**A PROPOSED OFFERING OF INVENTORY AND SALES LOGGING SYSTEM FOR PANDAYAN SCHOOL SUPPLIE’S STORE**

A Project Proposal Presented to the

Faculty of Datamex College of Saint Adeline, Inc.

In Partial Fulfillment of the Requirements for the

Degree of Bachelor of Science in Information Technology

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**PROJECT PROPOSAL**

**INTRODUCTION**

The proposed project is Inventory and Sales System for a School Supplies for Eva’s Store. It will develop in Visual Basic 2010 (2010). This System will assist in managing daily operations more effectively by providing a digital platform for managing inventory, tracking sales, and maintaining employee accounts. It replaces traditional manual methods with a structured, user-friendly interface that reduces human error and improves efficiency in handling school supply transactions.

This system replaces traditional manual methods, reducing the chances of human error and improving output in handling store tasks. Managing a school supplies store requires careful monitoring of various items such as pencils, paper, notebooks, and other educational materials. When done manually, record keeping can often lead to confusion, delays in updating stock, and errors in sales monitoring. This becomes even more challenging during the start of school year when customer demand is high. Due to these challenges, there is a need for a system that can help organize inventory and record sales more accurately and efficiently. With this kind of system, store owners can easily see which products need to be restocked, which items sell quickly, and if there are any mistakes in the records. It also helps speed up daily tasks and improves the overall handling of the business.

The main objective of this project is to develop a system that ensures accurate monitoring of stock quantities and product supply. By having a real-time view of inventory, store owners can make timely decisions regarding restocking and avoid shortages. The system also aims to maintain organized and reliable records of all sales transactions, reducing manual errors and making it easier to track daily sales. Additionally, it will help identify which products are fast-moving or slow-moving, allowing the store to adjust its inventory strategy accordingly.

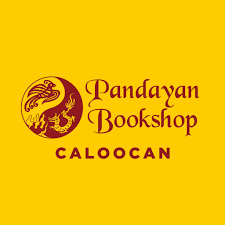
This helps in preventing both overstocking and running out of essential school supplies, especially during high-demand periods such as the start of the school year. Another goal is to generate basic sales and inventory reports that can support business planning and informed decision-making. At last, the system is design to improve the overall workflow and efficiency of store operations by providing a well-structured, user-friendly solution to replace traditional manual process.

**CLIENT INFORMATION**

Name:Pandayan School Supplies Store

Location:  Pioneer Building, 700 Rizal Ave. Ext., Caloocan

Contact No. (02) 292-9600



*Image 1: Logo*



*Image 2: Client’s Store*

A school supplies store provides a wide range of essential educational materials such as notebooks, pens, pencils, art tools, notebooks, and other classroom essentials. It serves students, parents, teachers, and schools by offering affordable, quality products needed for learning and teaching. The store plays a vital role in supporting education by ensuring that supplies are accessible and always in stock, especially during the back-to-school season**.**

**PROJECT SCOPE**

The project will deliver a working Inventory and Sales System with modules for product tracking, sales recording, and dashboard reporting. Outputs include system documentation, user-friendly interface designs, and student-authored features tailored for practical use.

**Expected Deliverables**

* A fully functional desktop-based Inventory and Sales System specially designed for managing school supply items.
* A user-friendly interface that allows Manager to easily encode, updates, and search inventory and sales records without difficulty. The search feature should support searches by product nameto ensure efficient access to records within the Inventory and Sales Logging System for a School Supplies Store.
* Key features such as real-time inventory tracking, automatic daily sales recording, and visual summaries through tables and graphs that help users monitor stock levels and review transaction history.
* A secure login system with defined user roles that grants full access to manager including the ability to add, update, and delete for both inventory and sales records, while limiting regular access to encoding and viewing records only.
* A complete set of guides and instructions for using and installing the system.

**Expected Outcomes**

* Smoother and more accurate handling of inventory.
* Less time and effort spent doing things manually.
* Better decision-making support through easy access to organized inventory and sales data. The system provides clear, up-to-date information and reports that help store owners make informed choices quickly.
* Helps avoid problems like running out of stock or having too much of one item sitting unused.
* Improved ability for store owners to track how products are selling and easily identify the best-selling items.

