

**IMPLEMENTATION OF OPEN SOURCE
DOCUMENT MANAGEMENT SYSTEM IN SGU**

By

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STATEMENT BY THE AUTHOR

I hereby declare that this submission is my own work and to the best of my knowledge, contains no material previously published or written by another person, nor material which to a substantial extent has been accepted for the award of any other degree or diploma at any educational institution, except where due acknowledgement is made in the thesis.



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ABSTRACT

IMPLEMENTATION OF OPEN SOURCE DOCUMENT MANAGEMENT SYSTEM IN SGU

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As the number of documents increase, SGU needs a better way to manage its important documents. Implementing a Document Management System might be the answer to this problem. The choice ended up with Alfresco Open Source Document Management as the solution. Gap analysis between current Academic Research and Community Service (ARCS) department business processes and selected Document Management System is performed to focus on key challenges on the implementation. Based on what have been found so far, Alfresco Document Management System serves the basic functionality of Document Management. However, a lot of customizations are still needed in order for the software to make a significant impact.

Keywords – documents, Document Management System (DMS), Alfresco, Open Source, Academic Research and Community Service (ARCS)

DEDICATION

I dedicate this thesis to myself.



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