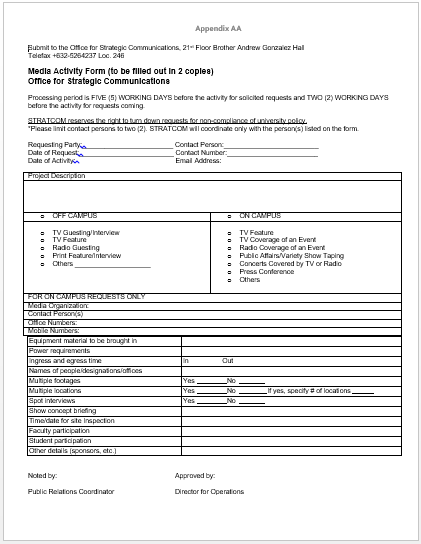
Activity Report



Fundraising Activity Report (FRA Report)



Media Activity Report



**Appendix D - References and Acknowledgment**

**References**

De La Salle University: Student LIFE: Online Forms. (n.d.). Retrieved from

http://www.dlsu.edu.ph/offices/osa/student\_life/forms.asp

**Acknowledgment**

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