**Inclusions**

* User access levels. The only person who can use it is manager.
* Development of a digital system for managing inventory and sales.
* Product catalogue with categories for school supplies such as paper, pens, notebooks, and other school supplies.
* Stock level monitoring with current updates.
* Basic dashboard for inventory overview.
* Manual stock in and stock out functions.

**Exclusion**

* Integration with online payment systems or e commerce websites.
* Mobile app version or web based.
* Full accounting functions or detailed financial reporting.
* Use across multiple store branches or locations.

**Assumption**

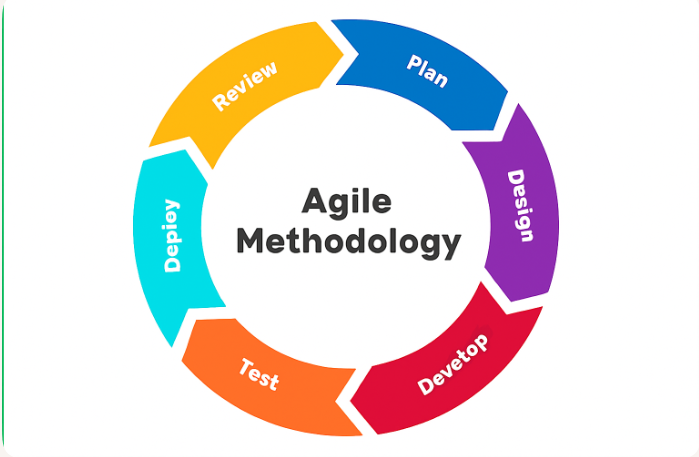
* It is expected that the store maintains a regular inventory of school supplies such as notebooks, pens, and paper and other school supplies.
* The system will be operated by store manager that have basic computer skills and can undergo brief orientation or training.
* Each item in the inventory will have a unique code or identifier for easy monitoring.
* Store personnel are assumed to input accurate data related to stock and sales on a regular basis.

**Constraints**

* Development will rely only on available platforms and technologies, such as Visual Basic and Microsoft Access.
* The project must be finished within the timeline provided, which is generally one academic term.
* Online integration or linking with e-commerce platforms is not part of the current scope.
* The system’s functions are focused on essential features like stock monitoring, transaction logging, and generating basic reports.

**PROJECT APPROACH**

The Inventory and Sales System for a Pandayan School Supplies Store will follow the agile approach, allowing the development team to work in small phases. This method supports continuous feedback, quick adjustments, and ensures that the system meets the actual needs of the store throughout the project.



*Figure 1: Agile Methodology for Inventory and Sales Logging System for a School Supplies Store*

**Plan**

The project will start with a planning phase, where the team will collect information from the store and list down the main features needed for the system, including inventory tracking, sales recording, and basic reporting tools.

**Design**

After planning, the next step is to design the system, which includes creating the user interface layout, database structure, and overall system workflow.

**Develop**

Once the design is finalized, the team will develop the system by coding its main functions such as adding and updating inventory, recording sales, , and searching for products.

**Test**

After development, the system will be thoroughly tested to check for bugs, ensure accuracy, and confirm that all features work as expected.

**Deploy**

Following successful testing, the system will be deployed in the store, where it will be installed and introduced to the users. Basic training will be provided to ensure proper usage.

**Review**

The team will review the system's performance, gather user feedback, and apply any necessary improvements for future updates.

**PROJECT TEAM**

|  |  |  |
| --- | --- | --- |
| **MEMBERS** | **ROLE** | **DESCRIPTION** |
| **lovely.jpgBaquilar, Lovely** | **Project Manager**  **Data Gatherer** | -Responsible for planning, organizing the project to ensure successful completion.  - Collects necessary information and data relevant sources for the project. |
| **REYLYN.jpgTapitan, Reylyn** | **Developer** | Handles coding, debugging, and implementing software features as per project requirements. |
| **SHEILA.jpgEbona, Sheila** | **System Analyst**  **Data Gatherer** | -Analyze the design system needs and design effective system solutions, coordinate with developers, ensure the system works smoothly from planning to deployment.  **-** Collects necessary information and data from relevant sources for the project |
| **MELDRINE.jpgTamparong, Meldrin** | **Data Gatherer** | Collects necessary information and data from relevant sources for the project |

