

# **Asia Pacific College**

## **Applied Project – System Prototype (MCSPROJ)**

### **Change Management Plan**

Asia Pacific College File Script (APCFS)

**YEAGERIST**

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

#### **MEMBERS:**

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## INTRODUCTION

The Asia Pacific College File Script (APCFS) can solve a variety of cases in terms of file digitalization and submission, making it more convenient for employees and the Human Resources Office (HRO). The APCFS may have advantages and disadvantages, however it has the potential to have a significant impact on the school. This system attempts to address the current problem that HR is experiencing with file digitalization and submission. The employee's current method of submitting specific documents in the APC is via the Outlook email system and/or physical submission to HR Office. Once the files have been received by HR, the personnel will upload them to the Asia Pacific College Information System (APCIS) by end of month. The team interviewed a few APC employees about their own experiences with the 201-files to the Human Resources Office and it is evident that changes in the process of submission should be taken into consideration. For the time being, the APCFS might be the best solution to the problems that the Human Resource Office and employees are experiencing.

The APCFS highlights the significance of an employee's privacy in terms of their documents and records in their access within Asia Pacific College. This system documents the creation of a web application that serves as a counterpart to the 201-FILE. A 201-FILE is a collection of Human Resources Office employee records. It houses important employee files and documents. The developers hope that by creating the APCFS (Asia Pacific College File Script), they will be able to improve the efficiency with which APC's 201-FILE is managed. An application which can be accessible from a mobile device or a desktop that will make it easy

for authorized users to access their details. The APCFS that will be created is linked to the database of the current system which is APCIS. Advantageously, this system do not require budget allocation for the application as the resources in developing the APCFS are already available.

## CHANGE CONTROL BOARD

Name	Position	Role
Manuel Sebastian Sanchez	Subject Professor	Professor
Rhea Luz Valbuena	IT Department Director	Panelist
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