​Database Design and Architecture

1. Multi-tenant environment: multiple users from different companies will sign in to KUMO Environment through their company URL
   * Company A: [https://companya.kumo-eip.com](https://companya.kumo-eip.com/)
   * Company B: [https://companyb.kumo-eip.com](https://companyb.kumo-eip.com/)
2. Store data of each company in an isolated database so that the data will not get mixed up and will not affect each other
3. Depending on their permissions to access to each core component they will be able to see and get access to the respective core components

**Recommended Approach**

1. Central Admin
   1. Database to store customer and related information
   2. Register and manage customer
   3. Manage customer website
   4. Manage permission to access to components for each customer
2. Tenant site
   1. Each customer will have their own database and using the same website
      * The same website will populate the corresponding data in the database for the each customer.
      * The website is the GUI interface that displays what we store in the database for each customer.
   2. Register and manage users
   3. Show components that they have permission to view

Deployment for Multi-tenant Environment

1. ~~Build KUMO 2.0 as a whole package using powershell script~~ : KUMO 2.0 will be deployed by Central Admin. Central Admin will do database setup and associate database with proper tenant site.
2. Click and run package
3. Deployment for each customer: ~~1 hour~~ Deployment will be automatically. Depending on Azure services, tentant site can up and running after fews minutes.

**Recommended Approach**

About Central Admin and automation script, we have 2 options:

* 1. We need 1 virtual machine and 1 website. Central Admin and all sub-sites will be hosted on VM, URL will be config to the website
     + Advantage: Easier to run automation script
     + Disadvantage: the price is more expensive than option 2
  2. We need 1 VM and many websites. Central Sdmin will be hosted on VM to run automation powershell script, each customer will be created a website
     + Advantage: the price is cheaper than option 1
     + Disadvantage: we are investigating how to run automation script

Security Mechanism

1. SSL certificate
2. Password encryption

Disaster Recovery Environment

Data Recovery

1. Practice restore and back up

Role-Based Permission Level

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **User Group** | **Permission Level** | **Permissions** |
| 1. | KUMO Management Team | KUMO Edit for Management Team | 1. Add items 2. Edit items 3. Delete items 4. View items 5. Open items 6. View versions 7. **Delete versions** 8. **Export lists to Excel** |
| 2. | KUMO Managers | KUMO Edit for Managers:  without delete permission | 1. Add items 2. Edit items 3. View items 4. Open items 5. View versions 6. **Export lists to Excel** |
| 3. | KUMO Team Members | KUMO Edit for Management Team  without delete and export lists to Excel permission | 1. Add items 2. Edit items 3. View items 4. Open items 5. View versions |

Component Based Permission Level

Feature Based Permission Level

Turn on and Turn off Core InterBlocks

1. All KUMO 2.0 package has 6 core components already built in.
2. Customers can choose to activate certain components.
3. We can turn them on and off for them.

