

MALAYSIAN INSTITUTE OF INFORMATION TECHNOLOGY

ISB 42303 – SOFTWARE CONFIGURATION MANAGEMENT

PROJECT PROPOSAL

LECTURE 01

**PENGERANG PROPERTY E-FILING MANAGEMENT SYSTEM**

PREPARED BY:

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| --- | --- | --- |
| NO | NAME | ID NUMBER |
| 1 | NOR MIMI ATIKAH BINTI SHAHFRI | 52213219162 |
| 2 | NUR ADRIEANA SOFIA BINTI RASHIDI | 5223219098 |
| 3 | MUHAMMAD NAZIM BIN NOOR ZAIMIE | 52213219045 |

1.INTRODUCTION

Presently, there are many businesses are dealing with a large number of files at the moment. In order to finish the company papers, employees will have to shift to another employee. Some offices, on the other hand, use records for their workflow since they must move files by hand and do not keep track of their status. Since only a few companies use this manual technique, it can make the process more difficult. For example, if two people work on the same file at the same time, the file may have a missed edit, making it difficult for the company to identify the change.

Many tools have been developed to make our lives easier, including a system for file management in the workplace. A file management framework is used for file retrieval processes. A file management system, also known as a file manager, is a type of computer programme that manages data files. Since it is designed to handle employee or group files, such as personal office documents and records, a file management system has few features. It will look at the item's details, such as the creator, production date, completion status, and other features that are useful in an office setting. The file management system is one of the software available on the market that can help a company's business processes.

2.PROJECT BACKGROUND

Pengerang Land and District Office is a land registry office in Johor's Kota Tinggi District that keeps track of any changes in land and property ownership, mortgages, and leases. Land Registry also provides new property owners with a government-backed land title as well as a title plan that shows the property boundaries. Land registration usually includes matters and affairs involving ownership, possession, and other rights in land, so maintaining records is critical to providing proof of title and preventing land misuse.

Problems/ Issues in the Existing System

**a) Risk of Losing Important Files**

Manual filing systems may become overburdened when dealing with a large amount of vital paperwork and an enormous flow of new record entries every day. As a result, storing and organising files using a traditional filing system increases the risk of losing important files if they are not carefully tracked.

**b) Searching File is Time Consuming**

Even if the files are already sorted alphabetically, searching for a particular file or document will take an unnecessarily long time as the number of files increases every day. The file can also be passed on to other co-workers, making it even more difficult to locate the file.

**C) Hard To Determine The Status Of The File**

When files have been moved or processed by various sets of hands from different agencies, it may be difficult to track them down. Some files are also returned to their owners without their knowledge.

**Solutions Proposed**

As compared to manual filing processes, the electronic and computerised filing process is extremely important because it allows for a safer and more systematic record keeping option. As this document suggests, implementing a framework to handle file transfers as well as their status availability is critical in order to be able to track down files and recover specific files. In order to solve the problems mentioned, the system must provide three main functions: document or file inventory, search functions, and document querying based on real demand.

3.PROJECT REUSE

The overall goal is to design and build a File Management System for Offices for Pengerang Land Office in order to upgrade the system from manual to computerised, allowing the company to better manage file transfer and status between co-workers. The following are the project's basic goals:

1. To carry out the programme for system improvement and modernization.

2. To design and develop a File Management System for the Pengerang Property Office.

3. To evaluate and verify the Pengerang Property Office's File Management System.

4. To implement the File Management System for the Pengerang Property Office.

4. PROJECT SCOPE

1. **Project Description**

Pengerang Land Office e-Filing Management System is a system for managing important document or file transfers between co-workers in the office. The system also keeps track of the files' status to determine their availability and current owner. This file management system includes a file inventory, making file searching and querying much easier.

1. **Stakeholder**

* Users (Employee of Pengerang Land Office)
* Project Sponsor (Finance department of Pengerang Land Office)
* Software Configuration Management Advisor

1. **Project Deliverables**

* Project Proposal
* Software Configuration Plan
* Project Report
* Prototype

5. User of the system

The user of Pengerang Property Land File Management System is the Employee.

Diagram

Description automatically generated