GUIDELINES FOR INFOMAN PROJECT DEVELOPMENT

1. System (Software / Application)

1. Must address a specific problem with a clear scope and objectives.
2. Ensure user-friendly design (navigation, layout, readability).
3. Follow software development life cycle (SDLC) phases: planning, analysis, design, development, testing, and deployment.
4. Prioritize functionality and reliability (apply proper naming convention, minimize errors, smooth operation).
5. Consider security measures (passwords, role-based access, data privacy).
6. System should be scalable (can handle future expansion).
7. Data must be normalized.
8. Design input forms that are simple, clear, and error-proof.
    - Avoid unnecessary fields.
    - Use descriptive labels (e.g., "Full Name" instead of just "Name").
9. Apply validation rules to prevent invalid entries.
    - Example: No blank entries, correct email format, numeric-only fields for IDs or contact numbers.
    - Include confirmation prompts for sensitive actions (e.g., *Delete Record?*)
10. Ensure output forms and reports are understandable.
    - Information must be well-formatted and easy to interpret. Examples: Receipts, summary reports, activity logs, or audit trails.
11. Maintain design consistency across all forms.
    - Use uniform fonts, colors, and button placements.
    - Keep labels and input fields aligned for readability.
12. Provide clear and logical navigation menus.
    - Group related features together (e.g., Student Records, Grades, Reports).
    - Make sure users can easily go back to the main menu or dashboard.
13. Synchronize data across all forms and tables.
    - Changes made in one form should reflect automatically in related tables and data grid views. Example: If a student updates their profile, the updated data should appear in both the profile form and the report list.
14. Align forms with the company's business process.
    - The design and flow of forms must follow the actual process of the organization. Example: In a sales system, an *Order Form* must connect to *Inventory* before generating an *Invoice*.

- This ensures that the system reflects real-world operations and supports efficient workflow.

2. Documentation

1. Follow proper IEEE writing format.
2. Include and clearly state the chapters 1-5 as follows:

Chapter 1: The Problem and Its Background

Background of the Study
Overview of the Current State of Technology
Objectives of the Study
Conceptual Framework
Significance of the Study
Scope and Limitations
Definition of Terms

Chapter 2: Review of Related Literature

Foreign Literature
Local Literature

Chapter 3: Research Design and Methodology

Methodology
Research Instrumentation
Data Gathering Procedures

Chapter 4: Presentation, Analysis, and Interpretation of Data

Development of the System
System Design Specification
Program Output
Evaluation of the Acceptability of the System
User Evaluation
Result and Analysis

Chapter 5: Summary, Conclusion, and Recommendation

Summary of Findings
Conclusion
Recommendation

BIBLIOGRAPHY

3. Provide a Review of Related Literature (RRL) from credible sources (books, journals, online databases).

4. Methodology should detail the processes, tools, and techniques used. Explain how the researchers applied the chosen methodology (SDLC).
5. Avoid using AI to write your paper. Formulate your own understanding and write in your own words.
6. Avoid copying from other works. You may use a paraphraser, but always re-read or check the content to ensure originality.
7. Use references or citations to support your claims.
8. Use clear pictures or diagrams to illustrate processes, system architecture, or database design.
9. The paper and the objectives must align with the developed system.
10. Objectives' system modules in the documentation should follow the proper order:
    a. Main Modules - These are the core functions of the system. They directly address the problem statement and objectives of the study, and must be developed first.
        Example: In a Library Management System, the main modules could be:
        1. Book Information
        2. Borrower's Information Registration
        3. Book Borrowing and Returning
        4. Book Inventory and Requisition Management
    b. Sub Modules - These are supporting functions that improve usability, user experience, or add convenience. They are not the primary focus but make the system more efficient and user-friendly.
        Example: Search filters, user profile editing, and email notifications.
    c. Maintenance and Report Modules - These are administrative and support features that ensure system stability, monitoring, and long-term use. They provide tools for data security, evaluation, and backup.
        Example: Data backup, activity logs, system reports, audit trails.
        Note: During development, focus on main modules before sub modules, then finalize with maintenance and report modules.

3. Data Gathering (Collection & Analysis)

1. Identify the target respondents or users (students, teachers, employees, etc.).
2. Use appropriate data gathering methods:
    a. Surveys & Questionnaires
    b. Interviews
    c. Observation
    d. Document/record analysis

3. Ensure ethical practices (ask consent, keep data confidential, wear a daily uniform when visiting the company).
4. Validate data before use (remove errors, duplicates, incomplete responses).

4. Presentation (Defense & Output)

1. Prepare a clear and concise PowerPoint presentation with visuals, not heavy text.
2. Include:
    a. Introduction of the study
    b. Problem and Objectives
    c. System Features and Screenshots
    d. Methodology and Data Gathering
    e. Results / Findings
    f. Conclusion and Recommendations
3. Demonstrate the system live (show login, forms, reports).
4. Be ready for Q&A – anticipate possible panel questions (limitations, future improvements, data accuracy).
5. Practice professional communication (eye contact, clear voice, confidence).
6. Prepare document copies and food for the panelists. (No. of panelists TBA)
7. Wear decent formal wear, name tag and prepare yourself.
8. Presentation schedule: October 27-31, 2025.

IEEE Guidelines:

When writing your INFOMAN project paper, you must follow IEEE (Institute of Electrical and Electronics Engineers) format**.** This is the standard format for IT, computer science, and engineering research papers.

General Paper Guidelines

1. **Font & Size**: Use *Times New Roman, 10pt*.
2. **Margins**: 1 inch on all sides.
3. **Spacing**: Single-spaced (no double spacing like APA).
4. **Page Numbers**: Not included in IEEE format.
5. **Columns**: Final papers are usually in **two columns** (but for class submission, confirm with your instructor if one column is acceptable).

Structure

1. Title of the Paper
    - Centered, bold, and in title case.
    - Avoid overly long titles.
2. Author(s) Name and Affiliation
    - Example:
      Juan Dela Cruz, College of Science, Technology and Allied Studies (CSTA), University Name
3. Abstract
    - A short summary (150–250 words) about the problem, method, and result.
    - Written in a single paragraph, no citations inside the abstract.
4. Keywords
    - 3–5 important words/phrases about your study.
    - Example: *Library System, Database, Borrowing Module, Information Management.*
5. Figures & Tables
    - Figures (diagrams/pictures) are labeled as: *Fig. 1, Fig. 2, …*
    - Tables are labeled as: *Table I, Table II, …* (uppercase Roman numerals).
    - Always place the caption above tables and below figures.
6. Citations in Text
    - IEEE uses numbering instead of author-year like APA.

Example:

According to [1], information systems improve productivity.
The results in [2], [3] support this claim.

7. References Section
    - Use the word References (not “Bibliography” or “Works Cited”).
    - Ordered numerically (not alphabetically).
    - Format:
      Book - [1] A. Author, *Book Title*. Place: Publisher, Year.
      Journal - [2] B. Author, "Article Title," *Journal Name*, vol. X, no. Y, pp. 1–10, Year.
      Website - [3] C. Author, "Webpage Title," Website, Date accessed: Month Day, Year.

BIBLIOGRAPHY

[1] J. Smith, *Introduction to Information Systems*. New York: McGraw-Hill, 2020.
[2] P. Lee, "Database optimization techniques," *International Journal of Computer Studies*, vol. 15, no. 2, pp. 45–53, 2019.
[3] R. Cruz, "Understanding Cloud Storage," TechToday, Accessed: Aug. 20, 2024.