Versioning and Audit Trail

1. Display version history
2. Time stamp of
   * Created
   * Created by
   * Modified
   * Modified by

Environments to Set up

1. Development
2. Test
   * KUMO 2.0 Test
   * KUMO 2.0 Demo
3. Production

Core InterBlocks

General Settings

1. Date: dd/mm/yyyy
2. Time: 12 hours, display AM, PM

|  |  |  |
| --- | --- | --- |
| **​Name** | **​Feature** | **​Specifications** |
| ​HR -  Human Resource | ​ | ​ |
| ​ | ​HR Dashboard | ​Upcoming Events   1. Display Event Calendar |
| ​ | ​Company Directory | |  |  |  |  | | --- | --- | --- | --- | | Order | Column name | Required | Type | | 1 | Employee ID |  | Eyyyymmddhhmmss of creation date and time  Auto-generated | | 2 | First Name | Yes | Single line of text | | 3 | Last Name | Yes | Single line of text | | 4 | Full Name | Yes | Single line of text | | 5 | Date of Birth | Yes | Date  Display a calendar  Also allow entering dd/mm/yyyy | | 6 | Job Title | Yes | Single line of text | | 7 | Department | Yes | Choice Radio Button  Finance  Human Resource  Management  Marketing  Sales | | 8 | Line Manager |  | Drop down list of all Full Names that have been entered | | ​9 | ​Employment Status | ​Yes | ​Current  Fired  Resigned | | ​10 | ​Effective Date | ​Yes | ​Date  Display a calendar  Also allow entering dd/mm/yyyy | | 11 | Mobile Number | Yes | Single line of text | | 12 | Direct Phone Number | Yes | Single line of text | | 13 | Email Address | Yes | Single line of text | | 14 | Home Address | Yes | Single line of text | |
| ​ | ​Event Calendar | ​   |  |  |  |  | | --- | --- | --- | --- | | Order | Column name | Required | Type | | 1 | Event Name | Yes | Single line of text | | 2 | Location |  | Single line of text | | 3 | Starts | Yes | Date and Time  Display a calendar | | 4 | Ends | Yes | Date and Time  Display a calendar | | ​5 | ​All Day | ​ | ​All Day | | ​6 | ​Recurrence | ​ | ​Recurrence | | 7 | Description |  | Multiple lines of text | | 8 | Category | Yes | Choice Radio Button  Reminder  Business Function  Public Holiday  Get-Together  Birthday  Anniversary  Other | |
| ​ | ​Timesheets | 1. ​Users from Team Member Group send Timesheets to Manager Group for approval 2. Users from Manager Group can approve or reject submitted Timesheets 3. Only the creators can view/ edit/ delete their own Timesheets. 4. Approvers can view/ approve all Timesheets.  |  |  |  |  | | --- | --- | --- | --- | | Order | Column name | Required | Type | | ​1 | ​Submitted by | ​ | ​Automatically captured the signed in user | | 2 | Week Start | Yes | Date  Display a calendar  Also allow entering dd/mm/yyyy | | 3 | Mon | Yes | Number  Min: 0 Max: 24  Number of decimal places: 0 | | 4 | Tue | Yes | Number  Min: 0 Max: 24  Number of decimal places: 0 | | 5 | Wed | Yes | Number  Min: 0 Max: 24  Number of decimal places: 0 | | 6 | Thu | Yes | Number  Min: 0 Max: 24  Number of decimal places: 0 | | 7 | Fri | Yes | Number  Min: 0 Max: 24  Number of decimal places: 0 | | 8 | Sat | Yes | Number  Min: 0 Max: 24  Number of decimal places: 0 | | 9 | Sun | Yes | Number  Min: 0 Max: 24  Number of decimal places: 0 | | 10 | Week Overtime | Yes | Number  Min: 0  Number of decimal places: 0 | | 11 | Week Total |  | Calculated  Formula:  =Mon+Tue+Wed+Thu+Fri+Sat+Sun  The data type returned from this formula is:  Number  Number of decimal places: 0 | | ​12 | ​Approval Status | ​ | ​Choice Radio Button  Approved  Pending  Rejected | |
