STATEMENT OF WORK

The main purpose of this work is to track files easily and with better information of files. Project will be tracked by inward and outward inventory system in which it’s easy to know the accurate file position. Proper use of inward inventory system will make the first milestone and after that if outward inventory system helps to know the location or actual status of file then it will be the second milestone and most important of all Re-inward of files will make the highest milestone achieved.

Goal of all this process is to keep files secured and safe with company and for minimal chance of mishappening and also company handover files to verified user who requested for files.

Through this inventory system the deliverables will be on time with utmost security and safety and actual status of files are known.

This inventory system will address the most occurring problem that is time management and this process saves a lot of time and misplace of files or documents are minimal in case of this system through knowing of actual status of files.