

ABSTRACT

This project presents the analysis and design of ABAC-KSC Office Management System. The system is developed based on the job environment in the ABAC-KSC Office. The scopes of the project cover secretarial tasks and Bookgroup tasks.

The existing system is manual-based. All the tasks are coordinated through paper and verbal contact. No reports of how the progression of each concerning tasks are made except the verbal contact. No records on tasks history are made through computerized system.

The analysis team is responsible for proposing the computerized system used within the office. It starts from studying manual existing system with the users and tries to perceive the problems as much as they can on the current operation. Then, the required analysis, system design and implementation are followed.

System evaluation is also provided for better understanding on how the proposed system is worthwhile for implementing. The cost analysis has also shown that the cost for computerized system is worth if the proposed system is implemented because the accumulated manual cost system in 5 years is Baht 358,435.72 while the accumulated computerized system in 5 years is Baht 273,077.26.

The outcome of the proposed system is the information system that could provide the information needed by the users in ABAC-KSC office and help to coordinate the job within the office well.