| ​ | ​Leave Requests | 1. ​Users from Team Member Group send Leave Requests to Manager Group for approval 2. Users from Manager Group can approve or reject submitted Leave Requests. 3. Only the creators can view/ edit/ delete their own Leave Requests. 4. Approvers can view/ approve all Leave Requests.  |  |  |  |  | | --- | --- | --- | --- | | Order | Column name | Required | Type | | 1 | Submitted by |  | Automatically captured the signed in user | | 2 | Starts | Yes | Date and Time  Display a calendar | | 3 | Ends | Yes | Date and Time  Display a calendar | | 4 | Leave Type | Yes | Choice Radio Button  Adoption Leave  Annual Leave  Childcare Leave  Infant Care Leave  Marriage Leave  Maternity Leave  Non-Paid Leave  Paternity Leave  Shared Parental Leave  Sick Leave  Default value: Choice (leave the box blank) | | 5 | Reasons | Yes | Multiple lines of text | | ​6 | ​Supporting Document | ​ | ​Upload a file | | 7 | Approval Status |  | Choice Radio Button  Approved  Pending  Rejected | |
| ​CCS - Corporate Collaboration Suite | ​ | ​ |
| ​ | ​CCS Dashboard | ​Corporate Announcements This Month   1. Display corporate announcements which have been posted in the current month |
| ​ | ​Corporate Announcements | ​   |  |  |  |  | | --- | --- | --- | --- | | Order | Column name | Required | Type | | 1 | Title | Yes | Single line of text | | 2 | Body | Yes | Multiple lines of text | |
| ​ | Corporate​Discussion Board | ​Discussion Board   1. Forum style 2. Allow users to create discussion thread |
| ​ | ​Corporate Meeting Calendar | ​   |  |  |  |  | | --- | --- | --- | --- | | Order | Column name | Required | Type | | 1 | Corporate Meeting Name | Yes | Single line of text | | 2 | Location |  | Single line of text | | 3 | Starts | Yes | Date and Time  Display a calendar | | 4 | Ends | Yes | Date and Time  Display a calendar | | ​5 | ​Recurrence | ​ | ​Recurrence | | ​6 | ​Duration | ​ | ​Calculated  Ends - Starts  Return value in hours and minutes   * Example: 1 hour 30 minutes | | 7 | Category | Yes | Choice Radio Button  Daily  Weekly  Monthly  Quarterly  Yearly  Other | | 8 | Attendees | Yes | Display the header row   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No.** | **Attendee** | **Organization** | **Department** | **Job Title** |     Allow users to add row and enter   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. | Charlotte Tang | ​KUMO Pte. Ltd. | ​C-Level Executive | CEO | | ​2. | ​Alice Huynh | ​KUMO Pte. Ltd. | ​Product Delivery and Implementation | ​Product Delivery and Implementation Engineer | | | 9 | Corporate Meeting Agenda |  | Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Scope of Discussion** | **Assigned to** | **Duration** | | ​ | ​ | ​ | ​number box  drop down of hours  minutes |     Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | KUMO 2.0 Final Release Planning | Charlotte Tang | 2 hours | | ​2. | KUMO 2.0 Final Release Technical Approach | ​​Alice Huynh | 1 hour | | | ​10 | Corporate ​Meeting Minutes | ​ | ​  Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Discussion Details** | **Assigned to** | **Duration** |  |  |  |  |  | | --- | --- | --- | --- | |  | ​ | ​ | ​number box  drop down of hours  minutes |   Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | KUMO 2.0 Final Release Planning   1. Complete Specifications | Charlotte Tang | 2 hours | | ​2. | KUMO 2.0 Final Release Technical Approach   1. Options | ​​Alice Huynh | 1 hour | | | ​11 | ​Action Items | ​ | Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Action Item** | **Assigned to** | **Due Date** |  |  |  |  |  | | --- | --- | --- | --- | |  | ​ | ​ | Date and Time  Display Calendar |   Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | Publish KUMO 2.0 Final Release Specifications | Charlotte Tang | 1/5/2015  5:00 PM | | ​2. | Finalize KUMO 2.0 Final Release Technical Approach | ​​Alice Huynh | 1/5/2015  9:00 PM | | |
| ​CRM - Customer Relationship Management | ​ | ​ |
| ​ | ​CRM Dashboard | ​Closed Sales This Month |