***Table 1: Project Team***

**PROJECT TIMELINE**

The estimated duration of the system is **4-6 weeks**. Below is the high-level timeline outlining major milestones and deliverables

|  |  |  |
| --- | --- | --- |
| Phase | Week / Date Range | Activities / Deliverables |
| 1. Plan | Week 1 (Aug 11 – Aug 14, 2025) | Identify key features inventory tracking, sales logging. |
| 2. Design | Week 2 (Aug 15– Aug 17, 2025) | Design user interface layouts and overall workflow. |
| 3. Develop | Weeks3 (Aug17 – Aug 22, 2025) | -Code inventory and sales modules.  -Add product search and update functions. |
| 4. Test | Week 4 (Aug 23 – Aug 25, 2025) | ­-Conduct testing with sample store data.  -Fix bugs and validate system accuracy. |
| 5. Deploy | Week 5 (Aug 26 – Aug 28, 2025) | -Install the system in the store.  -Provide basic training for store Admin. |
| 6. Review | Week 6 (Aug 29 – Aug 31, 2025) | -Review system performance.  -Collect user feedback for future improvements. |

*Table 2: Project Timeline*

**PROJECT RESOURCES**

**Hardware:** Acer Aspire Lite AL14-31P-36BE (Laptop)

**Software:** Visual Basic .Net (VB.NET), SQL Server (for database), Microsoft Office (for documentation)

**Human Resources**

* Programmer
* Designer
* System Analyst
* Tester
* Data Gatherer

**RISK MANAGEMENT**

|  |  |  |
| --- | --- | --- |
| **Risk Category** | **Description** | **Mitigation Strategies** |
| **Technical Issues** | Bugs, hardware failures, or incompatible software may disrupt development/use. | -Regular Testing.  -Updated technical documentation. |
| **Data Loss / Security** | Important inventory and sales data may be lost or accessed by unauthorized users. | - Regular backups.  - Strong passwords & access controls. |
| **Project Delays** | Tasks may take longer or unexpected issues may arise. | - Flexible timeline with buffer.  - Regular progress monitoring. |
| **Budget Overruns** | Costs may exceed the planned budget due to extra resources or changes. | - Justify all costs.  - Allocate contingency funds. |

*Table 3: Risk Management*

**COMMUNICATION PLAN**

**Frequency and Format of project meetings**

**Kick off Meeting**

* **Frequency:** Once at the beginning of the project.
* **Format:** In-person or virtual meeting.
* **Purpose: O**utline project goals, deliverables, timelines, and roles.

**Weekly Status Meetings**

* **Frequency:** Weekly
* **Format:** Virtual meeting (video conferencing).
* **Purpose:** Review progress, discuss challenges, and update on tasks. Each team member shares their status.

**PROJECT GOVERNANCE**

The Project Manager will be responsible for overseeing the entire development process, managing assigned tasks, and ensuring that all deadlines are met in accordance with the project timeline. All decisions related to the project scope, budget, and schedules will be subject to the approval of the Project Manager.

The Project Manager will monitor overall progress and coordinate with team members. They will also ensure that the project objectives remain aligned with the agreed requirements and act as the primary communication link between stakeholders and the development team, ensuring that feedback is accurately documented and effectively applied. This governance structure ensures accountability, upholds quality standards, and supports the smooth execution of the project from initiation to completion.

**APPENDIX**

Microsoft. (n.d.). Visual Basic documentation. Microsoft Learn. [https://learn.microsoft.com/en-us/dotnet/visual-basic](https://learn.microsoft.com/en-us/dotnet/visual-basic/?fbclid=IwZXh0bgNhZW0CMTAAYnJpZBExcGtlQTlLWWZOa29yZFVEWgEei_7P2o93d4gEQTyWQlD7sbCHIhxvJjJwu1uSIqPh06kHjIuM5WWMTVVHQXk_aem_cAT5B9YZqpq2dfiqWVUkNg)

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