

ABSTRACT

This project illustrates the design and implementation of the Documentation Management System (DMS) for Financial Reporting Business Analysis (FRBA) group of Global Services Company (GSC) in order to explore other alternate communication processes and improve them as needed.

A survey of the existing problem was conducted to find out the major problems and the possible enhancement areas in the communication process of Financial Reporting Business Analyst group, which has been established for only one year. Considering the major problems, it appears that the existing system lacks efficient communication method and documentation management. Part of the project deliverables is to prepare the business proposal focusing on the approach to improve the communication method and documentation management of the FRBA group.

The system design was designed and implemented based on web technology since it is very suitable for multi-national organization. The Intranet site has been implemented to replace and improve the existing communication process in term of accuracy, timeliness and availability. In addition, this improvement will introduce more security features, especially prevention of information disclosure.

The web-based application will be installed in high security & controls environment, which will protect the unauthorized access to the information (if any). Also, promoting and/or updating the application will perform through the general 3-tiers application change control process.

In addition, result from the break-even analysis, it appears that all costs will intern approximately by six months.