| ​ | ​Sales Lead Tracker | 1. Permission:    * Sales manager (users in Management Team and Managers Group) can view/ edit/ delete all sales leads.    * Each sales representative (users in Team Member Group) can only view/edit his/ her own sales leads.   ​Display 3 Tabs   |  |  |  | | --- | --- | --- | | ​Company | ​Contacts | ​Sales Activity |     **Company**   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Customer ID |  | Cyyyymmddhhmmss of creation date and time  Auto-generated | | 2 | Company Name | Yes | Single line of text  Enforce Unique Values | | 3 | Industry | Yes | Choice  Accounting Services  Aerospace Engineering  Architecture  Arts, Music & Drama  Banking  Beauty Care  Biomedical Sciences  Chemicals  Civil/ Public Service  Clean Technology  Commodities  Construction  Consulting Services  Consumer Business  Education  Electrical  Electronics  Energy  Engineering Services  Entertainment  Fashion  Financial Services  Food & Beverage  Freight Forwarding & Logistics  Garment & Textile  Graphics Design  Government  Healthcare Services  Hospitality  Industrial Automation and Control  Infocomm Technology  Information & Communications  Insurance  Interior Design  Investment  International Organizations, Non-Profits & Social Services  Legal Services  Manufacturing  Marine & Shipbuilding  Media & Digital Entertainment  Medical  Motoring  Office Equipment & Supplies  Oil & Gas  Packaging  Pharmaceutical  Pregnancy & Parenting  Printing  Professional & Business Services  Publishing  Real Estate & Property  Recruitment  Research & Academia  Retail  Rubber & Plastic  Safety & Security  Sports  Telecommunications  Transport & Storage  Travel & Tourism  Wholesale & Trading  Other | | 4 | Website |  | Hyperlink | | 5 | Phone Number | Yes | Single line of text  Allow adding multiple phone numbers | | 6 | Fax Number |  | Single line of text  Allow adding multiple phone numbers | | 7 | Company Email Address | Yes | Single line of text | | 8 | Company Address | Yes | Single line of text | | 9 | Source | Yes | Choice  Called in  Enquiry Form  Networking Events  Referral (if this choice is selected display Referred by)  Other | | 10 | Description |  | Multiple lines of text | | 11 | Assigned to | Yes | Display only current employees who belong to Sales Department in Company Directory from HR InterBlock  Update the list automatically when employment status is updated from current to resigned/ fired in Company Directory from HR InterBlock  Update the list automatically when new employees are added to Sales Department in Company Directory from HR InterBlock  Many to many relationship between employees who belong to Sales Department in Company Directory from HR InterBlock and customers in CRM InterBlock | | 12 | Lead Type | Yes | Choice Radio Button  Customer  Invalid  Potential |     **Contacts**  Allow adding multiple contacts under each company   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | First Name | Yes | Single line of text | | 2 | Last Name | Yes | Single line of text | | 3 | Full Name | Yes | Single line of text | | 4 | Job Title | Yes | Single line of text | | 5 | Mobile Number | Yes | Single line of text | | 6 | Direct Phone Number | Yes | Single line of text | | 7 | Direct Fax Number |  | Single line of text | | 8 | Email Address | Yes | Single line of text | | 9 | Role | Yes | Choice Radio Button  Decision Maker  Influencer  Recommender  End User |     **Sales Activity Tracker**  Allow adding multiple sales activities under each company   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Sales Activity Scope | Yes | Single line of text | | 2 | Closing Probability | Yes | Choice Radio Button  0  10  20  30  40  50  60  70  80  90  100 | | 3 | Status | Yes | Choice  Open  Closed  Abandoned  Lost  Default value: Choice (leave the box blank) | | 4 | Closed Date |  | Date  Display a calendar  Also allow entering dd/mm/yyyy | | ​5 | ​Communications History | ​ | Display the header row   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date** | **Communications Log** | **Action Item** | ​**Due Date** | **Call Back Date** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Date and Time  Display Calendar | ​ | ​ | ​  Date and Time  Display Calendar | Date and Time  Display Calendar |   Allow users to add