

**DOCUMENT MANAGEMENT SYSTEM OF NATIONAL COFFEE
RESEARCH, DEVELOPMENT AND EXTENSION CENTER**

THESIS

CHARISSE ANNE L. MANLOGON

College of Engineering and Information Technology

CAVITE STATE UNIVERSITY

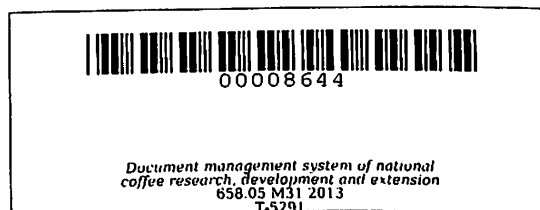
Indang, Cavite

October 2013

**DOCUMENT MANAGEMENT SYSTEM OF NATIONAL COFFEE
RESEARCH, DEVELOPMENT AND EXTENSION CENTER**

An Undergraduate Thesis
Submitted to the Faculty of the
College of Engineering and Information Technology
Cavite State University
Indang, Cavite

In partial fulfillment
of the requirements for the degree
Bachelor of Science in Information Technology



CHARISSE ANNE L. MANLOGON
October 2013

ABSTRACT

MANLOGON, CHARISSE ANNE L. Document Management System Of National Coffee Research Development And Extension Center. Bachelor of Science in Information Technology, Cavite State University, Indang, Cavite October 2013. Adviser: Mr. Simeon E. Daez.

The document management system of NCRDEC was developed to serve as the repository of the entire NCRDEC articles. This serves as an easier way for NCRDEC to post researches and news as well as for the contributors to view and submit articles. This system can assist them in the promotion of the Philippine coffee within and outside the country.

The researcher used the rapid application development as the method in the development of the system. The RAD consists of the following phases: requirements planning, user design, construction, and cutover. Effectiveness of the software in delivering the subject was evaluated through the use of acceptance testing.

One hundred students, three faculty members and one administrator are the three contributors to check its precision. The system was evaluated by the participants based on the given criteria: accuracy, consistency, correctness, reliability, user interaction and technical aspects of the software and materials. The results of the evaluation showed that the system was acceptable to the contributors.

The document management system was developed under XAMPP wherein Apache was used as the server, MySQL for the database and PHP as the scripting language.

TABLE OF CONTENTS

	Page
BIOGRAPHICAL DATA.....	iii
ACKNOWLEDGMENT.....	v
ABSTRACT.....	vi
LIST OF TABLES.....	vii
LIST OF FIGURES.....	vii
LIST OF APPENDICES.....	x
LIST OF APPENDIX FIGURES.....	xi
INTRODUCTION.....	1
Statement of the Problem.....	2
Theoretical Framework.....	3
Objectives of the Study.....	5
Significance of the Study.....	6
Time and Place of the Study.....	7
Scope and Limitation of the Study.....	7
Definition of Terms.....	8
REVIEW OF RELATED LITERATURE.....	10
METHODOLOGY.....	20
Materials.....	20
Methods.....	21
Requirements Planning	21

User Design.....	22
Construction Phase	24
Cutover Phase.....	25
Evaluation Phase.....	26
RESULTS AND DISCUSSIONS.....	28
SUMMARY, CONCLUSION, AND RECOMMENDATIONS.....	70
Summary.....	70
Conclusion.....	71
Recommendations.....	72
REFERENCES.....	73
APPENDICES.....	75

LIST OF TABLES

Table		Page
1	Breakdown of participants	62
2	Frequency distribution of the participants	63
3	Mean score for the functionality of the software	64
4	Mean score for the reliability of the software	65
5	Mean score for the usability of the software	66
6	Mean score for the efficiency of the software	67
7	Mean score for the maintainability of the software.....	68
8	Mean score for the portability of the software.....	69

LIST OF FIGURES

Figure		Page
1	Theoretical framework of development of document management system of National Coffee Research, Development and Extension Center.....	4
2	Screen layout for NCRDEC home page.....	30
3	Screen layout for about NCRDEC page.....	31
4	Screen layout for NCRDEC NEWS page.....	32
5	Screen layout for director's page	33
6	Screen layout for accomplishment report page.....	34
7	Screen layout for financial report page.....	35
8	Screen layout for research page.....	36
9	Screen layout for research projects page.	37
10	Screen layout for R & D activities page.....	38
11	Screen layout for awards page	39
12	Screen layout for extension department.....	40
13	Screen layout for services offered page	41
14	Screen layout for extension activities page.....	42
15	Screen layout for network and linkages page	43
16	Screen layout for publication page.....	44
17	Screen layout for Information, Education, Correction materials page...	45
18	Screen layout for special projects page.....	46

19	Screen layout for demonstration area page.....	47
20	Screen layout for experimental areas.....	48
21	Screen layout for contact us.....	49
22	Screen layout for gallery page.....	50
23	Screen layout for administrator login.....	51
24	Screen layout for administrator change password.....	51
25	Screen layout for administrator homepage.....	52
26	Screen layout for submit articles	53
27	Screen layout for comments/inquiries.....	54
28	Screen layout for articles page.....	55
29	Screen layout for articles updating form.....	56
30	Screen layout for inquiries.....	57
31	Screen layout for researches.....	58
32	Screen layout for researches update/ add form.....	59
33	Screen layout for get reports.....	59
34	Screen layout for registration	60
35	Screen layout for user registration	61
36	Screen layout for employee registration	61

LIST OF APPENDICES

Appendix		Page
1	Gantt Chart.....	76
2	Fish Bone Diagram.....	78
3	Rapid Application Development Methodology	82
4	Interview Guide Question	84
5	Interview Result	86
6	Use Case Diagrams.....	88
7	Entity Relationship Diagram.....	90
8	Evaluation Form.....	92
9	Evaluation Reports.....	95
10	Unit Testing.....	97
11	Certificates	101

LIST OF APPENDIX FIGURES

Appendix Figure		Page
1	Gantt chart	77
2	Fishbone diagram for the difficulty in publishing	79
3	Fishbone diagram for the difficulty in linking with others.....	79
4	Fishbone diagram for the difficulty in disseminating updates and news because it is time consuming.....	80
5	Rapid application development methodology	81
6	Interview	87
7	Use case diagram for administrator	89
8	Use case diagram for contributors.....	89
9	Entity Relationship Diagram	87

DOCUMENT MANAGEMENT SYSTEM OF NATIONAL COFFEE RESEARCH, DEVELOPMENT AND EXTENSION CENTER¹

Charisse Anne L. Manlogon

^{1/} An undergraduate thesis submitted to the faculty of the Department of Information Technology, College of Engineering and Information Technology, Cavite State University, Indang, Cavite in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology. Contribution No. CSU 2012-2013 037. Prepared under the supervision of Mr. Simeon E. Daez.

INTRODUCTION

Document Management System (DMS) is an electronic system designed to organize and manage documents. These documents are usually organized with software which provides the user with the ability to access, modify, and centrally store the documents. Systems handle tedious tasks such as archiving, distribution, and creation of documents.

National Coffee Research, Development Extension Center (NCRDEC) was created in 2005 and started to link with other agencies to promote the development of the coffee industry in the country. NCRDEC aims to strengthen research and development activities and enhance the extension delivery system that will lead to increased productivity, sustainability, and global competitiveness of the Philippine coffee. It has three (3) center units: Research, Extension and Special Projects Department.