

Activities for Developing DMS-Soft documents

Functions: Project design & engineering

Codes for activities: As below

Source: SH06-For soft documents (Annexure 34A)

(Refer Chapter:12)

List of activities	Codes for steps and (no of activities)	Function applicable	Responsibility
<p>Identifying Soft documents & manual types (both hard & soft copies) that need to be stored as summarised below:</p> <ul style="list-style-type: none"> ● Core documents: types & codes (Annex 22A) ● Statutory documents: types & codes (Annex 23A) ● Functional manuals: types & codes (Annex 17) ● Statutory manuals: types & codes (Annex 18) ● Similar type manuals: types & codes (Annex 19) ● Engineering & Architect drawings, as relevant <p>Each type's volume/ number of documents may run into several hundred /thousand/lacs per financial year.</p>	TH26	All, similar	Nominated user by Each HOD
<p>Identifying the form of Soft documents & manual types that need to be stored, such as summarized below:</p> <ul style="list-style-type: none"> ● Text file: Doc, Docx, Xls, Pdf etc ● Image file: JPG, TIF, PNG, GIF etc ● Audio file: WAV, MP3 etc. 	TH27	All, similar	Nominated user by Each HOD

<ul style="list-style-type: none"> ● Video file: (e.g. AVI-Audio- Video interleave, WMV-window media Video, MOV-Quick time format, MP4, AVCHD-advanced Video coding- high definition and so on 			
<p>Classifying each Soft document into three categories:</p> <ul style="list-style-type: none"> ● Statutory type ● Confidential ● Operational 	TH28	All, similar	Nominated user by Each HOD
<p>Selecting soft document storage location for storage of Soft document files/manuals, tracking storage retrieval vis a vis activity TH24 & TH25</p> <ul style="list-style-type: none"> ● a) house central repository in servers or storage device ● b) In house on the functional PC/Computer or storage device ● c) External outsourced storage location like cloud storage 	TH29	All, similar	HOD- IT/ERP
<p>Evolving Soft Document retention policy with inputs from Heads of functions, legal & corporate finance team, independent of storage location</p>	TH30	All, similar	CEO/MD
<p>Sanctioning following for soft documents planned to be stored at Central Repository in the organisation for all functions as per option “a” in TH27:</p> <ul style="list-style-type: none"> ● Hard Disk storage device/infrastructure for storing documents with the required capacity ● Resource for indexing, receiving, accessing, viewing, retrieving, issuing documents 	TH31	All, similar	CEO/MD
<p>Identifying Desktop for storage of functional documents & providing guidelines for nomenclature/file naming convention</p>	TH32	All, similar	Each HOD

<p>etc. to users for storage, retrieval of soft document planned to be stored within each function as per option “b” in TH27</p>			
<p>Developing software with at least the following features based on inputs from functional HOD vis a vis soft documents to be stored in house at central repository as per option “a” in activity at TH29</p> <ul style="list-style-type: none"> ● Indexing ● Receiving ● Viewing ● Retrieving ● Permissions and access- rights ● File management/File sharing ● IT Security ● Administration ● User activity monitoring capabilities ● Access from multiple locations ● Interface with ERP for retrieval & storage of soft documents ● Storage space requirements in GB/TB etc ● Downtime protection through multiple servers ● Scalability ● Upgradations/enhancements ● Audit trails ● Costs per month 	TH33	All, similar	HOD-IT/ERP
<p>Evaluating external /Service Providers software solution in case External outsourced storage location like cloud storage is planned as per option “c” for soft documents in TH29.</p>	TH34	All, similar	HOD-IT/ERP -

<p>1. Preparation & floating of RFQ with required parameters such as listed in activity TH33</p> <p>2. Identifying various service providers for cloud storage such as below:</p> <ul style="list-style-type: none"> ● Dropbox ● Google drive ● Box ● Mega ● Microsoft one drive ● Apple I cloud ● Next cloud etc ● Adobe <p>3. Identifying various service providers for soft documents storage facilities</p> <p>4. Obtaining quotes & evaluating technology features vis a vis parameter listed in RFQ besides financial strength of service provider & experience in business, market share etc.</p> <ul style="list-style-type: none"> ● Storage space requirements ● permissions and access features ● file management ● collaboration ● security ● administration ● file sharing ● user activity monitoring capabilities ● Access from multiple locations ● Downtime protection through multiple servers ● upgradations/enhancements ● audit trail 			
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<ul style="list-style-type: none"> Recurring cost per month 			
5. Negotiating prices & Placing an order on finalised service provider & informing all concerned HOD 6. Arranging training for using DMS			
Developing SOP/guidelines vis a vis IT Security policy for storage, retrieval, back up & deletion of soft documents irrespective of storage location options as “a or & b or & c” in activity TH29	TH35	All, similar	HOD-IT/ERP
Evolving access rights for uploading, viewing, retrieval & deletion of soft documents irrespective of storage location options as captured as “a or b or c” in activity TH29	TH36	All, similar	Each HOD with inputs from the IT /ERP team
Availing day to day services from the service provider for uploading, storage, retrieval of soft documents to be stored at the outsourced storage facility as per option “c” in TH29	TH37	All, similar	Users in each function
Additional activities proposed per function for meeting future activity requirements of any function for “developing DMS” for soft documents	TH39-TH40-TH41	@1/function	

Note: Annex numbers **Annex 17, 18, 19, 22A, 23A** are a part of the **handbook in Ethics -Volume 1**. The remaining activity codes are reserved for other functions