# Report No 1 - Introduction

## Project Information

* Project name: **Office Rental Service**
* Project Code: **ORS**
* Product Type: **Website Application**
* Start Date: **May 11th, 2015**
* End Date: **August 22nd, 2015**

## Introduction

Nowadays, a lot of companies are established every day. When new companies are established or some companies want to expand their companies, they need to find where they put their offices. To find a suitable office for them, they need you to add some equipment they need, repair some equipment… All of that thing will get you a lot of time to do it and it is very complex to make contract with those companies. With this system, you can easily to manage your offices, equipment and contracts and it takes you less time than now.

## Current Situation

In Vietnam, to find a suitable office, company would consider the following actions:

* If company has large resource, and require a specific requirement and equipment, they would build a new office. This will takes lots of time and money, only adapted for foreign companies.
* Go to a broker company, fill in the form and ask for help to find a suitable office. This usually takes some days to find and cost fee for broker companies.
* Search the internet for office. There are some website in Vietnam has information about the office for rent. But the information is usually not richly or sometimes outdated.

## Problem Definition

To build a new office requires a lot of time, effort, and spend a lot of costs. Besides, there are many new office building has been built recently, but had not been rented, and many company has unused office space. The matching between the demand and the supply is critical required. But using tradition approach for searching office, we have some limitations:

* There are some classifieds website that put the office information. However, the office information is lack, the search criteria is not very effective, and the information about the amenities is hardly found.
* Every company choose for themselves the best office suite with their company: location, area, office facilities, finding a best match will be take time, costs. This work usually made by a third party broker company, and it will take days to finish and we would pay a fee to that company.
* When company want to rent the office or have a rented office but conditions where infrastructure does not guarantee, the company business will be very difficult to contact the lessors to consider repairing office suite company conditions, causing company to consume resources.

## Proposed Solution

The website support customer to select appropriate and process office rental online. The website also support manager to track their business.

### Feature functions

* Our website offers many methods for customer to search office (by size, price, place, amenities…). When they find approtiate office, our staff will arrange to meet them at that office. After check around, we can make a contract right away. The contract will be tracked by our website for further support.
* If customers request repair something in their office, the website will notify our staff to make sure they will fix that problem as soon as posible.
* Our system also supports the addition of devices such as power sockets, fax machines… at the request of customers.

### Advantage and disadvantage

The advantages and disadvantages of the proposed solution:

* Advantages:
  + User friendly and specialized interface.
  + Providing search engines criteria: price, location, amenities...
  + Providing full information about the office. Support map for customers
  + Easy to make an rental for appointment
  + When a deal is made, the contract is tracked by website, so the office state is update in real time for further search.
  + Can request for repair, or add new equipment based on the contract.
  + The repair request status will be update by notification system
  + The repair request is easily manage by automatic assign system
  + The contract making and repair status update is manage by mobile system so the staff will easy to update when go to the offices.
* Disadvantages:
  + The partner who own the office must contact us to post their information.
  + The mobile system require internet connection.
  + The function of notification system is limited.
  + The matching solution based on location and needs will take more time than search by keyword in traditional approach

## Functional Requirements

The functional requirements of the system are based on four main actor as below:

* Guess
  + Search for office base on places, category, amenities
  + View office detail
  + Register information to make an appointment
  + Login
* Customer:
  + Review office
  + Request rental appointment
  + Request repair
* Admin:
  + View list/Create/Update/Delete Manager.
  + View list/Create/Update/Delete Staff.
* Manager:
  + Approve/Cancel/Delete contract
  + Assign repair
  + View Statistic
* Staff:
  + Create contract
  + View list/Create/Update/Delete office
  + Approve/Delete rental
  + Update status request repair.
  + Approve/Delete review

## Role and Responsibility

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Full Name** | **Role** | **Position** | **Contact** |
| 1 | Nguyễn Trọng Tài | Project Manager | Instructor | [taint@fpt.edu.vn](mailto:taint@fpt.edu.vn) |
| 2 | Lê Xuân Tiến | Developer | Team Leader | [tienlxse60897@fpt.edu.vn](mailto:tienlxse60897@fpt.edu.vn) |
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Table : Roles and Responsibilities