

Vision Scope Document

for

Central Workflow System

Version 1.0 Approved

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Revision History

Name	Date	Reason For Changes	Version

1. Business Requirements

Poseidon I.T Solutions requires a system that would lessen manual company operations such as processing a sick leave, payroll, and survey forms. The system should also hold 2800 users at maximum as part of the requirement. The system should automate any workflow process that the client has.

1.1. Background

The Central Workflow System is a centralized system designed for faster data gathering and workflow customization through automation of manual processes, such as sick leave, vacation leave, etc.

1.2. Business Opportunity

Centralized Workflow System will be implemented at a company that has a maximum of 2800 employees. The advantages of the Centralized Workflow System is minimized cost compared to existing softwares such as KissFlow which costs \$6.00 per month and needs a minimum of 10 users, while the proposed software costs up to \$300.00 per year and has no minimum number of users.

1.3. Business Objectives and Success Criteria

The proposed software has a fixed amount of \$300.00 per year for server and web hosting expenses. The proposed software could also help the business in reducing resources such as paper and printing in their manual company operations. The measurements of success in this project are the modules in completing the software.

Metrics / Success Factors	Percentage
Create the User Management System	25%
Create User Database	20%
Set up Web Servers and Backup Servers	20%
Setup Load Balancer	15%
Host up maximum of 2800 users.	20%
TOTAL:	100%

1.4. Customer or Market Needs

The needs of our target market is a system that could help in reducing manual operations such as creating forms that could be part of their workflow process (sick leave, vacation leave, payroll etc.) through workflow automation.

In order to run the application, these are the minimum requirements:

Server Requirements:

Software Requirements	Hardware Requirements
Debian 5.5.35	6GB HDD Space
Windows 2003 server	1GB RAM
Apache 2.4.17	
PHP 5.5.37	
phpMyAdmin 4.5.1	
OpenSSL 1.0.2	
MariaDB 10.1.13	
XAMPP Control Panel 3.2.2,	
Webalizer 2.23-04	
Mercury Mail Transport System 4.63	
FileZilla FTP Server 0.9.41	
Tomcat 7.0.56 (with mod_proxy_ajp as connector)	

PC Requirements:

Software Requirements	Hardware Requirements
Windows 7/Vista/XP (32 or 64 bit)	Processor: Dual Core 2.0GHz or equivalent processor
	2GB System RAM
	6GB free HDD Space

1.5. Business Risks

ID	Risk and Consequences	Probability%	Impact (1-5)	Priority(P*I)	Mitigation Response
01	Human Error	80%	4	240	Training System Documentation Policies and Procedures User Manuals User Access Profiles
02	System Availability	80%	5	400	Memory and Disk Utilization Monitoring Network Management Incident Investigation Immediate and Permanent Resolution Capacity Planning Updating and Upgrading Firmware
03	System Vulnerability	90%	5	450	System Monitoring Intrusion Prevention Systems Incident Documentation Incident Response Updating and Upgrading Firmware

2. Vision of the Solution

2.1. Vision Statement

Centralized Workflow System is built to automate workflows that involve manual processing to ease the company performance at a cheap price.

2.2. Major Features

The major system features in our system are as follows:

1. User Management System - A module that allows you to manage users by groups, roles, and access defined by the implemented security rules.
2. User Access Controls - A module that allows or restricts users to access a certain feature in the system.
3. Form Builder - A module that allows you to create a form through drag and drop of user inputs such as text field, radio button, checkbox, etc.

2.3. Assumptions and Dependencies

The team assumes that the number of users does not exceed the maximum limit of users for the system. The system is internet dependent, with no internet connection the system can not function online. The system will be developed using open-source softwares.

3. Scope and Limitations

- The system will be PC based only.
- The system must be implemented within a company domain.
- The system has a maximum limit of 2800 users due to server issues.
- The client will be trained to handle the customization of the system.
- There will be error handling facilities for operational level.

3.1. Scope of Initial Release

- System is flexible depending on the business process of the company
- Includes a User Management System
- Uses drag and drop to create forms
- A dashboard will created to monitor analytics
- Will be hosted in a server that accommodates at least 2500 users
- Load balancers will be implemented in the servers to manage network traffic across the servers to increase capacity

3.2. Scope of Subsequent Releases

No major features said in part 3.1 will be deferred.

3.3. Limitations and Exclusions

The project will not go into mobile development. Instead, the development team will be creating responsive web applications that can be viewed on any platform.

4. Business Context

4.1. Stakeholder Profiles

Stakeholder	Major Value	Attitudes	Major Interests	Constraints
Project Sponsor	Increase revenue, Additional fully-usable system in their list	See product as marketable to third party companies	Less cost, Flexible system that can target different departments of the company.	Maximum Budget = \$300
Users	Proper Workflow Time Efficient Cost Efficient	Increase in user productivity	Flexible, Ease of performance, Secure, High-availability, Analytics	Can only accommodate 2800 users simultaneously.

4.2. Project Priorities

Dimension	Driver (state objective)	Constraint (state limits)	Degree of Freedom (state allowable range)
Schedule	release 1.0 to be available by February 22, 2017, release 1.1 by March 8, 2017	Delays encountered must be managed accordingly.	Development will be at least 8 hours a week
Features	By release 1.0 will include the <ul style="list-style-type: none">• User Login• User Management System• Form Creation• Dashboard		70-80% of high priority features must be included in release 1.0
Quality	Quality testing will be available after the release of 1.0		90-95% of user acceptance tests must pass for release 1.0, 95-98% for release 1.1
Staff		maximum team size is 3 developers + 1 tester	Staff must meet at least 1 hour per week to state accomplishments
Cost		Budget is limited to \$300.00	budget overrun up to 15% acceptable without executive review

4.3. Operating Environment

Since the Central Workflow System connects different department within an organization, the availability will be exclusive for the employees. The Super Admin registers usernames and either escalates or de-escalates the user's privileges. The access of the system is within the intranet. Making of forms is exclusive for the Privileged users, where the maker must assign Approver of the created forms. Requesting and Submitting forms can be done by an Average user from its respective department.

The System is critical for business, hence the Developers impose that the system, as well as the server, is 99.9% up during operation.

The Super Administrator can modify privileges among users to give them access on the available forms on the user's department, the Super Admin is also the one who retrieves data from the data store and is assigned to maintain the database.