

Asia Pacific College

Applied Project – System Prototype (MCSPROJ)

Project Charter

Asia Pacific College File Script (APCFS)

YEAGERIST

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

MEMBERS:

VELASCO, Timothy
CORTERO, Louie John
ELLEMA, Mary Jelean
MAGNO, Joshua Ray
TOPINO, Keith Jeremy
URQUIZA, Maria Theresa

ADVISER & CONSULTANT:

Sir. Jojo Castillo.

Project Title: Asia Pacific File Script (APCFS)

Project Start Date: May 2021

Projected Finish Date: June 2022

Budget Information: N/A

Project Adviser:

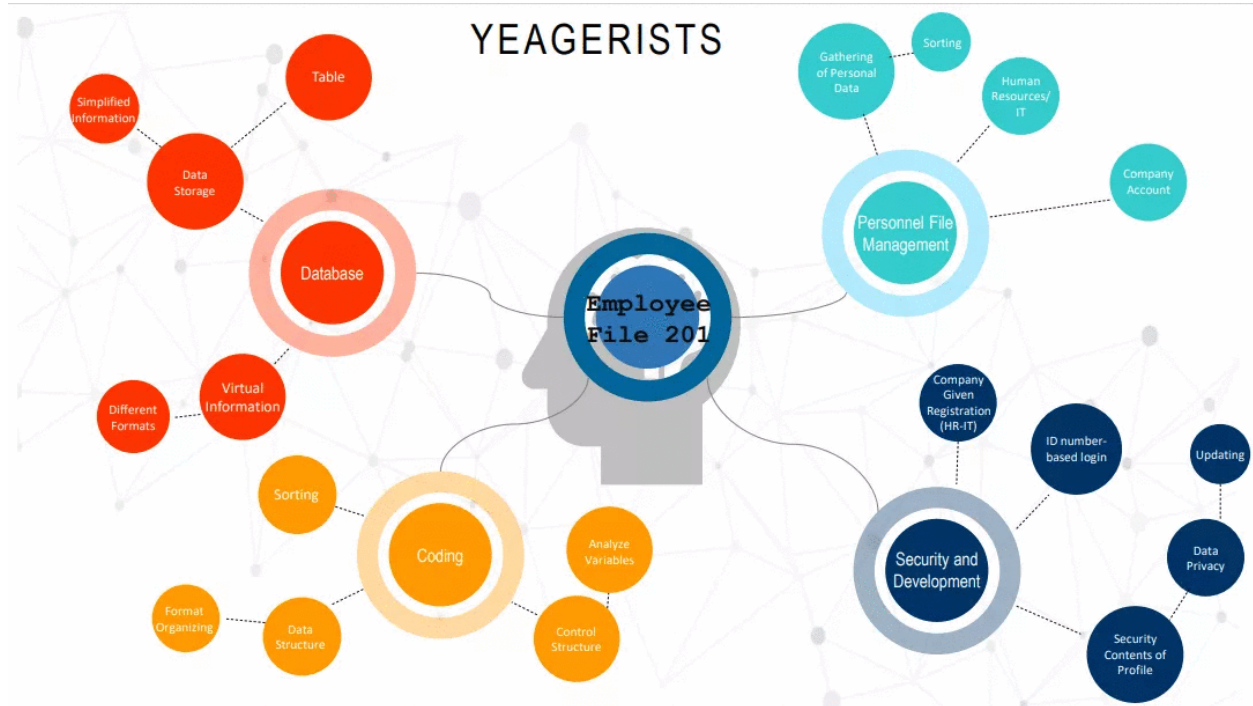
Project Objectives:

- File-201 Uploading System for Employees
- Report Generator for HR

Main Project Success Criteria:

- 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.

Approach:



ROLES AND RESPONSIBILITIES

Role	Name	Contact Information / Email
System Developer	Timothy Chkille Velasco	tgvelasco@student.apc.edu.ph
System Developer	Maria Theresa Urquiza	maurquiza@student.apc.edu.ph
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Sign-off: N/A

Comments: N/A