row and enter   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 4/7/2015 | Sabura is overseas. | Touch base in 2 weeks | 4/21/2015  5:00 PM | 4/21/2015  5:00 PM | | | ​6 | ​Sales Meeting Agenda and Minutes | ​ | ​   |  |  |  |  | | --- | --- | --- | --- | | Order | Column name | Required | Type | | 1 | Sales Meeting Name | Yes | Single line of text | | 2 | Location |  | Single line of text | | 3 | Starts | Yes | Date and Time  Display a calendar | | 4 | Ends | Yes | Date and Time  Display a calendar | | ​5 | ​Recurrence | ​ | ​Recurrence | | ​6 | ​Duration | ​ | ​Calculated  Ends - Starts  Return value in hours and minutes   * Example: 1 hour 30 minutes | | 7 | Category | Yes | Choice Radio Button  Meet and Greet  Requirements Gathering  Follow-up  Catch up  Lunch Meeting  Contract Sign-off  Other | | 7 | Attendees | Yes | Display the header row   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No.** | **Attendee** | **Organization** | **Department** | **Job Title** |     Allow users to add row and enter   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. | Charlotte Tang | ​KUMO Pte. Ltd. | ​C-Level Executive | CEO | | ​2. | ​Alice Huynh | ​KUMO Pte. Ltd. | ​Product Delivery and Implementation | ​Product Delivery and Implementation Engineer | | | 8 | Sales Meeting Agenda |  | Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Scope of Discussion** | **Assigned to** | **Duration** | | ​ | ​ | ​ | ​number box  drop down of hours  minutes |     Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | KUMO 2.0 Final Release Planning | Charlotte Tang | 2 hours | | ​2. | KUMO 2.0 Final Release Technical Approach | ​​Alice Huynh | 1 hour | | | ​9 | Sales ​Meeting Minutes | ​ | ​  Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Discussion Details** | **Assigned to** | **Duration** |  |  |  |  |  | | --- | --- | --- | --- | |  | ​ | ​ | ​number box  drop down of hours  minutes |   Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | KUMO 2.0 Final Release Planning   1. Complete Specifications | Charlotte Tang | 2 hours | | ​2. | KUMO 2.0 Final Release Technical Approach   1. Options | ​​Alice Huynh | 1 hour | | | ​10 | ​Action Items | ​ | Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Action Item** | **Assigned to** | **Due Date** |  |  |  |  |  | | --- | --- | --- | --- | |  | ​ | ​ | Date and Time  Display Calendar |   Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | Publish KUMO 2.0 Final Release Specifications | Charlotte Tang | 1/5/2015  5:00 PM | | ​2. | Finalize KUMO 2.0 Final Release Technical Approach | ​​Alice Huynh | 1/5/2015  9:00 PM | | | |
| ​ | ​Sales Activity Tracker | 1. ​Display all sales activities which have been created |
| ​PM3- Portfolio Management Program Management Project Management | ​ | ​ |
| ​ | ​PM3Dashboard | ​Late Projects   1. Due Date is less than [Today] 2. and % Complete is not equal to 100 3. and Project Status is not equal to Completed |
| ​ | ​Project Tracker | ​Display 6 tabs   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Project | ​Task Tracker | ​Risk Tracker | ​Issue Tracker | ​Project Meeting Agenda and Minutes | ​Document Library |     **Project**   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Project Name | Yes | Single line of text | | 2 | Priority | Yes | Choice Radio Button  High  Medium  Low | | 3 | Start Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 4 | Due Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 5 | Actual Completion Date |  | Date  Display a calendar  Allow entering dd/mm/yyyy | | 6 | Project Manager | Yes | Users who have access to PM3 | | 7 | % Complete |  | Calculate the % based on the % Complete of all tasks in 1 Project  Formula: =sum(%Complete of all tasks)/ number of tasks | | 8 | Project Status | Yes | Choice Radio Button  Not Started  In Progress  Completed  Deferred  Late | | 9 | RAG Status | Yes | Choice Radio Button  Red  