

Office Management System for smart shirts



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Of

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Declaration

I certify that this dissertation does not incorporate, without acknowledgement, any material previously submitted for a degree and to the best of my knowledge and it does not contain any material previously published or written by another person or myself except where due reference is made in text. I also hereby give consent for my dissertation, if accepted, to be made available for photocopying and for interlibrary loans, and for the title and summary to be made available to outside organizations.

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Abstract

Smart shirts Lanka Limited is a sister company of Smart shirts Hong Kong which is a subsidiary of M/s Younger Group of company limited, an apparel manufacture in People's Republic of china. Smart shirts operate manufacturing facilities in various parts of Asia such as in Srilanka, Philippines, China (Chong Quing, Ningbo and Jilin) and Vietnam. There are over 30,000 personnel employed in these locations to perform different functions, processers and task in different positions.

In smart shirts we believe in quality. Besides having the reputation of being one of the finest shirts makers in the world in terms of workmanship, our concepts of quality extends to the end user, quality of on-time delivery, and the quality of our corporate social responsibility.

Smart shirts Srilanka has scattered around the Srilanka having eight factories and a two Warehouses with over 10,000 employees. Smart shirts produces high fashion garments to a reputed international clientele such as Polo, RalphLauren, LLBean, Jos ABank, Dillard's, JGrew, and Nautica which are sold in for most Departmental Stores throughout the United States and Europe



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Smart shirts is a company that always try to identify the limitations, inefficiency , and un procedural process that need procedures to be in place, to improve inefficiencies and to get rid of the limitations. in this process it was identified smart shirts has some issues in few areas that can be improved a well-designed computer system.

Smart shirts has decided to introduce a new Office Management system which is going to consist of document sharing system, meeting management system and IT related help desk system in order to share the documents to relevant nominated staff or staff groups, initiating, managing meetings and sending meeting minutes to staff or staff groups without using the E-mails, since the e-mail system is to going to be outsourced to a company. Current IT related problems reporting are happening through by using telephone, e-mails, and warble communication that doesn't keep records methodically, and the process of completing the issues/problems will not be closely monitored and recorded are major draw backs of the current process.

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