Asia Pacific College
Applied Project – System Prototype (MCSPROJ)

Project Vision and Scope

Asia Pacific College File Script (APCFS)

YEAGERIST

In Partial Fulfillment of the Requirements for Applied Project -System Prototype (MCSPROJ) Project Documentation for MI191

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I. REVISION HISTORY

Name	Date	Reason For Changes	Version
File-201 Upload by the Employees	MAY 26, 2021	PROJECT PICKING	N/A
201-File Update by the Employees	JUNE 8, 2021	PROJECT TITLE CHANGED	N/A
201-file Update by the Employees	AUG 12, 2021	REVISION FOR FINAL PAPER	N/A
File-201 Updated by the Employees	NOV 8, 2021	TITLE AND UPDATES DIAGRAMS	N/A
Asia Pacific College File Script	DEC 15, 2022	FINAL TITLE, DOCUMENT REVISIONS	N/A
Asia Pacific College File Script	JAN 20, 2022	BUILDING SYSTEM	1.0
Asia Pacific College File Script	FEB 5, 2022	SYSTEM PROGRESS, FUNCTIONALITIES	1.0
Asia Pacific College File Script	MARCH 2, 2022	SYSTEM INTRODUCTION FINAL DEFENSE	1.0

Figure 1. Revision History

II. BACKGROUND REQUIREMENTS

Asia Pacific College is one of the colleges in the Philippines that excels in IT and Engineering. The school has a system called Asia Pacific College Information System (APCIS) where all the data and records of the employees are stored and backed up that is managed by the Human Resource (HR). The Human Resource is the department who can access the whole system to perform different agendas such us (reviewing the files and checking the authentication of employees.

Figure 2. Shows the Logo of the Company (Asia Pacific College)

2.1 PROJECT CONTEXT

The team wants to create a web application which the Human Resource Office of Asia Pacific College can use for uploading system where the employees can submit and update their data easily compared to submitting files physically. Files are stored in the database to reduce the difficulty of searching for specific data. One of the key dimensions of the documentary review is keeping the material up to date, and this refers to a strategy for ensuring that document content is always current, relevant, and legitimate.

The system also has a sorting of data wherein there will be a filtering of files for the report generator for more accuracy of export of reports. Also, it has a report generator wherein the Human Resources Department can generate a report about their employee's information and data in excel file format such as (Educational attainment, Family Background, work experienced, Checklist of requirement, Profile of the employee etc.,). The system also has some features, one of them is an evaluation system for the employee, to evaluate their colleagues, and a recruitment page, that will be directed to the official APC website, and last is a chatbot, so if the employee has trouble using the website, the chatbot is there to guide them on how to use it.

A personnel file is an employer saved documentation of the history and status of the entire employment relationship with an individual employee. The employer maintains this employment documentation in a personnel file. The employer needs to retain

documentation about personnel issues such as employee selection, performance, work history, compensation rationale, and internal promotion applications.

2.2 OPPORTUNITY AND OBJECTIVES

State the desired goals and objectives to address the needs/problems stated above. Also include key benefits of reaching goals/objectives.

GENERAL OBJECTIVE:

The general objective of the project is to create a web app that will help APC employees with submitting digital copies of HR-related documents required by various government agencies and accreditation bodies. While basically, a document management system, this special customized web app will have an approval system where the submitted documents are first screened for authenticity.

SPECIFIC OBJECTIVE:

- To create a document management system tailored to support the processes of APC's HR office by the end of production.
- The proposed HR document management system shall provide APC employees a convenient way to submit digital copies of documents required by various government agencies and accreditation bodies. (SSS #, Tin #, Phil health No., Diploma, Birth Certificate and etc.)
- Documents submitted to the proposed HR document management system shall need to be approved first by the HR staff before they can be officially accepted in to the system.

- The system shall have a search feature which will enable the HR personnel to look for employees with specific qualifications.

- The system shall be built to be compliant to the data privacy laws of the Philippines

- The system can generate HR reports such as master's and doctorate degree, birthday, list of requirements etc.

