**Vision Scope Document**

**for**

**Central Workflow System**

**Version 1.0 Approved**

**Prepared By:**

**Rodger Arteta**

**Ryan Lanuzo**

**Gillian Ventura**

**Chloe Tañada**

**Asia Pacific College - CSPROJ2**

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Revision History

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| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
| 01 | 02/15/2017 | Revision | 1.1 |
|  |  |  |  |

**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 are minimized cost compared to existing software 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 a maximum of 2500 users. | 20% |
| **TOTAL:** | 100% |

**1.4.** **Customer or Market Needs**

The need 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** |
| 1. Debian 5.5.35 | 1. 6GB HDD Space |
| 2. Windows 2003 server | 2. 1GB RAM |
| 3. Apache 2.4.17 |  |
| 4. PHP 5.5.37 |  |
| 5. phpMyAdmin 4.5.1 |  |
| 6. OpenSSL 1.0.2 |  |
| 7. MariaDB 10.1.13 |  |
| 8. XAMPP Control Panel 3.2.2, |  |
| 9. Webalizer 2.23-04 |  |
| 10. Mercury Mail Transport System 4.63 |  |
| 11. FileZilla FTP Server 0.9.41 |  |
| 12. Tomcat 7.0.56 (with mod\_proxy\_ajp as connector) |  |

PC Requirements:

|  |  |
| --- | --- |
| **Software Requirements** | **Hardware Requirements** |
| 1. Windows 7/Vista/XP (32 or 64 bit) | 1. Processor: Dual Core 2.0GHz or equivalent processor |
|  | 2. 2GB System RAM |
|  | 3. 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 will not function online. The system will be developed using open-source software.

**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 at the 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 be created to monitor analytics
* Will be hosted on 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,  A 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   * 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 departments within an organization, the availability will be exclusive for the employees. The Super Admin registers usernames/accounts and either escalates or de-escalates the user’s privileges. The system will be accessible through intranet connection for security purposes. Creation of forms is exclusive for the Privileged users, where the Maker must assign an 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 to 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.