



Eastern Visayas State University

Project Proposal

Systems Analysis and Design

Team Lead: Dr. Ma. Windie C. Velarde

Planning Phase Documentation

Duration:

November 2 – November 7, 2025 (1 Week)

Members:

Daculo, Ralph Barry
Cabrilas, John Kenneth
Sugbo, Rolin Ian
Negros, Rafunzel
Custodio, Cherry
Loreño, Maria Leslie

Overview:

The Planning Phase for the project titled “*Automation and Archiving of School Form 10*” officially started on November 2, 2025 (Sunday). Although the project proposal was assigned on October 28, 2025, the group decided to begin the planning process after the midterm examinations to avoid overlapping academic workloads and ensure full focus on the project development.

This phase aimed to define the project’s objectives, determine its feasibility, assign member responsibilities, and prepare all necessary planning documents that will guide the next phase — System Analysis.

Reason for Delay:

The group sincerely acknowledges that the Planning Phase started later than expected. The delay was due to the midterm examinations and academic requirements from other subjects during the last week of October. To maintain quality and accuracy, the team agreed to officially begin on November 2, after the exams, so that all members could dedicate proper time and attention to the project.

Despite the delay, the group made consistent efforts to catch up with the schedule, ensuring that all deliverables were still completed within one week.

Day-to-Day Summary:

November 2 (Sunday): Kick-off Meeting and Project Confirmation

The team officially began the Planning Phase by confirming the project title, “*Automation and Archiving of School Form 10*.” A short meeting was conducted to discuss the main goal of automating the archiving process of student permanent records and its potential benefits to the school’s record management system.



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November 3 (Monday): Brainstorming and Task Assignment

The group held a brainstorming session to plan the documentation and distribute specific responsibilities to each member based on their strengths:

- Custodio and Negros – *Preliminary Investigation and Feasibility Study*, explaining the problem, proposed solution, project scope, and overall feasibility (operational, technical, economic, and schedule).
- Loreño – *Project Objectives*, covering both the general and specific goals of the proposed system.
- Cabrillas – *Project Benefits*, focusing on how the system would improve school processes and user experience.
- Daculo – *Project Constraints, System Requirement Specification (SRS) Draft, Project Team and Responsibilities, and Expected Deliverables*.
- Sugbo – *Project Development Plan / Timeline*, including a Gantt chart and phase schedule.

All members confirmed their assigned parts and the submission deadline for compilation and review.

November 4–5 (Tuesday to Wednesday): Individual Work and Progress Checking

Each member worked on their assigned sections independently. Regular updates were shared through the group chat to check progress and ensure consistency in content. Feedback was provided to maintain a uniform writing style and coherent structure. By Wednesday, most drafts were already submitted for checking.

November 6 (Thursday): Compilation and Polishing

Daculo collected all individual outputs and compiled them into one organized document. The group collaborated to edit the overall format, correct minor grammatical errors, and refine the flow of the content. Final adjustments were made to ensure that all parts were complete and properly aligned with the project objectives.

November 7 (Friday): Final Review and Submission Preparation

The team conducted a final review of the completed documentation. Each section was verified for accuracy, completeness, and formatting. After all necessary corrections were made, the group finalized the Planning Phase report and prepared it for submission. The team then proceeded to prepare for Phase 2: System Analysis.



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Conclusion:

The Planning Phase was successfully completed from November 2 to November 7, 2025. Although the start was delayed due to academic priorities during the midterm examinations of the other major subjects, the group managed to complete all planning deliverables within one week through cooperation, time management, and consistent communication. This phase established a solid foundation for the next stage — System Analysis, where the gathered plans and ideas will be analyzed and refined for the development of the actual system.