III.   PRODUCT VISION

For Human Resource Office and Employees of Asia Pacific College
Who needs a way to provide an efficient and convenient method of submitting 201 files, and enable generating and extraction of HR reportorial requirements?
The Asia pacific College File Script (APCFS)
Is a web-application that can be used by Employees to update their 201 files with a report generator and evaluation feature for the Human Recourse.
A convenient way of updating and generating reports unlike the traditional way of submitting physical files to HR Office.
Our product offers a more convenient and effective way of submitting and updating 201 files in a friendly user way.

Figure 3. This shows the Product Vision

3.1 MAJOR FEATURES

UNIQUE VALUE PROPOSITION

A File-201 web application that can give the most convenient method of submitting, updating, and generating a report for employee document analytics.

UNFAIR ADVANTAGE

- Report Generator
- Employee Evaluation
- Alert Notification
- Recruitment link Portal
- Chat Bot

CHANNELS

- Microsoft Outlook
- Microsoft Teams.

CUSTOMER SEGMENTS

- Asia Pacific College Human Resource Department.
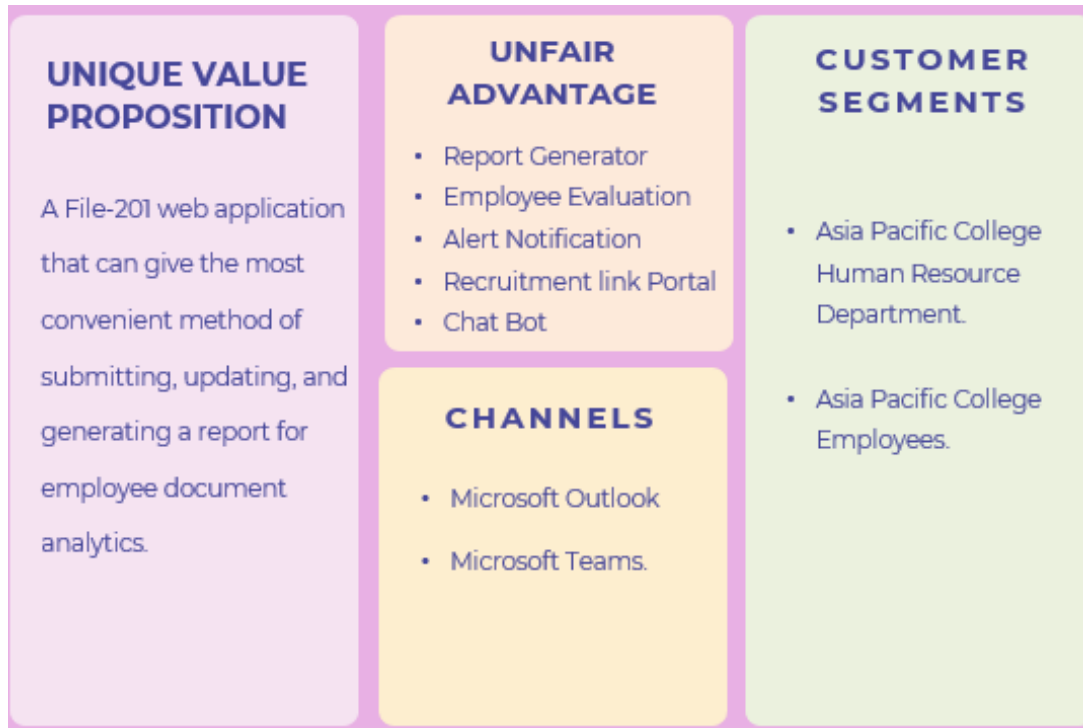- Asia Pacific College Employees.

Figure 4. This figure shows the Major Features

IV. SCOPE AND LIMITATIONS

This APCFS (Asia Pacific College File Script) focuses on the relationship between the Human Resource Office and the Personal Information of Employees as a tool for changing their own data within their 201 files. The major goal of this project is to learn about the consequences of having hard copy documents and subsequently being unable to locate them. Due to the efficiency of modern technology's rapid advancement, this web application allows employees to easily update, delete, or remove their information.