Amber  Green |   **Task Tracker**   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Task Name | Yes | Single line of text | | 2 | Priority | Yes | Choice Radio Button  High  Medium  Low | | 3 | Start Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 4 | Due Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 5 | Actual Completion Date |  | Date  Display a calendar  Allow entering dd/mm/yyyy | | 6 | Assigned to | Yes | Users who have access to MIS | | 7 | % Complete | Yes | Choice Radio Button  0  10  20  30  40  50  60  70  80  90  100 | | 8 | Task Status | Yes | Choice Radio Button  Not Started  In Progress  Completed  Deferred  Late | | 9 | Description |  | Multiple lines of text  Display in list view but only 1 line then View Details  Or do not display in list view |   **Risk Tracker**   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Risk Name | Yes | Single line of text | | 2 | Priority | Yes | Choice Radio Button  High  Medium  Low | | 3 | Category | Yes | Choice Radio Button  Time  Cost  Quality  Resource  Other | | 4 | Start Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 5 | Due Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 6 | Actual Closed Date |  | Date  Display a calendar  Allow entering dd/mm/yyyy | | 7 | Assigned to | Yes | Users who have access to MIS | | 8 | Risk Status | Yes | Choice Radio Button  Active  Resolved  Closed | | 9 | Description |  | Multiple lines of text | | 10 | Mitigation Plan |  | Multiple lines of text |   **Issue Tracker**   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Issue Name | Yes | Single line of text | | 2 | Priority | Yes | Choice Radio Button  High  Medium  Low | | 3 | Category | Yes | Choice Radio Button  Time  Cost  Quality  Resource  Other | | 4 | Start Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 5 | Due Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 6 | Actual Closed Date |  | Date  Display a calendar  Allow entering dd/mm/yyyy | | 7 | Assigned to | Yes | Users who have access to MIS | | 8 | Issue Status | Yes | Choice Radio Button  Active  Resolved  Closed | | 9 | Description | Yes | Multiple lines of text | | 10 | Resolution | Yes | Multiple lines of text |     **Project Meeting Agenda and Minutes**   |  |  |  |  | | --- | --- | --- | --- | | Order | Column name | Required | Type | | 1 | Project Meeting Name | Yes | Single line of text | | 2 | Location |  | Single line of text | | 3 | Starts | Yes | Date and Time  Display a calendar | | 4 | Ends | Yes | Date and Time  Display a calendar | | ​5 | ​Recurrence | ​ | ​Recurrence | | ​6 | ​Duration | ​ | ​Calculated  Ends - Starts  Return value in hours and minutes   * Example: 1 hour 30 minutes | | 7 | Category | Yes | Choice Radio Button  Daily  Weekly  Monthly  Quarterly  Yearly  Other | | 7 | Attendees | Yes | Display the header row   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No.** | **Attendee** | **Organization** | **Department** | **Job Title** |     Allow users to add row and enter   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. | Charlotte Tang | ​KUMO Pte. Ltd. | ​C-Level Executive | CEO | | ​2. | ​Alice Huynh | KUMO Pte. Ltd. | ​Product Delivery and Implementation | ​Product Delivery and Implementation Engineer | | | 8 | Project Meeting Agenda |  | Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Scope of Discussion** | **Assigned to** | **Duration** | | ​ | ​ | ​ | ​number box  drop down of hours  minutes |     Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | KUMO 2.0 Final Release Planning | Charlotte Tang | 2 hours | | ​2. | KUMO 2.0 Final Release Technical Approach | ​​Alice Huynh | 1 hour | | | ​9 | Project ​Meeting Minutes | ​ | ​  Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Discussion Details** | **Assigned to** | **Duration** |  |  |  |  |  | | --- | --- | --- | --- | |  | ​ | ​ | ​number box  drop down of hours  minutes |   Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | KUMO 2.0 Final Release Planning   1. Complete Specifications | Charlotte Tang | 2 hours | | ​2. | KUMO 2.0 Final Release Technical Approach   1. Options | ​​Alice Huynh | 1 hour | | | ​10 | ​Action Items | ​ | Display the header row   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Action Item** | **Assigned to** | **Due Date** |  |  |  |  |  | | --- | --- | --- | --- | |  | ​ | ​ | Date and Time  Display Calendar |   Allow users to add row and enter   |  |  |  |  | | --- | --- | --- | --- | | 1. | Publish KUMO 2.0 Final Release Specifications | Charlotte Tang | 1/5/2015  5:00 PM | | ​2. | Finalize KUMO 2.0 Final Release Technical Approach | ​​Alice Huynh | 1/5/2015  9:00 PM | |     **Document Library**   1. Create Folders 2. Upload Files 3. Download Files |
| MIS - Management Information System​ | ​ | ​ |
| ​ | ​MIS Dashboard | ​Outstanding Corporate Issues   1. Issue Status is not equal to Closed |
| ​ | ​Report Library | ​Report Repository   1. Create Folders 2. Upload Files 3. Download Files |
| ​ | ​Knowledge Bank | ​Wiki Pages   1. Create Folders 2. Create Wiki Pages |
| ​ | ​Corporate Task Tracker | ​   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Task Name | Yes | Single line of text | | 2 | Priority | Yes | Choice Radio Button  High  Medium  Low | | 3 | Start Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 4 | Due Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 5 | Actual Completion Date |  | Date  Display a calendar  Allow entering dd/mm/yyyy | | 6 | Assigned to | Yes | Users who have access to MIS | | 7 | % Complete | Yes | Choice Radio Button  0  10  20  30  40  50  60  70  80  90  100 | | 8 | Task Status | Yes | Choice Radio Button  Not Started  In Progress  Completed  Deferred  Late | | 9 | Description |  | Multiple lines of text  Display in list view but only 1 line then View Details  Or do not display in list view | |
| ​ | ​Corporate Risk Tracker | ​   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Risk Name | Yes | Single line of text | | 2 | Priority | Yes | Choice Radio Button  High  Medium  Low | | 3 | Category | Yes | Choice Radio Button  Time  Cost  Quality  Resource  Other | | 4 | Start Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 5 | Due Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 6 | Actual Closed Date |  | Date  Display a calendar  Allow entering dd/mm/yyyy | | 7 | Assigned to | Yes | Users who have access to MIS | | 8 | Risk Status | Yes | Choice Radio Button  Active  Resolved  Closed | | 9 | Description |  | Multiple lines of text | | 10 | Mitigation Plan |  | Multiple lines of text | |
| ​ | ​Corporate Issue Tracker | ​   |  |  |  |  | | --- | --- | --- | --- | | **Order** | **Column name** | **Required** | **Type** | | 1 | Issue Name | Yes | Single line of text | | 2 | Priority | Yes | Choice Radio Button  High  Medium  Low | | 3 | Category | Yes | Choice Radio Button  Time  Cost  Quality  Resource  Other | | 4 | Start Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 5 | Due Date | Yes | Date  Display a calendar  Allow entering dd/mm/yyyy | | 6 | Actual Closed Date |  | Date  Display a calendar  Allow entering dd/mm/yyyy | | 7 | Assigned to | Yes | Users who have access to MIS | | 8 | Issue Status | Yes | Choice Radio Button  Active  Resolved  Closed | | 9 | Description | Yes | Multiple lines of text | | 10 | Resolution | Yes | Multiple lines of text | |
| ​DMS - Document Management System | ​ | ​ |
| ​ | ​DMS Dashboard | ​Documents Uploaded This Month |
| ​ | ​Document Library | Document Repository   1. Create Folders 2. Upload Files 3. Download Files |
| ​ | ​Form Library | Form Repository   1. Create Folders 2. Upload Files 3. Download Files |
| ​ | ​Photo Library | Photo Repository   1. Create Folders 2. Upload Files 3. Download Files |
| ​ | ​Video Library | Video Repository   1. Create Folders 2. Upload Files 3. Download Files |